



City of Moose Jaw OUTDOOR EVENTS POLICY

POLICY:	<i>Outdoor Events Policy</i>	POLICY NO.:	<i>PR-002-2022POY</i>
POLICY Owner	<i>Department of Parks and Recreation</i>	Approved on:	<i>January 16, 2023</i>
Approved by:	City Council Resolution # 2023-01-23-045	Effective Date:	January 16, 2023
Last Reviewed:	January 10, 2023	Next Review:	September 2024

1. Purpose

- 1.1 The City of Moose Jaw recognizes that Outdoor Events play an integral role in the community's spirit and strongly supports events in our community. The purpose of the Policy is to:
- a) Allow eligible applicants the opportunity to utilize outdoor parks, green spaces, and outdoor facilities.
 - b) Apply rental fees for access to outdoor parks, green space and outdoor facilities for non-profit groups, businesses, and private groups.
 - c) Identify the process for hosting Outdoor Events that require a Special Occasion Permit for Alcohol Sales and Service.
 - d) Outline the insurance requirements for Outdoor Events on public space.

2. Definitions

- 2.1 Bookable Space – means the public outdoor space made available by the City for rentals.
- 2.2 Bookable Space Conditions – means outdoor spaces that may be impacted by items out of the control of the Department such as weather, power outages or mechanical failure.
- 2.3 City Council – means the elected legislative body representing the residents of the City of Moose Jaw.
- 2.4 Department – means the Department of Parks and Recreation for the City of Moose Jaw.
- 2.5 Director – means the City's Director of the Parks and Recreation Department or their approved designate.

- 2.6 Exclusive Use – means a booking that allows for a user to rent a defined outdoor space for a defined period while being able to control who is permitted to attend.
- 2.7 Equipment Rentals – means the rental of special equipment offered by the Parks and Recreation Department to supplement rentals and events.
- 2.8 Outdoor Event – means an activity, event or program hosted on public outdoor space under the control of the City, where participants gather to watch or participate, for a limited or fixed duration.
- 2.9 Outdoor Spaces – means all outdoor facilities, buildings, parks and green spaces operated by the City of Moose Jaw for culture, recreation, sport or leisure activities.
- 2.10 Outdoor Event Permit – means the signed document giving authorization for use of an outdoor space once fees, insurance and agreements have been completed.
- 2.11 Rental Rate – means the rate charged to individuals and groups when booking access to City of Moose Jaw outdoor spaces.
- 2.12 Shared Use – means a booking that allows for multiple events and activities to occur in the same space for a defined period.
- 2.13 SLGA – means the Saskatchewan Liquor and Gaming Authority.

3. Scope

3.1 Outdoor Event Permit Form

Permission is required through the submission of an Outdoor Events Permit for all Outdoor Events hosted on public property. Permits must be submitted at least one (1) month prior to the event. All Outdoor Event Permits are reviewed by the Department and approval is granted once the organizer demonstrates they have met the booking requirements and the Outdoor Event Permit is signed by the City.

The final signed copy of the Outdoor Events Permit will serve as approval for the event. An Outdoor Event Permit is required for all Bookable Spaces and organized events including but not limited to:

- athletic events
- car shows
- charitable events
- commercial activities
- community events
- concerts
- cultural events
- event involving food or alcohol
- exclusive use events
- family or staff functions

- fitness classes
- graduations
- holiday events
- weddings

Permits grant the user exclusive use of the bookable space for their outdoor event. Permits for shack/washroom access does not grant exclusive use of the outdoor space where it is located.

Permits are not required for use of green space for leisure activities or family events in a shared use setting.

Applications are accepted on a first come first served basis and annual events must be re-booked each year.

3.2 Approvals

All events with an approved Outdoor Event Permit will take precedence at the Bookable Space. It is mandatory that the organizer is in attendance during the event and has the permit with them so it can be presented upon request.

Obtaining an Outdoor Event 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, Fire Permits, Special Occasion Permits, Mobile Concession Licenses or Food Safety Regulations.

3.3 Insurance Requirements

Insurance is mandatory for outdoor events that are open to the public or when serving alcohol, food, or providing additional amenities such as bouncy castles. Insurance requirements for private ceremonies, weddings or performances will be at the discretion of the Director based on the proposed activities taking place.

The following

- a) Outdoor Special Events (No Alcohol)
Event Liability Coverage (\$5 Million) which includes:
Commercial General Liability
Third Party Property Damage
City of Moose Jaw must be listed as an additional insured

- 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 of Moose Jaw must be listed as an additional insured

3.4 Alcohol Sales and Service

The process to obtain approval for Alcohol Sales and Services are outlined in the City of Moose Jaw Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities. The Moose Jaw Fire Department and the Moose Jaw Police Service will be informed of any event involving alcohol. A Special Occasion Permit from SLGA must be obtained prior to any event once City approval has been granted.

3.5 Event Restrictions

The Department places priority on requests for Outdoor Events which are open to the public and which have a recreational, cultural, environmental or community wellness mandate.

Private, commercial and larger functions are considered on a case-by-case basis. Any event which includes vehicles, a large number of participants or animals will be considered based on the impact on the bookable space.

All events at tatawâw Park must meet the terms of the 2001 Conservation Easement Agreement. The Easement addressed the requirement to protect natural habitat, protect threatened or endangered plants or animal life and protect significant plant, animal, historical, archaeological, or geological features.

4. Event Planning Meetings

- a) After the Outdoor Events Permit has been received, the Department may require a site meeting to discuss site details prior to final approval. Site meetings are scheduled during regular Department hours. All organizers assembling tents, rental items, mobile concessions, inflatable items, decorations, chairs, waste bins, temporary washrooms or electronic equipment must obtain permission as to the locations of these items. Any setup requiring stakes or signage in the ground must have a site meeting prior to approval from the Department to ensure the safety of the applicant and that no damage is done to underground infrastructure such as irrigation lines.
- b) All required documentation and insurance must be submitted to the Department before applications are officially approved.
- c) Prior to 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 or outdoor space.

5. City Bylaws

All Outdoor Events must be in accordance with City of Moose Jaw Bylaws. Bylaws are available on the City website at www.moosejaw.ca. Bylaws to consider related to outdoor events include;

- Dog Bylaw No. 4495
- Fire Safety Bylaw No. 5567
- Licensing Bylaw No. 5225

- Noise Bylaw No. 5488
- Smoking Bylaw No. 5192
- Traffic Bylaw No. 5556

6. City Policies and Easements

Outdoor Event requests may be directed to further City Policies, Guidelines and Easements. Policies that may come into effect include:

- Conservation Easement Agreements
- Advertising and Sponsorship Policy
- City of Moose Jaw Alcohol Use Events Policy – City Owned Parks/Open Space Facilities
- Mobile Concession Policy
- Parks and Recreation Rates and Fees Policy
- Sidewalk Sale, Sidewalk Patio, Parking Patio and Seasonal Boardwalk Guidelines.

7. Rates and Fees

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

- a) Temporary washrooms;
- b) Site set up and clean-up;
- c) Fire & Emergency Medical Services;
- d) Security;
- e) Amphitheatre Sound System staffing.

8. Cancellation Policies

Cancellation of the event by the organizer must be made in writing two (2) weeks prior to the event start date. Failure to do so will jeopardize the 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 event cancellations will be reviewed on a case-by-case basis with the decision of the Director being final.

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

- a) The Outdoor Space 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 in consideration of the Bookable Space Conditions. Every effort will be made to notify user groups within a reasonable time.

Refunds will be issued for Outdoor Events cancelled by the City.

9. Damage to Property or Equipment

It is the responsibility of each organizer to ensure that appropriate supervision is provided for all participants and users while utilizing outdoor spaces. Any individual, participant or organizer causing damages prior, during or after the rental, whether accidental or malicious, to the outdoor space or equipment, will be held financially responsible for repairs or replacements of the equipment or outdoor space. Organizers must acknowledge and accept total responsibility for payment of all costs incurred by the City of Moose Jaw to repair any damage, whether accidental or malicious, to the outdoor space that may occur prior to, during or after the rental. All vandalism, damages and/or excessive cleanliness issues found during or after use may result in any or all of the following:

- a) Removal or suspension from the outdoor space;
- b) Financial penalty for actual replacement and repair costs, plus an administration charge of fifteen (15%) billed to the user;
- c) Cancellation of current and future rental contracts;
- d) Criminal charges as deemed necessary by the City of Moose Jaw Police Service.

APPROVED City Manager's Signature:	<i>Jim Puffalt</i>
--	--------------------



Outdoor Event Permit

Crescent Park

- Amphitheatre/Waterfall
- Fountain
- Cenotaph
- Outdoor Shack/Washroom: _____

Happy Valley Park

- Elgin Park
- tatawâw park
- Other Location: _____

Today's Date:	Xplor Rec Inv. #
Name or Organization:	Date of Booking:
Event	
Address:	
Phone:	
Email:	
Time: (set up to clean up complete)	Event time:
Power required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Requesting Chairs? (Amphitheatre only) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<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 	
Requesting Sound System? (Amphitheatre only) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> Microphone and amp only Require \$25.00 refundable cash deposit for key to access Supervision of the system is required at ALL times 	
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 you be 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 Fees

- o Per hour: \$52.50 + GST
- o Full Day (4 hours or more): \$210.00 + GST
- o Shack/Washroom access (per day): \$30.00 + GST

Other Fees as per the terms of the City of Moose Jaw Rates & Fees

I hereby acknowledge receipt of all the above-named outdoor space and accept total responsibility for payment of all costs incurred by the City of Moose Jaw to repair any damage to the equipment/facility/space that may occur while the key/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 Events Policy.

Signature: _____ **Date:** _____

APPLICATION SUBMISSIONS

For events in City Parks and Open Spaces or outdoor events that serve alcohol please call (306) 694-4430 or Email: recreation@moosejaw.ca

For Outdoor sports fields or athletic fields events please call (306) 690-9060 or Email: recreation@moosejaw.ca

.....
FOR OFFICE USE ONLY

PERMIT APPROVED (YES OR NO) _____

Send to Park Supervisor Crescent Park Parks Sportsfields _____

Site Meeting Date and Location _____

Key(s) pick up and returned to Kinsmen Sportsplex Yara Centre Other _____

Date key signed out _____ **Date of key return** _____

\$25.00 Deposit Required - \$ _____ Cash or Cheque # _____

Key _____ **Number of Keys** _____

Key Deposit Returned on: _____ **Parks and Recreation Staff** _____

Confirmation by Applicant _____



MOOSE JAW
SASKATCHEWAN

Special Occasion Permit

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 at recreation@moosejaw.ca a minimum of **3 months prior to the event.**

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

Please attach a site map identifying the following locations:

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

Please attach Certificate of Insurance or Quote

By checking each box, the organizer accepts full responsibility for the following:

- Adhering to the terms and conditions of the City of Moose Jaw Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities
- Adhering to the terms and conditions of the SLGA Special Occasion Liquor Permit.
- Ensuring no glass containers are used on site.
- Serving alcohol only in the area identified in the application submission.
- Adhering to the security requirements for events with alcohol and access control.
- Notifying any community group associations, businesses, or residents located within a 2-block radius of the event if excessive noise will be created from the event.
- Obtaining Event Liability Insurance Coverage in the name of the event holder for \$5 million dollars with Host Liquor Liability, Commercial General Liability and Third-Party Property Damage with the City of Moose Jaw listed as an additional insured.
- Specify it covers the serving and consumption of alcohol in the amount of at least \$2 million per occurrence.
- Specify the event date and location and included a detailed map.
- Understand that no motorized vehicles are allowed on the outdoor space.
- Contain a seven (7) day notice of cancellation clause to provide the City written notice seven (7) days prior to any changes or cancellation of the policy.
- Be provided no later than one month prior to the event.
- Compliance with the Mobile Concession Policy
- Compliance with the Provincial Food Safety Regulations and Saskatchewan Health Authority if food is served or sold at the event.
- Compliance with the Fire Bylaw and Noise Bylaw.

You will also need to apply to SLGA for a Special Occasion Permit. Please note our Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities Spaces also mentions that the area where alcohol is being served/consumed needs to be fenced off and have proper security. Further to this, SLGA policy dictates that the permitted area must be clearly defined and sufficiently enclosed to enable the permittee to control access to the event, consumption of beverage alcohol and the conduct of guests.

I confirm that all details in the application are said to be true and that I will notify the City of Moose Jaw of any changes made to the information provided in the application. I understand that final approval will not be provided until all required documents (signed contracts, insurance certificates or additional permits) have been submitted.

Name

Signature

Date

Director of Parks & Recreation

Signature

Date

PERMIT APPROVED (YES OR NO) _____

Office Use:

Contract # _____

Date: _____

Site Meeting Notes

Date & Time _____ **Location** _____

In attendance:

Item(s)

Action by & Date

Item(s)	Action by & Date