



## Concert/Special Event Licence

This application must be made to the administrator, in writing, at least **60 days prior** to the proposed concert/special event date with a non-refundable application fee of **\$50**.

**Are you an individual, partnership or corporation?** (please select)

Individual       Partnership       Corporation

If **individual** was chosen:

**Applicant:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

If **partnership** was chosen:

**Applicant:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

**Partner:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

If **corporation** was chosen:

Name of corporation: \_\_\_\_\_

**Director 1:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

**Director 2:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

\*A certified copy of a Certificate of Status for the Corporation is required\*



Application  
**Concert/Special Event Licence**

**Name of Event:** \_\_\_\_\_

Municipal address and legal description of the property where the concert/special event will be held:

Municipal Address: \_\_\_\_\_

Legal Description: Lot\_\_\_\_ Block\_\_\_\_ Plan\_\_\_\_\_

Quarter\_\_\_\_ Section\_\_\_\_ Township\_\_\_\_ Range\_\_\_\_ Meridian\_\_\_\_

Number of acres: \_\_\_\_\_

\*Written consent of the property owner to use the property for the concert or special event is required\*

**Event Date and Attendance**

	Dates	Time(s)	Anticipated Attendance
Set Up:			
Event:			
Take Down:			

**Estimated number of customers, spectators, participants, and other persons expected to attend:** \_\_\_\_\_

Event Activities (check all that apply):

<input type="checkbox"/> Alcohol Sales/Services	<input type="checkbox"/> Dignitaries in Attendance	<input type="checkbox"/> March/Parade
<input type="checkbox"/> Amplified Sounds	<input type="checkbox"/> Filming	<input type="checkbox"/> Propane BBQ
<input type="checkbox"/> Animal Activities (petting zoo, pony rides)	<input type="checkbox"/> Fire Pit	<input type="checkbox"/> River Activities
<input type="checkbox"/> Boot Camp/Fitness Class	<input type="checkbox"/> Fireworks/Pyrotechnics	<input type="checkbox"/> Run/Walk/Marathon
<input type="checkbox"/> Carnival Rides	<input type="checkbox"/> Food Trucks	<input type="checkbox"/> Sleigh Rides
<input type="checkbox"/> Concession (food/beverage)	<input type="checkbox"/> Inflatables	<input type="checkbox"/> Tent Set-Up/ Temporary Structure
<input type="checkbox"/> Other _____		



## Concert/Special Event Licence

Detailed description of events that outlines the specific nature, kind, character and type of concert/special event:

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Will spectators or participants remain at night or overnight?      Yes    or    No

If yes, please describe the arrangements that will be made for illuminating the property for camping or similar facilities.

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What provisions will be taken if more people than you estimated attend your event?

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What provisions will be taken to clean-up the property and remove garbage after the concert/special event is over?

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Please include a separate document with a detailed plan to provide:

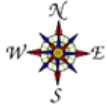
- |  |  |
|--|--|
| <input type="checkbox"/> Security and fire protection  | <input type="checkbox"/> Sanitation facilities                     |
| <input type="checkbox"/> Water supplies and facilities | <input type="checkbox"/> First aid facilities and services         |
| <input type="checkbox"/> Sewer and drainage facilities | <input type="checkbox"/> Vehicle parking spaces and vehicle access |
| <input type="checkbox"/> Food supplies and facilities  | <input type="checkbox"/> Policing and/or on-site traffic control   |

**If some do not apply please explain why in your document**



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Please draw a site plan below that clearly indicates the arrangement of all the facilities associated with the concert/special event.



Other information needed:

- The details of any licensing request that the applicant has made or intends to make to the Saskatchewan Liquor and Gaming Authority;
  - Proof that the applicant has general and host liquor liability insurance for the proposed concert or special event in an amount of not less than \$2,000,000, covering public liability for all personal injury and property damage that may occur by reason of the operation of the concert/special event, naming the municipality as an additional insured (only applies if liquor licence is required).
- Off-site traffic provisions where required.
- Any other information reasonably required by the administrator to process the application.

Other permits that may apply:

- Road haul permit
- Permit to burn



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By checking each box, I understand that:

- Applicant and event organizers are required to read and understand Bylaw 2023.02 – A Bylaw to Licence and Regulate Concerts and Special Events
- If alcohol is served or consumed at the concert/special event, a Special Occasion Permit must be obtained from the Saskatchewan Liquor and Gaming Authority
- A non-refundable application fee of \$50 is required before review of application

Declaration:

I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature of partner/director: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Submit completed Application

By Mail, E-mail or In-Person:

- Box 250 Codette, SK S0E 0P0
- rm487@rmnipawin.ca
- 529 Service Street Codette, SK