

Outdoor Events Policy for the City of Moose Jaw

POLICY: Outdoor Events Policy	EFFECTIVE DATE: May 27, 2019
SECTION: PARKS AND RECREATION	APPROVED BY Council Resolution # _____

1. Purpose:

1.1 The City of Moose Jaws Outdoor Events Policy is designed to allow eligible applicants the opportunity to utilize outdoor parks, green space and facilities. The City of Moose Jaw recognizes that Outdoor Special Events play an integral role in the community's spirit, health, and participation and strongly supports events in our community.

2. Definitions:

2.1 The City – means the City of Moose Jaw, its departments and staff.

2.2 Director – the Director of Parks & Recreation or his/her designate.

2.3 Outdoor Spaces – All outdoor facilities, parks and green spaces operated by the City of Moose Jaw.

2.4 Special Event – an event where many people are brought together to watch or participate, occurring for a limited or fixed duration that impacts the community as a whole. Activities that are part of a regular series or subscription are not deemed Special Events, unless they are an atypical activity outside the ordinary (e.g. a regular scheduled sporting event is not a Special Event, but a large tournament is a Special Event.)

3. Policy

3.1 Outdoor Special Events Application Form

Required for all Outdoor Special Events hosted on City of Moose Jaw property. All applications will be reviewed by the Parks & Recreation Department and approval is granted once the application is signed by the City. The signed copy of the application will serve as the Special Event Permit for the event.

3.2 Special Occasion Permit Application Form

Needs to be complete for ALL Outdoor Events serving alcohol within City limits. This form will be used as City Approval for SLGA Permits.

3.3 Approvals

All registered events will take precedence over unregistered activities. It is mandatory that the Event Organizer is in attendance during the event and has the permit with them so it can be presented upon request.

Obtaining a Special Events Permit from the City of Moose Jaw does not waive the requirements of other external agencies. Further approvals may need to be obtained prior to the event taking place such as Business Licenses and Food Service Permits.

3.4 Insurance Requirements

- a) Outdoor Special Events (No Alcohol)
Event Liability Coverage (\$5 Million) which includes:
Commercial General Liability
Third Party Property Damage
City Listed as additional insurer

- b) Outdoor Special Events (With Alcohol)
Event Liability Coverage (\$5 Million) which includes:
Host Liquor Liability Coverage
Commercial General Liability
Third Party Property Damage
City Listed as additional insurer

3.5 Alcohol Sales and Service

Sales or service of alcoholic beverages may be permitted only as a component of an event. Approval will depend on factors such as the site and the type of event. Efforts the Event Organizer makes to ensure the alcohol sales/service area does not become the focal point of the event are important. History of an event may play a part in the approval of alcohol sales/service.

In order to obtain a Special Occasion Sales Liquor Permit for outdoor events, Saskatchewan Liquor and Gaming Authority mandates that approval is required by the City and provided when applying for the permit. To obtain the City approval, a Special Occasion Permit Application Form must be completed and submitted to the Parks & Recreation Department a minimum of 4 weeks prior to the event.

3.6 Event Restrictions

The City places priority on requests for Outdoor Special Events which are open to the public and which have a recreational, cultural, and environmental or community wellness mandate. Crescent Park has been identified as one day events site and Happy Valley as been identified as a multi-day festival site. Requests will be considered on a case by case basis. Private functions, commercial functions and/or events that are primarily religious or political in nature will be considered on a case by case basis. All events must meet the terms in Conservations Easement Agreements.

Activities not generally permitted include those which:

- a) May cause significant damage to the space or environment
- b) Are specifically prohibited by bylaw, policy and/or law
- c) Are distinctly incompatible with natural open space
- d) Involve undue risk to individuals or the City

3.7 Security

A minimum of 1 trained security personnel is required for every 200 persons up to 1,000 and 1 trained security personnel is required for every additional 250 persons.

For events serving alcohol, SLGA may request additional security be provided. Security will also be responsible for contraventions of *The Alcohol and Gaming Regulation Act* and its Regulations. The Event Organizer must ensure that they have the ability to access additional security personnel as required.

3.8 Fire Prevention Services

The Event Organizer is responsible for ensuring that all fire prevention codes and bylaws and policies are adhered to. This includes but is not limited to occupancy loads, fire extinguisher requirements, flammable and combustible material storage, extension cord regulations, and ensuring all required exits are clear of obstructions. Permits from the Fire Department may be required.

3.9 Concession & Food Service

When concessions and food service is permitted, food permit(s) must be obtained from the Saskatchewan Health Authority and displayed at the event. An applicable business license must also be obtained.

3.10 Business Licensing

Any business, trade, profession, industry, occupation, employment, calling or anyone providing goods or service in the City is required to hold a valid City of Moose Jaw Business License. This is also applicable for Outdoor Special Events and to the sale of Merchandise.

3.11 Amusement Activities

All amusement rides and bouncy castles are required to be licensed with the Technical Safety Authority of Saskatchewan and all regulations in *The Amusement Ride Safety Act* need to be adhered to. A copy of the Act can be provided upon request.

3.12 Public Access

Access to the parks and open space must remain open to the general public at all times unless exclusive use has been granted by the City. Activity sites and crowd flow patterns will be established in consultation with the City prior to the event and careful consideration will be given to minimize damage to plant material.

3.13 Vehicle Access

Vehicles may be allowed onto the event site to drop off and pick up equipment for the Special Event only during specified times and under the approval of City staff. The specified times and areas are to be established at the site meeting. Parking on parks and open space is discouraged and will only be allowed if the vehicle is necessary to accommodate the success of an authorized event and only where and when approval is given in advance.

3.14 Admission Charges

Event Organizers may receive permission to earn revenue on site through admission fees, sales of event merchandise, charitable fundraising, and sales of food and beverages. This is intended to enable the Event Organizer to enhance the range of public programs and services at the Special Event. These permissions are normally limited to events coordinated by Not For Profit organizations. Events with tobacco, cannabis or alcohol sponsorship are subject to additional restrictions and approval.

3.15 Sponsorship Signage

Sponsorship signs are limited to the event area and must be directed at event participants only. Signs should be discreet and kept to a minimal level. Sponsorship signs must be approved by the City prior to installation.

3.16 On-Site Promotions

Sampling of sponsors product and product displays are permitted with approval of the Event Organizer and within the Outdoor Special Event approval process.

4. Event Planning Meetings

Once application forms have been approved the Event Organizer will be required to set the following meetings:

- a) In consultation with the Moose Jaw Parks and Recreation, all groups assembling tents, rental items such as inflatable items, decorations, chairs, temporary washrooms or electronic equipment must obtain permission as to the locations of these items
- b) After the application has been approved, The Department may request an introductory meeting to review all event details.
- c) All required documentation was be submitted to the Parks and Recreation Department before applications are approved.
- d) The day before the event, a site walkthrough should be conducted to review the condition of the site and to ensure not signs, tents or temporary structure will damage any underground infrastructure.
- e) The day following the event a site walkthrough should also be conducted to review the condition of the site.
- f) Any setup requiring stakes in the ground must have prior approval from the Department

5. City Bylaws

All Outdoor Special Events must be in accordance with City of Moose Jaw Bylaws. Bylaws to consider include but are not limited to: Dog Bylaw, Fire Bylaw, Noise Bylaw, and Sign Bylaw. All bylaws are available on the City website at www.moosejaw.ca

6 City Policies and Easements

Outdoor Special Event requests may be directed to further City Policies and Easements. Policies that may come into effect include: Conservation Easement Agreements, Naming Rights and Sponsorship Policy or Mobile Concession Policy.

7. Fees

All fees are subject to the Council Approved City of Moose Jaw Council Approved Facility Rental Rates

The following fees/charges are the responsibility of the event organizer to coordinate:

- a) Portable Washrooms
- b) Site Clean-up
- c) Fire & Emergency Medical Services
- d) Security

8. Cancellation Policies

Cancellation of the event by the Event Organizer must be made in writing 2 weeks prior to the event start date. Failure to do so will jeopardize the Event Organizer's future right to book events and may also be subject to cancellation penalties if any costs have been incurred by the City. Refunds for events will be reviewed on a case by case basis.

The City of Moose Jaw may in its sole discretion cancel Outdoor Special Events where:

- a) The facility is required for City of Moose Jaw purposes;
- b) The application was secured by misrepresentation, or transferred without the City of Moose Jaw prior approval;
- c) The event is not being used for the purpose set out in the application;
- d) The event location is required for technical or emergency repairs, which cannot be performed at any other time;
- e) Inclement weather has created a circumstance that is unsafe for attendees of the event; The City of Moose Jaw reserves the right to cancel an event due to circumstances beyond its control. Every effort will be made to notify user groups within a reasonable time.



PARK/FACILITY BOOKING REQUEST

- | | |
|--|--|
| <input type="checkbox"/> Crescent Park | <input type="checkbox"/> Amphitheatre |
| <input type="checkbox"/> Happy Valley Park | <input type="checkbox"/> Waterfall |
| <input type="checkbox"/> tatawāw park | <input type="checkbox"/> Other Location: _____ |

Today's Date:		PM Inv. #
Name:		Date of Booking:
Address:		
Phone:		
Email:		
Time: (set up to clean up complete)		
Event time:		
Requesting Chairs? (Amphitheatre only) <ul style="list-style-type: none"> • Approx. 75 metal stacking chairs available for use • Require \$25.00 refundable cash deposit for key to access • Supervision of the chairs is required at ALL times 		<input type="radio"/> Yes <input type="radio"/> No
Decoration or special requests Serving or selling of food? (Requires insurance and Sask Health Authority Permits)		
Specific details of the event happening in the park.		
What materials will be brought in or set up in the park that are not normally there?		
Will to you setting up tents or driving stakes in the ground. This requires permission from Parks and Recreation and a site meeting		
Will Alcohol be served at this event? If yes please fill out the Special Occasion Permit Application.		

Fee's Crescent Park & Happy Valley

- o Per Hour \$49.52 + GST
- o Full Day (4 hours or more): \$198.08 + GST

I hereby acknowledge receipt of all the above named equipment/facility and accept total responsibility for payment of all costs incurred by the City of Moose Jaw to repair any damage to the equipment/facility that may occur while the equipment is in my possession, and further acknowledge that failure to return the key/equipment on the specified date may result in loss of deposit and privileges for the organization. I declare that I am eighteen (18) years of age or older.

I hereby acknowledge the terms of the City of Moose Jaw Outdoor Space Policy.

Signature: _____

Date: _____

APPLICATION SUBMISSIONS

Applications must be completed, signed and submitted to:

For events in City Parks and Open Spaces or outdoor events that serve alcohol please contact:

Tasha Plesh, Recreation Administration

Phone: (306) 694-4430

Email: tplesh@moosejaw.ca

For Outdoor Sports Field events please contact:

Stephen Hall, Recreation Program Supervisor

Phone: (306) 694-4481

Email: shall@moosejaw.ca

Parks & Recreation

Date

APPROVED (YES OR NO) _____



SPECIAL OCCASION PERMIT APPLICATION

In order to obtain a Special Occasion Sales Liquor Permit from SLGA for outdoor events and events in City owned Arenas or Sporting Facilities, written approval from the City must be obtained before applying for the permit. To obtain the City approval, the following ***Special Occasion Permit Application Form*** must be completed and submitted to the Parks and Recreation Department a minimum of **1 month prior to the event**. Email: recreation@moosejaw.ca

<u>Name or Organization</u>	
<u>Phone and Email Address</u>	
<u>Purpose of Event:</u>	
<u>Proceeds from Event to be Used for:</u>	
<u>Event Date(s):</u>	<u>Event Times:</u>
<u>Event Location and Street Address:</u>	
<u>Projected # of Guests:</u>	
<u>Security Company (include contact name and #):</u>	
<u>Security Hours:</u>	<u>Number of Guards:</u>

Please attach a site map identifying the following locations:

- Alcohol Serving Area
- Washrooms
- Fencing and Fence Height (outdoors)
- Refreshments/Bar Area
- Food Serving Area

The Event Organizer accepts full responsibility for the following:

1. Adhering to the terms and conditions of the SLGA Special Occasion Liquor Permit.
2. Ensuring no glass containers are used on site.
3. Serving alcohol only in the area identified in the application submission.

