



Special Occasion Application Form

Please allow two weeks for permit processing.

Organization Information

Application Date:

Organization:

Contact Person:

Contact Number:

Contact Email:

Event Information

Event Name:

Event Location:

Room(s)/Space:

Event Date and Time:

Type of Event:

If this is an outdoor event, please attach a diagram/site map of the location and any amenities.

Emergency Information

Please include a contact name and number of at least one individual who will act as event security. This contact information will be provided to the R.C.M.P. and the contact must be available at all times during the event in the case of an emergency.

Emergency Contact Name:

Emergency Contact Mobile Phone Number:

When complete please return this form to the booking office for the facility/location of the event.

Property Management Review

I have reviewed the details of this event and note the following:

Approved

Approved, and concerns are attached

Denied

Signed by: _____
Property Manager or Booking Office Rep.

Department/Division: _____

Date: _____

When complete forward to the RCMP (City Detachment) for review.

RCMP Review

I have reviewed the details of this event and note the following:

Approved

Approved, and concerns are attached

Denied

Signed by: _____
RCMP, Yorkton Municipal Detachment

Date: _____

When complete please return this form to the Department/Division listed above.