

# F. W. HILL MALL EVENT GUIDELINES

## 1.0 Purpose

To provide a set of guidelines for the temporary use of the Fredrick W. Hill Mall (hereafter called the Mall) for special events such as celebrations, festivals or promotion of non-profit agencies or groups.

## 2.0 Discussion

The Mall is meant to be both a pedestrian promenade and a gathering place. For this reason, special uses of the Mall shall be permitted subject to certain conditions detailed in this document. The type of special uses should perform any or all of the following functions:

- 2.1 Increase awareness of the Downtown and Regina as a fun and active place.
- 2.2 Provide some entertainment value to pedestrians on the Mall.
- 2.3 Promote special events, conventions, celebrations or festivals that are happening in the City.

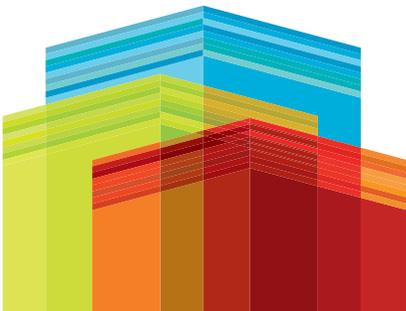
## 3.0 Procedure

- 3.1 Each person or group wishing to use the Mall must first make application to:  
Regina Downtown BID, 200 - 1822 Scarth Street, Regina, SK S4P 2G3  
PH: 359-7541 FAX: 359-9060 Email: [info@reginadowntown.ca](mailto:info@reginadowntown.ca)
- 3.2 Application must contain the following information:
  1. Name of group and a short description of purpose of group.
  2. Contact person with address, phone and fax numbers and email (if applicable).
  3. Description of the event and why the special event is being celebrated.
  4. Applicant shall list the exact dates and times the event will occupy the Mall.
  5. Plan showing which area of the Mall will be utilized and how much space is required.
  6. A list of any equipment, stands, lights, tables, vehicles, loud speakers, or any structure that will be set up on the Mall for the event.
  7. An estimate of how many people will be part of the special event.
  8. A detailed description of all product, food or beverages that will be sold or given away at the event.
  9. Proof of liability insurance.
- 3.3 Allow a minimum of 2 weeks to process the application.
- 3.4 Applications for use of the Mall will be reviewed by Regina Downtown and the City of Regina.

## 4.0 Regulations

- 4.1 No special event or use of the Mall may occur without first completing the required application. An event permit will be issued after the application has been approved by Regina Downtown AND the City of Regina, Engineering and Works Department.
- 4.2 A 6.0 metre wide fire lane must be maintained at all times unless the encroachment on the fire lane is portable (on wheels or can easily be pushed aside).
- 4.3 Fast food products such as hot dogs, hamburgers, fried chicken are not to be sold or given away on the Mall unless part of a city wide festival, celebration or special event. Food samples are allowed.
- 4.4 The special event shall not provide services to sell/give away product that is the same or similar to that being sold by other merchants within 150 metres.

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## F. W. H I L L M A L L E V E N T G U I D E L I N E S

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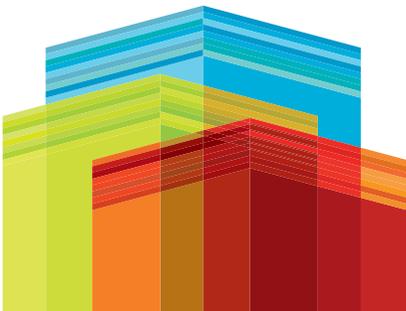
- 4.5 Products other than fast food or raffle tickets may be sold or displayed on the Mall providing the beneficiary of the sale is a non-profit organization. An event permit must be applied for and granted for this purpose.
- 4.6 The regulations contained in this document apply seven (7) days per week, 24 hours per day for any use of the Mall.
- 4.7 The applicant is responsible to promote and identify their special event through media advertisements or banners/signs mounted at their location on the Mall. The public shall be made aware of which group is responsible for the special event.
- 4.8 Any and all damage caused to the sidewalk or other public structures shall be repaired or replaced by the City of Regina and the costs paid by the applicant.
- 4.9 Applicant is responsible for covering any and all wires or cords used in the event.
- 4.10 The City of Regina and Regina Downtown reserve the right to relocate or remove displays to accommodate any and all emergency situations or maintenance repairs on the Mall
- 4.11 Agreements by the applicant to indemnify the City of Regina and Regina Downtown for any damage or injury whatsoever resulting from or caused by the object or activity of the applicant
- 4.12 The Clean Properties Act shall be in effect for any and all areas concerning the applicant not specifically provided for in these regulations

### 5.0 Policy Compliance

- 5.1 The applicant shall, as a condition of the application, provide proof of liability insurance with a minimum of \$1,000,000 coverage. Non-Profit organizations are exempt from this requirement.
- 5.2 Applicant must comply with all Fire, Health, and any other pertinent regulations.

### 6.0 Fees

There is no fee for holding a special event on the Mall.



# F. W. HILL MALL EVENT PERMIT

PLEASE READ EVENT GUIDELINES BEFORE COMPLETING

Applicant : \_\_\_\_\_

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

Contact Person : \_\_\_\_\_

Contact Phone/Cellular : \_\_\_\_\_ / \_\_\_\_\_ Fax : \_\_\_\_\_

E-mail : \_\_\_\_\_

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## Event

Date : \_\_\_\_\_ Other Comments : \_\_\_\_\_

Start Time : \_\_\_\_\_

End Time : \_\_\_\_\_

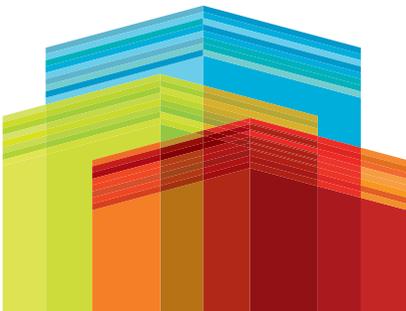
Set-up Time : \_\_\_\_\_

Take-Down Time : \_\_\_\_\_

Electricity: YES | NO

Use of Stage: YES | NO

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# F. W. HILL MALL EVENT PERMIT

Please answer the following questions, while providing all relevant event information:

1. Give a brief description of your group. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Give a detailed description of the event, including its purpose. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Submit a plan, showing event location on the mall, including locations of equipment and props.

4. List any equipment, props, or other structures you wish to bring onto the mall for your event.  
RDBID can supply chairs and a table upon request.

\_\_\_\_\_  
\_\_\_\_\_

5. If planning to sell or give away products or food, please provide a description.

\_\_\_\_\_

6. Provide proof of liability insurance with a minimum \$1,000,000 coverage.

7. Non-profit organizations are exempt from liability requirement. **Please include proof of non-profit status.**

Applicant and/or his/her agent hereby agrees to abide by the rules and regulations outlined in F.W. Hill Event Guidelines ; and to waive any and all claims which may arise during or as a consequence of this agreement or the event; and to release and agree to save harmless, protect and indemnify City of Regina and Regina Downtown and/or their agents, representatives, contractors and employees, from and against any and all claims and damages against persons or property which may arise during, or as a consequence of, this agreement of the occupation arising hereunder.

Applicant signature : \_\_\_\_\_

Approved by Regina Downtown : \_\_\_\_\_

Approved by Engineering : \_\_\_\_\_

