

# SPECIAL OCCASION APPLICATION

Saskatchewan Liquor and Gaming Authority (SLGA) require written approval from the City of Regina before SLGA will issue a permit of licence for an outdoor special event serving alcohol.

Please complete this form and return with the attachments listed below. Completed application forms including all attachments are due 10 business days before the event. Applications received less than 10 business days prior to the event may not be approved due to the short notice. If approved, written notice will be provided to you within 14 days.

**Applications must be submitted to:**

City of Regina  
Business Support  
Community Services  
P.O. Box 1790, Regina, SK S4P 3C8  
Email: [licences@regina.ca](mailto:licences@regina.ca)

## Section 1: Type of Event

Is this event being held on City-owned land or at a City-owned facility?  Yes  No

Is any part of this event being held outdoors?  Yes  No

### Public Events

Community Event

### Private Events

Sale Event

Non-Sale Event

Cost Recovery Event

**The Applicant will require an SLGA Special Occasion Permit/Licence.** For further information SLGA permits/licences, please see <https://www.sлга.com/permits-and-licences/liquor-permits>

## Section 2: Application Requirements

All attachments listed below must accompany this application. Incomplete applications will be returned without approval.

I have enclosed:

- Security arrangement agreement
- Written approval from site owner ( private property)
- Floor plan (clearly show:  fire exits,  refreshment area,  washrooms)
- Regina Health Board Temporary Food Permit (if required)

(over)

**Section 3: Event Information**

**Organization**

- Organization name: \_\_\_\_\_
- Organization address: \_\_\_\_\_
- Applicant name: \_\_\_\_\_
- Applicant phone/fax number:  

<b>Phone</b>	<b>Fax</b>
Day: _____	Day: _____
Evening: _____	Evening: _____
- Purpose of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event**

- Event date(s): \_\_\_\_\_
- Event time(s): \_\_\_\_\_
- Event location & name of location: \_\_\_\_\_  
(include street address)
- Attach location description (include site/floor plan with the following)
  - Fence height, if outdoors
  - Washrooms (# of locations)
  - Refreshment location(s)
- Number of guests expected: \_\_\_\_\_
- Security company: \_\_\_\_\_  
(include contact name and telephone number)
  - Security hours: \_\_\_\_\_
  - Number of Guards: \_\_\_\_\_  
(one guard per 100 guests)
- Other \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date