

# Special Event Permit – Special Conditions



General Conditions

Schedule 5.1.1 – 002

Permit No: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Name of organization  
Contact person  
Address

Event, Location, Date

The Applicant (ORGANIZATION), c/o (COORDINATOR), shall:

## 1.0 Insurance

1.1 provide to the Regional Parks Specialist/District Park Supervisor/Conservation Officer in charge prior to the special event, proof of general insurance (Certificate of Insurance), covering all aspects of their operations:

1.1.1 in the amount of \$2,000,000 (this requirement may be higher for certain higher risk events);

1.1.2 with the Province of Manitoba and its' employees added as an Additional Insured;

1.1.3 with a Cross-Liability clause; and

1.1.4 with a thirty (30) day notification to the Province of Manitoba in case of cancellation or introduction of major coverage restrictions.

## 2.0 Promotions

2.1 ensure that all advertising for this special event is approved by the Regional Parks Specialist/District Park Supervisor/Conservation Officer;

2.2 ensure all in-park signing is approved and posted at locations approved by the Regional Parks Specialist/District Park Supervisor/Conservation Officer.

## 3.0 Set-up and Take-Down Activities

3.1 begin set-up of any equipment for the special event at (TIME/DATE) and ensure that all equipment is removed by no later than (TIME/DATE).

## 4.0 Traffic and Pedestrian Control

4.1 ensure that participant/spectator congestion does not interfere with public access to public facilities and areas the Applicant is authorized to use at any time of the special event (if applicable);

4.2 ensure that there are assistants available to manage traffic and pedestrians;

4.3 encourage all participants/spectators to purchase the required park vehicle passes.

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### 5.0 Facility Use and Maintenance

- 5.1 use those facilities and areas as approved by the Regional Parks Specialist/District Park Supervisor/Conservation Officer;
- 5.2 ensure that the facilities and areas used for the special event are maintained during the event and are restored to their prior condition after the event, to the satisfaction of the Regional Parks Specialist/District Park Supervisor/Conservation Officer;
- 5.3 ensure that waste materials generated by the special event are properly disposed in facilities as designated by the Regional Parks Specialist/District Park Supervisor/Conservation Officer, to the satisfaction of the Regional Parks Specialist/District Park Supervisor/Conservation Officer;
- 5.4 be responsible for and shall reimburse the Minister of Finance, Province of Manitoba, for any and all damage to park furniture, facilities, and grounds used by participants/spectators upon assessment of the Regional Parks Specialist / District Park Supervisor/Conservation Officer;
- 5.5 advise all participants/spectators that **OPEN FIRES ARE PROHIBITED**. Fires are allowed in designated areas only, and are to be contained inside park fireplaces.

### 6.0 Other Agency Permits

- 6.1 provide to the Regional Parks Specialist/District Park Supervisor/Conservation Officer, prior to the special event, proof that other agency permits required for the special event have been obtained OR obtain all the necessary permits required by Provincial law to run any of the events during the festivities.
  - other permits may include group use area/campsite permit available through the Parks Reservation Service, Park Vehicle Permits, fishing licenses, Liquor and Gaming Authority occasional permit, etc.

### 7.0 Activity Specific Conditions

- 7.1 as specified...(refer to 5.1.1-003 for Activity-Related Conditions)

### 8.0 Other Rules and Regulations

- 8.1 comply with any and all reasonable rules and regulations as specified by the Regional Parks Specialist/District Park Supervisor/Conservation Officer;
- 8.2 provide a list of names of staff/volunteers involved in the event prior to the event;
- 8.3 meet with the Regional Parks Specialist/District Park Supervisor/Conservation Officer prior to the event(s) to discuss all aspects of the event;
- 8.4 meet with the Regional Parks Specialist/District Park Supervisor/Conservation Officer to review all aspects of the Special Event Permit so that the Permittee understands all conditions of this permit.

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**FAILURE TO ADHERE TO THE SPECIAL CONDITIONS ABOVE-NOTED MAY RESULT IN CANCELLATION OF THIS SPECIAL EVENTS PERMIT.**

APPLICANT:

Signed in the presence of:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

PROVINCE OF MANITOBA:

Signed in the presence of:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date