

*Tour application must be submitted a minimum 10 business days before the requested tour date.*

**APPLICANT INFORMATION**

Date: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

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

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Tour Guide Name: \_\_\_\_\_  
(if different than the applicant)

Guide Phone #: \_\_\_\_\_

**TOUR INFORMATION**

Requested Cemetery: Regina  Riverside

Requested Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name of Tour: \_\_\_\_\_

Purpose of Tour: \_\_\_\_\_

**Details of the Tour**

Will a PA System be used?

How will parking be managed?

Additional Tour Information (provide as much details as possible):

Expected Attendance (#): \_\_\_\_\_.

(Must not exceed 75 people unless otherwise approved in writing by the City.)

Will participants pay a fee to attend the tour?

Note: The Beth Jacob Cemetery does not fall under the City of Regina application form and is subject to approval by the Beth Jacob Synagogue. Filming at a Regina Cemetery requires a film permit. See City of Regina Film Guidelines for additional information on [regina.ca](http://regina.ca).

**TERMS & CONDITIONS**

1. An approved tour may be cancelled or restricted without notice to accommodate operational requirements/funeral services. The City shall not be responsible for any costs or expenses incurred as a result of the cancellation or restriction.
2. Tour materials will not be created, reviewed nor approved by the City of Regina.
3. The tour organizer and attendees must conduct themselves in an ethical and respectful manner.
4. The applicant or attendees shall not offer for sale any goods or services within the cemeteries.
5. The applicant is responsible for the conduct and supervision of all attendees participating in a tour and shall ensure that they adhere to and are informed of the Cemetery Tour Policy.
6. A tour shall be conducted in compliance with *The Cemeteries Bylaw, #2008-27*.
7. The applicant agrees to save harmless and indemnify the City of Regina against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by anyone arising out of or incidental to the tour organized by the applicant.
8. The applicant is responsible for all damage caused by tour attendees. If the terms & conditions of this policy are not adhered to by the tour guide/applicant or attendees, the City may deny future tour applications.
9. All information provided during the tour must be true and accurate to the best of the knowledge of the applicant/guide. Any willful provision of false information may result in denial of future tour applications.

I/we have read, understood and agree to follow the Cemetery Tour Policy and take full responsibility for this event.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_