

# Town of Gravelbourg



## MINOR EVENT APPLICATION

Please complete the enclosed form and  
return to:

**By Mail:**

Chief Administrative Officer  
Town of Gravelbourg  
PO Box 359  
Gravelbourg, SK  
S0H 1X0

**In Person:**

Administration Office  
Town of Gravelbourg  
209 Main Street

**Via Email:**

[town@gravelbourg.ca](mailto:town@gravelbourg.ca)

**Facsimile:**

(306) 648-3400

**For Assistance:**

Contact: Administrative Assistant  
(306) 648-3301 Ext. 5

# **INTRODUCTION**

## **General**

Organizers of events held on public property within the Town of Gravelbourg must submit an application for the proposed event. Town Council and/or Administration is responsible for approving all public events on streets and parks

The Town requires applications for minor events to be submitted 1 month prior to the event, all other event applications must be submitted a minimum of 3 months prior to the event.

A minor event is defined as having a minimal impact on neighbouring properties, lasts for less than twenty-four (24) consecutive hours and has an attendance of 100 people or less.

The Town of Gravelbourg bylaws do not permit vehicles, amplification of noise, any structures, vending or obstructions within a public place, thoroughfare, or parks; or any interference with or alterations to any fitting or facilities located thereon, unless the approval of the Town is first obtained. See the attached Appendix for the correlating bylaw details.

Applicants seeking the Town's approval for any activities, are to ensure this application form is completed in full. Completion and submission of the application form does not automatically imply approval and any non-completed sections will be taken to mean that those sections do not apply or that the particular facility is not required

## EVENT DETAILS

Event Name:	
Event Date:	
Alternate Date:	
Time of Event:	From: _____ To: _____
Park(s) Name:	
Street(s) Required:	
Anticipated Attendance:	
Activities Planned: Describe event & entertainments	
Will an entry fee be charged:	Yes <input type="checkbox"/> No <input type="checkbox"/>

## CONTACT DETAILS

Name of Organization:	
Mailing Address	
Main Contact Person:	
Contact No.	
Email:	
Secondary Contact Person: Phone: Email:	

## PARKING

<p>Is vehicle access onto the park or street required:</p>  <p>See Appendix Traffic Bylaw</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details:</p>
<p>Is there any additional reserved or no parking requirements:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details:</p>

## NOISE CONTROL

<p>Do you think that noise associated with your event will impact surrounding premises:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details:</p> <p>Type of Noise (music, construction, other)</p>
<p>See Appendix Noise Bylaw</p>	<p>If amplification is to be used, provide details:</p>

## ALCOHOL CONSUMPTION

<p>Will your event have alcohol:</p>    <p>See Gaming &amp; Licencing Bylaw in Appendix</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, will alcohol be sold:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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## RETAIL

<p>Will your event have any retail booths/sales:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following:</p> <p><b>Number of Booths:</b></p> <p><b>Type of goods sold:</b></p>
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## WASTE DISPOSAL and PUBLIC WASHROOMS

<p>Will your event have sufficient garbage bins:</p> <p>Applicants are responsible for the costs and duties associated with the cleaning, collection and removal of litter from the park and streets.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, please describe how you will accommodate the public for this:</p>
<p>Will your event have public washrooms:</p> <p>See Appendix for Porta Poti Rentals</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, please describe how you will accommodate the public:</p>

## SIGNAGE AND FENCING

<p>Will your event have external signage:</p>          <p>Are you proposing to fence off the event:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please describe where:</p>          <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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**STRUCTURES and EQUIPMENT**

<p>Is there any other associated activity that has not been mentioned:</p> <p>Example: fireworks, aerial displays, animals.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please describe:</p>
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**OTHER ASSOCIATED ACTIVITIES**

<p>Will your event have any tents, marquees, stages, scaffolding, seating, lighting or any other structure:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details</p>
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**THIS APPLICATION WILL NOT BE ACCEPTED UNLESS SIGNED**

I have read and understood the General Information and Appendix

Name: *(please print)*: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# APPENDIX

## BYLAWS

Parking: Traffic Bylaw No. 1044/97

*ii) Notwithstanding the provisions of Subsection (i), a vehicle may be parked in any lane for the purpose of taking on or discharging cargo, provided no such vehicle shall be so parked for a period exceeding thirty (30) minutes at one time, unless written permission has first been obtained from the clerk or a special constable of the municipality for an extension of such time limit.*

Noise: Bylaw No. 1235/04 – Bylaw No. 766/81

Exemptions:

*8. a) Notwithstanding any of the provisions of this Bylaw, this Bylaw does not apply to any person who emits or causes the emission of noise in connection with any life-saving duty or responsibility or any person acting in an emergency situation.*

*b) Notwithstanding any of the provisions of this Bylaw, this Bylaw does not apply to a person who emits or causes to be emitted noise in connection with any of the following activities:*

*i) The use in a reasonable manner of an apparatus or mechanism for the amplification of the human voice or of music in a public park or recreational area under the control and management of the town, in connection with any public election meeting, public celebration, recreational event, or other lawful gathering.*

*ii) Any band or parade, provided that the consent of the Town Council, to operate such band or hold such parade has first been obtained.*

*iii) Any carnival, fair or exhibition provided that the consent of the Town Council to operate or hold such carnival, fair or exhibition has first been obtained.*

*iv) Any event authorized by the town on town lands.*

*v) The sounding of bells in churches, religious establishments and schools.*

*vi) The moderate use of musical instruments to call attention to an opportunity to contribute to a collection made for a charitable undertaking approved by Town Council.*

## SGLA Licence

*It is the responsibility of the event organizers to follow all SGLA regulations pertaining to events that will serve and/or sell alcohol.*

## Event Insurance

*The Town of Gravelbourg requires that you have liability insurance for your event. As the permit holder, you may be held liable should anyone at your event be injured. This includes injuries that happen during the event itself as well as related injuries that may occur after the event. For example if a guest at the event becomes intoxicated and attempts to drive himself home, you may be held liable for any damages he causes to himself or to other people.*

*Special Events Liability Insurance is available from many Saskatchewan insurance brokers.*