



## **SPECIAL OCCASION PERMIT APPLICATION FORM**

In order to obtain a Special Occasion Sales Liquor Permit from SLGA for outdoor events and events in City owned Arenas or Sporting Facilities, written approval from the City must be obtained before applying for the permit.

To obtain the City approval, the following **Special Occasion Permit Application Form** must be completed and submitted to the Parks and Recreation Department a minimum of **1 month prior to the event**. Email: [recreation@moosejaw.ca](mailto:recreation@moosejaw.ca)

<b>Name of Organization:</b> Mosaic Place		<b>Type of Organization:</b> Event Center
<b>Applicant Name:</b> Angie Word		
<b>Applicant Phone #:</b> 306 624-2041		<b>Applicant Email:</b> award@mosaicplace.ca
<b>Mailing Address:</b> 110 1st Ave NW		
<b>City:</b> Moose Jaw	<b>Province:</b> SK	<b>Postal Code:</b> S6H 3L9
<b>Purpose of Event:</b> Customer appreciation BBQ hosted by JGL livestock		
<b>Proceeds from Event to be Used for:</b> n/a		
<b>Event Date(s):</b> Thurs. Sept 26		<b>Event Times:</b> 4-9pm
<b>Event Location and Street Address:</b> 110 1st Ave NW		
<b>Projected # of Guests:</b> 150		
<b>Security Company (include contact name and #):</b> Impact Security - John Zanger 306 546 2182 ext 2		
<b>Security Hours:</b> 4		<b>Number of Guards:</b> 1

**Please attach a site map identifying the following locations:**

- ☐ Alcohol Serving Area
- ☐ Washrooms
- ☐ Fencing and Fence Height (outdoors)
- ☐ Refreshments/Bar Area

**The Event Organizer accepts full responsibility for the following:**

1. Adhering to the terms and conditions of the SLGA Special Occasion Liquor Permit.
2. Ensuring no glass containers are used on site.
3. Serving alcohol only in the area identified in the application submission.
4. Adhering to the security requirements for events with alcohol and access control.
5. Notifying any community associations, businesses, or residents located within a 2-block radius of the event if excessive noise will be created from the event. (Outdoor)
6. Obtaining Event Liability Insurance Coverage (\$5 million) with Host Liquor Liability, Commercial General Liability and Third-Party Property Damage with the City of Moose Jaw listed as an additional insured.
7. Specify it covers the serving and consumption of alcohol in the amount of at least \$2 million per occurrence.
8. Be in the name of the event holder. (The organization booking the park)
9. List the City of Moose Jaw as an additional insured.
10. Specify the event date and location.
11. Contain a seven (7) day notice of cancellation clause to provide the City written notice (7) days prior to any changes or cancellation of the policy.
12. Be provided no later than one month prior to the event.

You will also need to apply to Sask Liquor (SLGA) for a Special Occasion Permit. Please note our *Alcohol Use Events Policy for Parks and Open Spaces* also mentions that the area where alcohol is being served/consumed needs to be fenced off and have proper security. Further to this, SLGA policy dictates that the permitted area must be clearly defined and sufficiently enclosed to enable the permittee to control access to the event, consumption of beverage alcohol and the conduct of guests.

Also, please note The City of Moose Jaw Bylaw No. 5488 – Noise Bylaw is in effect between 10pm and 7am.

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I confirm that all details in the application are said to be true and that I will notify the City of Moose Jaw of any changes made to the information provided in the application.

Angie Word [Signature] Sept 2, 19  
Name & Title Event Manager Signature Date

APPROVED (YES OR NO) \_\_\_\_\_

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Office Use:

Contract # \_\_\_\_\_ Approved: \_\_\_\_\_

Invoiced: \_\_\_\_\_ Receipt #: \_\_\_\_\_

