

## 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 #140 - 2401 Saskatchewan Dr Regina, SK S4P 4H8  
Tel 359-7541 Fax 359-9060 Email 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.
- 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.
- 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.

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### REGINA DOWNTOWN

#140 - 2401 Saskatchewan Drive | Regina, Saskatchewan | Canada S4P 4H8  
Phone: 306.359.7541 Email: info@reginadowntown.ca Fax: 306.359.9060



# F. W. HILL MALL EVENT GUIDELINES



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- 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.