

Outdoor Events Policy for the City of Moose Jaw

POLICY: Outdoor Events Policy	EFFECTIVE DATE: July 8, 2019
SECTION: PARKS AND RECREATION	APPROVED BY Council Resolution # 2019-06-24-264

1. **Purpose:**

- 1.1 The Outdoor Events Policy for the City of Moose Jaws is designed to allow eligible applicants the opportunity to utilize outdoor parks, green space and facilities. The City of Moose Jaw recognizes that Outdoor 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, Departments and staff.
- 2.2 Director – the Director of Parks & Recreation or 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.
- 2.5 SLGA – Saskatchewan Liquor and Gaming Authority

3. **Policy**

- 3.1 Outdoor Special Events Application Form

Permission is required for all Outdoor 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 Permit for the event.

3.2 Approvals

All approved events will take precedence over unapproved 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.

3.3 Insurance Requirements

Insurance is required for special events that have an impact on the community as a whole and require additional permits. Small ceremonies, weddings or performances may not require insurance at the discretions of the Director. Insurance requirements are per the City of Moose Jaw Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities.

- 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

3.4 Alcohol Sales and Service

Process to obtain approval for Alcohol Sales and Service are outlined in the City of Moose Jaw Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities.

3.5 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 a one-day events site for Civic Events and Happy Valley has been identified as a multi-day festival site. Private, commercial and larger functions will be considered on a case by case basis. All events at tatawâw Park must meet the terms in the 2001 Conservation Easement Agreement.

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.

3.6 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.

3.7 Fire Prevention Services

The Event Organizer is responsible for ensuring that all fire prevention codes, 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.

3.8 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.

3.9 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.

3.10 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.

3.11 Public Access

Access to the parks and open space must always remain open to the general public 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.

3.12 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 in 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.

3.13 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 Non-Profit organizations. Events with tobacco, cannabis or alcohol sponsorship are subject to additional restrictions and approval.

3.14 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.

3.15 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 may be required to set the following meetings:

- a) In consultation with the Parks and Recreation Department, 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 Parks and Recreation Department may request an introductory meeting to review all event details.

- c) All required documentation must be submitted to the Parks and Recreation Department before applications are approved.
- d) The day before the event, a site walkthrough may be conducted to review the condition of the site and to ensure no signs, tents or temporary structures will damage any underground infrastructure.
- e) Any setup requiring stakes or signage in the ground must have prior approval from the Parks and Recreation Department to ensure no damage is done to underground infrastructure.

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, City of Moose Jaw Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities or Mobile Concession Policy.

7. Fees

All fees are subject to City Council Approved Rates and Fees. The following fees/charges are the responsibility of the event organizer to coordinate:

- a) Portable Washrooms
- b) Site Set up and 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 two (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

Crescent Park
 Amphitheatre/Waterfall
 Fountain
 Other Location:

Happy Valley
 tatawâw park

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 		Yes 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.		

All Parks and Open Spaces Fee's

- o Per hour: \$49.52 + GST = \$52.00 total
- o Full Day (4 hours or more): \$198.08 + GST = \$207.98 total

Other Fee's as per the terms of the City of Moose Jaw Facility Rental Rates

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 herby acknowledge the terms of the City of Moose Jaw Outdoor Events 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:

Parks and Recreation Administration
Phone: (306) 694-4430
Email: recreation@moosejaw.ca

For Outdoor Sports Field events please contact:

Recreation Program Supervisor
Phone: (306) 694-4481
Email: recreation@moosejaw.ca

Parks & Recreation

Date

APPROVED (YES OR NO) _____