

# Special Event Policy

## *Ministry of Parks, Culture and Sport*

Revised: April 17, 2025

Please complete the form below, incorporate all requested information, and return it by email to [Parks.Info@gov.sk.ca](mailto:Parks.Info@gov.sk.ca). Incomplete or applications with false information will result in the application being denied. The application will be reviewed, and you will be notified if the event is approved or denied. The application must be received at least 15 business days prior to the event/activity. Late applications may be denied. Additional information may be attached to this form.

### 1.0 Definitions

- 1.1. A **Special Event** is any activity outside of a provincial park's ordinary routine. A Special Event is carried out within a provincial park by an event sponsor. By virtue of the nature and scope of the activity, it requires a formal understanding between the Ministry of Parks, Culture and Sport and the event's Sponsor. Examples of a Special Event may include weddings, family reunions, community events, or sporting events.
- 1.2. A **Business Vendor Permit** is a permit that provides access to operate a business or event in one or more provincial parks for a twelve-month period when the intent of the activity is to generate revenue, does not require permanent facilities on park land, and does not require exclusive use of park land to operate.
- 1.3. A **Sponsor** is any individual, group, agency, association, or corporation with major organization and implementation responsibilities in the staging of a Special Event.
- 1.4. **Park Land** means Crown land constituted under *The Parks Act* as a provincial park, protected area, recreation site, or historic site.
- 1.5. A **Park Manager** is the designated personnel responsible for the day-to-day management of the provincial park, historic park or site, or recreation site (i.e. Park Lands).
- 1.6. **Provincial Park** means a historic park, a recreation park, a natural environment park, or a wilderness park pursuant to Section 4 of *The Parks Act*.
- 1.7. **The Applicant** is the individual responsible for the formal application of the Special Event. The applicant must be 18 years of age or older and must obtain permission for the Special Event within park lands. The written application must be completed at least 15 business days prior to the proposed event date.
- 1.8. **Partnership** refers to people and/or organization(s) who have an association with the Ministry of Parks, Culture and Sport and either hold a business operating license agreement, business vendor permit and/or pay ongoing fees to the Ministry, including but not limited to cottage leases, and commercial business lessee fees.

### 2.0 Approval Criteria and General Guidelines

- 2.1. All Special Events will require a complete and approved Special Event or Business Vendor Permit if you answer yes to two or more of the questions below:
  - Will the event require partial or exclusive closures to in-park locations and/or amenities such as roads, trails, waterways, day-use areas, etc.?
  - Will there be a registration fee charged to participants?
  - Will merchandise be sold to the public?
  - Will banners and signage be used to promote the event?
  - Will food be provided for participants?
  - Will you promote this event on social media, and/or will the media be present at the event?
  - Will the event require infrastructure such as tents, speakers, generators, portable toilets, or park-owned equipment such as tables or chairs?
  - Will you require park staff assistance (e.g., trail grooming, garbage removal, etc.)?
  - Will alcohol be served at the event?
  - Does the activity fall into any of the following categories: athletic event, car show, concert, cultural event, family event, film production, fireworks show, fishing derby, or wedding?
- 2.2. All Special Events shall be reviewed with the following minimum criteria for approval:
  - 2.2.1. The applicant is expected to pay for services beyond routine operations and maintenance;

- 2.2.2. no significant environmental impacts or damage should occur due to the preparation or staging of activities;
  - 2.2.3. no significant impacts should occur to regular park operation or park users;
  - 2.2.4. the event shall not conflict with the business operation of commercial lessees within the park;
  - 2.2.5. activities are to be safe for participants and spectators and have minimal impact on other park users;
  - 2.2.6. the event may not be associated with illegal activities;
  - 2.2.7. the event must be free from bullying, harassment, racism, discrimination and ensure that all individuals are treated with dignity and respect;
  - 2.2.8. when the Sponsor supplies security staff, they must be qualified to act in a security capacity and remain fit for duty during the event;
  - 2.2.9. facility use must not impact other public use unless the event is open to the general public or if the facility's exclusive use is deemed acceptable. The Sponsor is responsible for all cleanup of facilities within the facility rental timelines; and
  - 2.2.10. events requiring the installation of fences or infrastructure into the ground must contact Sask 1st to provide line locates at least two days before set-up. Fences or infrastructure must be approved by the park. Installation must not affect the environment.
- 2.3. For Special Events categorized as moderate or considerable, the Sponsor shall, at least fourteen days prior to the event, provide the Ministry with a certificate of insurance, or other evidence satisfactory to the Ministry, indicating that the Sponsor has secured, in respect of the event, comprehensive general liability insurance covering loss of life, bodily injury, and property damage, in an amount no less than \$2,000,000 inclusive of any one occurrence. Such policy shall:
- 2.3.1. Be effected with an insurer licensed to carry on business in the province of Saskatchewan;
  - 2.3.2. cover participant liability;
  - 2.3.3. name the Government of Saskatchewan as an additional insured; and provide fourteen days' notice to the Minister in case of introduction of major coverage restriction.

### 3.0 Fees

3.1. Special Event fees are based on the criteria listed in the chart below. Special events are classified based on the scale they most closely align with, as well as offerings held previously across the province.

Scale of Event	Criteria and Examples	Special Event Fee
Minor	<ul style="list-style-type: none"> <li>• No assistance from park staff is required</li> <li>• No infrastructure closures</li> <li>• Less than 30 attendees</li> <li>• Insurance Requirement: no insurance required (unless a park-owned facility is booked)</li> <li>• <i>Examples:</i> small family event, small corporate event</li> </ul>	\$0
Moderate	<ul style="list-style-type: none"> <li>• Closure of infrastructure from public use</li> <li>• Park staff assistance required</li> <li>• More than 30 attendees</li> <li>• Alcohol is served</li> <li>• Insurance Requirement: minimum of \$2,000,000 public liability insurance</li> <li>• Proof of permits required two weeks (14 days) prior to the event</li> <li>• <i>Examples:</i> recreation event, wedding reception, medium-sized family event</li> </ul>	\$100
Considerable	<ul style="list-style-type: none"> <li>• Considerable infrastructure closures from public use</li> <li>• Significant equipment and assistance from park staff are required prior to, during, and/or following the event</li> <li>• More than 150 attendees</li> <li>• Alcohol is served</li> <li>• Merchandise is being sold</li> <li>• Registration fees are being charged</li> </ul>	\$200

	<ul style="list-style-type: none"> <li>• Insurance Requirement: minimum of \$2,000,000 public liability insurance</li> <li>• Proof of permits required two weeks (14 days) prior to the event</li> <li>• <i>Examples:</i> car show, fishing derby, fireworks, an athletic event that requires trails to be closed to the general public such as a triathlon</li> </ul>	
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**3.2.** Events operating under a Business Vendor Permit have different criteria and require different documentation than those operating under a Special Event Permit (3.1).

Benefits of a vendor permit include:

- Considered an official partner of Sask Parks including direct contact with the Business Development and Leasing team.
- Ability to connect with other Sask Parks partners who may round out or build on your upcoming event(s), giving your event and/or business additional exposure.
- Free promotion and advertising of events through Sask Parks’ social media, website, and other communication channels.
- Ability to host multiple events at multiple parks throughout the 12-month period, pending Park Manager approval.
- Two complimentary in-park business entry permits.

Interested in these additional services? Let Sask Parks know when you submit your Special Event Application to [parks.info@gov.sk.ca](mailto:parks.info@gov.sk.ca). Any event can apply for a Business Vendor Permit.

	Criteria and Examples	Fee
<b>Business Vendor Permit</b>	<ul style="list-style-type: none"> <li>• Revenue-generating initiative</li> <li>• Sale of merchandise or services to the public</li> <li>• Insurance Requirement: minimum of \$2,000,000 public liability insurance</li> <li>• Proof of permits required two weeks (14 days) prior to the event</li> <li>• <i>Examples:</i> festivals/concerts where tickets or admissions are sold for profit, large-scale competitions such as a fishing derby with a significant number of participants and registration fees.</li> </ul>	\$500 (12-month period)

**3.3.** Special event permit fees must be paid in full at a minimum of fourteen days prior to the event start date.

**3.4.** Cancellations made fourteen days or less prior to 8:00 a.m. CST of your event’s first date will result in the forfeit of all fees. To cancel your Special Event, a written notification must be sent to [parks.info@gov.sk.ca](mailto:parks.info@gov.sk.ca).

**3.5.** Special event fees can be waived for special events in the following instances:

**3.5.1.** When a park-owned recreation hall, pavilion, or picnic shelter is reserved.

**3.5.2.** When events are hosted by or in partnership with park lessees with notable support from the lessee (e.g., venue, catering, marketing, financial assistance, etc.).

**3.5.3.** When events consist of fireworks that are held in conjunction with the park and/or park business(es).

**3.5.4.** When a monetary donation of a value greater than the special event fee is made to Sask Parks through [parks.saskatchewan.ca](http://parks.saskatchewan.ca).

- For eligible donations made prior to the special event date, special event fees will be waived.
- For eligible donations made after the special event date, special event fees will be refunded.

**3.5.5.** When a significant in-kind donation of a value greater than the special event fee is agreed upon by Saskatchewan Parks and the event organizer.

- In-kind donations include services that directly benefit Saskatchewan Parks, such as trail maintenance.
- When an in-kind donation is made, a service agreement is required. Organizers must submit a written request that details the in-kind donation and estimated value of the work being completed.
- The value of the in-kind donation will be assessed based on current market rates for similar services.
- If approved, the organizer will receive written confirmation of the waiving of fees.

**3.5.6.** For events that are hosted by registered charities when the Special Event’s goals align with at least two of Saskatchewan Provincial Parks’ goals and strategies:

- Offering valued experiences for all citizens and visitors
- Protecting Saskatchewan's natural cultural resources for the benefit of all current and future generations
- Increasing contribution to provincial economy

- 3.6.** At the discretion of the Park Manager, courtesy entry permits can be provided to event organizers.
- 3.7.** Any additional costs incurred by park staff to assist in event staging may be charged to the Sponsor.
- 3.8.** Additional costs incurred by renting a park-owned facility are at the cost of the event organizer.
- 3.9.** A vehicle entry permit is required to access Saskatchewan Provincial Parks. Daily, weekly, and annual passes are available. Saskatchewan residents 65 or older can receive a free park entry permit with proof of age and residency. For more information on entry permits, click [here](#).
- 3.10.** The Sponsor shall be liable to the Ministry for any damage to park buildings, furniture, facilities, or grounds caused by the Sponsor, its members, employees, volunteers, contractors, patrons, customers, concessionaires, or by any participants in or spectators of the event.

**4.0 Upon receipt of a Special Event Application, a designate from Saskatchewan Provincial Parks, depending upon the type, nature, and requirements of the Special Event, shall,**

- 4.1.** Review the proposal regarding appropriate Legislation, Regulations, and the Special Events Policy and these procedural directives.
- 4.2.** Advise the applicant, in writing, regarding acceptance or rejection of the proposal and any special conditions if accepted, and rationale for rejection.
- 4.3.** Notify the appropriate Ministry staff of the decision.

**5.0 Special Event Promotion:**

- 5.1.** All special events interested in promotion must submit the Special Event Details for Promotion form found at the end of this document.

**6.0 When filling out the Special Event Application, please consider the following:**

- 6.1.** To gain approval, the Special Event or Business Vendor Permit may require additional permits (e.g., a food or liquor permit).
- 6.2.** The applicant agrees to indemnify and hold the Ministry of Parks, Culture and Sport harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts of omissions related to the Special Event.

# Special Event Policy

Date of Application (MM/DD/YYYY)

## Event Organizer Information

Name of Organization/Sponsor

Applicant's Name

Address

City/Town

Province

Postal Code

Telephone (work)

Telephone (cell)

Email Address

Do you currently hold a business operating license agreement or commercial lease within Saskatchewan Provincial Parks?

- Yes  
 No

Are you applying on behalf of a registered charity?

- Yes  
 No

If yes, please indicate your registered charity number: \_\_\_\_\_

## Event Information

Event Name

Start Date (MM/DD/YY) (time)

End Date (MM/DD/YY) (time)

Arrival Date (MM/DD/YY) (time)

Departure Date (MM/DD/YY) (time)

Event Type:

- |   |  |
|---|--|
| <input type="checkbox"/> Athletic or sporting event | <input type="checkbox"/> Film production |
| <input type="checkbox"/> Car show                   | <input type="checkbox"/> Fishing derby   |
| <input type="checkbox"/> Concert                    | <input type="checkbox"/> Wedding         |
| <input type="checkbox"/> Cultural event             | <input type="checkbox"/> Other: _____    |
| <input type="checkbox"/> Family event               |  |

**Event Description:**

**Event Alignment with Sask Parks Strategies: *\*Required for registered charities only\****

\_\_\_\_\_

**Provincial Park or Recreation Site**

\_\_\_\_\_

**Proposed Location in Park (Pavilion, Picnic Shelter, etc.)**

\_\_\_\_\_

**Anticipated Number of Participants**

\_\_\_\_\_

**Number of Event Staff**

\_\_\_\_\_

**Anticipated Number of Spectators**

**Has this event been hosted in a Saskatchewan Provincial Park or Recreation Site before?**

- Yes
- No

**Is this event for profit?**

- Yes
- No

**Is this event a fundraiser?**

- Yes
- No

**If yes, please indicate where donations will be provided to: \_\_\_\_\_**

**Is this event open to the public?**

- Yes
- No

**Will merchandise be sold?**

- Yes
- No

**If yes, please indicate what type of merchandise will be sold (including any logos and/or branding):**

**Admission/Registration Fee Per Participant:**

**Park Equipment and Facilities**

In some circumstances, special requests for park equipment and/or facilities may be accommodated. Please indicate the type of equipment and/or facilities you are interested in:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Amphitheater       | <input type="checkbox"/> Chairs            | <input type="checkbox"/> Recreation Hall |
| <input type="checkbox"/> Ball Diamond/Field | <input type="checkbox"/> Garbage Bins      | <input type="checkbox"/> Recycling Bins  |
| <input type="checkbox"/> Barricades/Cones   | <input type="checkbox"/> Group Campsite(s) | <input type="checkbox"/> Tables          |
| <input type="checkbox"/> Bathrooms          | <input type="checkbox"/> Pavilion          | <input type="checkbox"/> Other: _____    |

The above section indicates your interest only. To reserve a park facility, please visit [parks.saskatchewan.ca](http://parks.saskatchewan.ca). Note that the above equipment and/or facilities may only be available at select provincial parks.

**Does this event require seating?**

- Yes
- No

Select provincial park locations have chairs available for events. Please describe whether you are interested in park-owned seating or if you will be bringing your own.

*Any additional costs incurred by park staff to assist in event staging may be charged to the Sponsor.*

**Event Tents**

**Are you planning on putting up tents?**

- Yes
- No

If yes, please provide the location in the park, the dimensions of the tent, and your planned use.

*Prior to putting up tents, [Sask 1<sup>st</sup> Call](#) must be contacted to provide line locates at least two days before set-up.*

**Fireworks**

**Will the event involve fireworks?**

- Yes
- No

**If yes, have you read and complied with policy 80.09 Use of Fireworks on Provincial Parks Lands?**

- Yes
- No

For events involving fireworks, the following documentation must be submitted to the Park Manager at least 14 days prior to the proposed event:

- Identification of a Certified Fireworks Operator;
- a map/sketch including the firing zone, direction of firing, fallout zone, and spectator viewing areas;
- distances between the public and vulnerable features; and
- emergency response procedures that include wildfire mitigation measures.

**Vehicle Traffic and Closures**

Do you have a transportation plan (shuttle buses, reliance on private vehicles, etc.)? \_\_\_\_\_

Will road closures be needed before, after, or during the event? \_\_\_\_\_

Please specify any parking requirements, and how the event will impact the environment or other visitors:

**Utilities**

Are utilities required (water, washrooms, electrical, sewage, etc.)?

- Yes
- No

If yes, please specify your requirements and include the voltage needed.

**Insurance**

There is a minimum of \$2,000,000 public liability insurance required for Business Vendor Permits and Special Events categorized as moderate or considerable. The insurance policy shall cover participants' liability and name the Government of Saskatchewan as an additional insured. Proof of insurance will be required by the Park Manager at least fourteen days prior to the event.

Describe the insurance coverage for the event:

**Permits and Approvals**

A copy of all permits and approvals is required to be given to the Park Manager at least fourteen days prior to the event.

**Will alcohol be served?**

- Yes
- No

If yes, please complete the necessary [Saskatchewan Liquor Permit](#).

**Will the event include any raffles (e.g. 50/50, auction, etc.)?**

- Yes
- No

If yes, please apply for your raffle license through the [Saskatchewan Liquor and Gaming Authority](#).

**Will the event be a Competitive Fishing Event?**

- Yes
- No

If yes, please complete the necessary [Competitive Fishing Event application form](#).

**Will the event require a Temporary Food Service Licence?**

- Yes
- No

Many events where a Temporary Food Service License is not required include events hosted by community organizations such as service clubs, community associations, multicultural associations, churches, schools, sports teams, and recreational clubs. Please contact your [Public Health Inspector](#) to confirm requirements specific to your event.

Food trucks and mobile food carts already licensed by the Saskatchewan Health Region as a Public Eating Establishment do not require a Temporary Food Service License.

**Advertisement**

**Do you plan to advertise or issue a press release before the event/activity?**

- Yes
- No

**If this event is open to the public and you are interested in advertising on Saskatchewan Provincial Park’s website and/or social media, please fill in the Special Event Details for Promotion form found at the end of this document. Please ensure the advertisement is appropriate and respectful to all members of the community and the Government of Saskatchewan (see item 2.1.7 in the Special Event Policy).**

*The Ministry of Parks, Culture and Sport reserves the right to advertise public events.*

**Are you interested in Saskatchewan Parks providing you and your participants with information regarding amenities in provincial parks?**

- Yes
- No

**Additional Comments**

Please provide any additional comments that the Ministry of Parks, Culture and Sport should be aware of:

## Submission

- I acknowledge that I (we) have read, and do hereby understand, the above Special Event Policy and information.
- I certify the information in this application is true, complete, and correct to the best of my knowledge. I acknowledge that I (we) am (are) required to comply with any conditions or stipulations that are required by the park when the application is issued. I understand that false or incomplete information will result in denial of this application.

X \_\_\_\_\_

### **Applicant Signature**

*(typing your name here confirms the selections above)*

**Once application is completed and signed, please email your submission to: [parks.info@gov.sk.ca](mailto:parks.info@gov.sk.ca).**



**Park Operations Approval**

- Approved (all required documentation and permits have been received)
- Denied

Approve with the following changes:

Rationale for Saskatchewan Parks' denial of application:

*Permits and/or Agreements will be issued for all approved events. Depending on the activities being undertaken, further permits, permissions, or agreements may be required and will be identified as conditions when the event has been approved. Generally, Special Events defined as Considerable or Business Vendor Permit in the fee schedule will require more than a simple permit and may be subject to additional legal agreements or contracts. These will typically be undertaken for large scale events in premier locations or for events that are co-sponsored by Saskatchewan Parks. When required, legal agreements or contracts will specifically detail the responsibilities of both Saskatchewan Parks and the event organizer. The approval process and the terms and conditions of any permit or agreement are guided by the information contained in the Special Event Policy and all other Saskatchewan Parks rules, regulations, and policies.*

**X** \_\_\_\_\_  
**Park Manager**  
**Ministry of Parks, Culture and Sport**

# Special Event Details for Promotion

## *Ministry of Parks, Culture and Sport*

For any events that are open to the public, please complete the sections below. This information will be used to promote your special event on Sask Parks web and/or social channels.

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**Event name**

**Provincial Park**

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**Specific location of event within the park**

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**Date(s)**

**Time(s)**

**Description:**

**Where can people find more information?**

**Is there registration or a fee required? If so where can people find more information?**

**Social media pages or handles (Facebook, Instagram):**

**Any additional comments you would like to include:**

**Please provide a “wow” photo by attaching it to the email submission.** You can send a couple options if you like. Make sure it is relevant to parks, make sure you have permission from whoever is in the photo or whoever took the photo.