



# Sport User Tournament Application Form

Complete the following checklist of requirements prior to the completion of the Sport User Tournament Application Form.

Application must be legible and completed digitally or in pen. Incomplete applications will not be reviewed.

By checking each box, I understand that:

- Event organizers are required to read and understand the Sport Field Information Guide and are responsible for abiding by all City of Saskatoon guidelines and rules.
- If staking portable structures into the ground, event organizers are responsible for completing utility and irrigation line checks (refer to Sport Field Information Guide – Tents and Temporary Structures).
- Motor vehicles are restricted in parks unless permits have been granted per Bylaw No. 7767, The Recreation Facilities and Parks Usage Bylaw, 1998.
- If alcohol is served or consumed at the event, municipal approval must be obtained from the City of Saskatoon, and a Special Occasion Permit must be obtained from the Saskatchewan Liquor and Gaming Authority.
- If food is served or sold at the event, event organizers and vendors must receive approval from the Saskatchewan Health Authority.
- Food trucks are not allowed in parks, unless approved by the City of Saskatoon. Food trucks must hold a City of Saskatoon Mobile Food Truck License and must have a letter of invitation from event organizers visibly posted.
- Insurance is required for all events. The insurance document must name the City of Saskatoon as an additional insured party.
- Damage deposits may be required.
- A submission of this application is a request to use Park Space and does not guarantee approval or permit.
- A non-refundable application fee will apply to all tournament applications and must be paid within 10 days of receiving the contract.**
- All required documents (signed contract, liability insurance, applicable fees) must be submitted/complete a minimum of seven (7) days prior to my event.**

## PART A: CONTACT INFORMATION

|  |  |                                 |  |
|--|--|---------------------------------|--|
| <b>Event Name:</b>   |  |                                 |  |
| <b>Event Website:</b>  |  |                                 |  |
| <b>Hosting Organization:</b>   |  |                                 |  |
| <b>Mailing Address:</b> <i>(include City, Province, and Postal Code)</i> |  |                                 |  |
| <b>Primary Contact Name:</b>   |  |                                 |  |
| <b>Primary Contact Email:</b>  |  | <b>Primary Contact Phone:</b>   |  |
| <b>Alternate Contact Name:</b>   |  |                                 |  |
| <b>Alternate Contact Email:</b>  |  | <b>Alternate Contact Phone:</b> |  |
| <b>Event Day Contact Name:</b>   |  | <b>Event Day Contact Phone:</b> |  |

## FOR OFFICE USE ONLY

|                                      |  |                           |  |
|--------------------------------------|--|---------------------------|--|
| <b>Date Received:</b>                |  | <b>Reviewed By Parks:</b> |  |
| <b>Contract Number:</b>              |  | <b>Total Amount Owed:</b> |  |
| <b>Liability Insurance Received:</b> |  | <b>Payment Received:</b>  |  |

**PART B: EVENT DETAILS****1. Brief Event Description:**

|  |
|--|
|  |
|--|

**2. Tournament Date and Attendance:**

|                              | Date(s) | Time(s)      | Location(s) | Anticipated Attendance |
|------------------------------|---------|--------------|-------------|------------------------|
| <b>Set Up:</b>               |         | <b>AM/PM</b> |             |                        |
| <b>Takedown:</b>             |         | <b>AM/PM</b> |             |                        |
| <b>Tournament:</b>           |         | <b>AM/PM</b> |             |                        |
|                              |         | <b>AM/PM</b> |             |                        |
|                              |         | <b>AM/PM</b> |             |                        |
|                              |         | <b>AM/PM</b> |             |                        |
| <b>2<sup>nd</sup> CHOICE</b> |         | <b>AM/PM</b> |             |                        |
| <b>3<sup>rd</sup> CHOICE</b> |         | <b>AM/PM</b> |             |                        |

**3. Event Activities** Additional applications may be required depending on activity (*check all that apply*):

|  |  |  |
|--|--|--|
| <input type="checkbox"/> Alcohol Sales/Service*            | <input type="checkbox"/> Fire Pit*                               | <input type="checkbox"/> Propane BBQ                             |
| <input type="checkbox"/> Amplified Sound                   | <input type="checkbox"/> Food Trucks                             | <input type="checkbox"/> Sales or Solicitation                   |
| <input type="checkbox"/> Concession (food/beverage)*       | <input type="checkbox"/> Inflatables                             | <input type="checkbox"/> Tent Set-Up                             |
| <input type="checkbox"/> Cooking with Grease-Laden Vapors* | Staking <input type="checkbox"/> Yes <input type="checkbox"/> No | Staking <input type="checkbox"/> Yes <input type="checkbox"/> No |

**\*Additional permits may be required.**

**PART C: SITE SPECIFICATIONS****1. Site Map** (*must be submitted on a separate document*):

The following applicable information must be included, but not limited to in the detailed site map:

|                            |                |                    |                                 |
|----------------------------|----------------|--------------------|---------------------------------|
| • Alcohol Sales Area       | • Food Trucks  | • Portable Toilets | • Sounds Systems                |
| • Emergency Vehicle Access | • Garbage Cans | • Recycling Bins   | • Tents ( <i>include size</i> ) |
| • Fencing                  | • Inflatables  | • Scaffolding      | • Trailers/Vehicles             |

**3. Motor Vehicle in Parks Request:** Motorized vehicles are restricted in parks and on trails for tournaments (*i.e.: gators, cars, vans, delivery trucks, trailers, etc.*). The City of Saskatoon will consider granting motor vehicle access for reasonable requests by the event/tournament organizer. A pre-event park meeting is required to arrange vehicle access points.

**Do you require vehicle access to the park?**       YES       NO

If yes, please fill out a Motorized Vehicle in Parks permit application ( <https://www.saskatoon.ca/parks-recreation-attractions/parks/park-bookings-permits/outdoor-special-events-festivals/special-event-forms-permits> ) and submit with the Special Event Application Form.

**Note:** Event organizers will be contacted to pay a \$30 administrative fee once the application has been approved. Permit will be issued upon receiving payment and must be displayed in the vehicle entering the park.

**PART D: APPLICATION CHECK LIST**

*In order to submit your Sport User Tournament Application form, please ensure you have completed the following:*  
**Incomplete applications will not be reviewed.**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Included a Detailed Site Map (required to submit using <b>City Park Maps</b> at <a href="https://www.saskatoon.ca/parks-recreation-attractions/parks/park-locations-amenities">https://www.saskatoon.ca/parks-recreation-attractions/parks/park-locations-amenities</a> ) |
| <input type="checkbox"/> | Provided a Certificate of Insurance ( <i>must be supplied 14 days prior to tournament</i> ).  |
| <input type="checkbox"/> | Completed the Sport User Tournament Application Form in full.   |

**Please submit completed application to [allocations@saskatoon.ca](mailto:allocations@saskatoon.ca).**

**PART E: DECLARATION**

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

|                      |              |
|----------------------|--------------|
| <b>Signature:</b>    | <b>Date:</b> |
| <b>Printed Name:</b> |              |