



SPECIAL EVENT APPLICATION BIRDS HILL PROVINCIAL PARK



Part 1 – Application (Please print)

Policy Schedule 5.1.1 – 001

****Application payment does not reserve booking.****

1) Name of Group/Organization and/or Event Sponsor:

2) Mailing Address: P.O. Box/Street Address

City/Town _____

Province _____

Postal Code _____

Email _____

3) Contact Information

Name _____

Home/Work _____

Cell _____

Fax _____

Email _____

4) Name of Event

Date(s) Desired

5) Name of Park and Area(s) Required

Application must include:

- Responsibilities of the Applicant (signed & dated)
- Completed Special Event Outline
- Certificate of Insurance - \$2 million liability insurance (may be higher for certain higher risk events). Names Province of Manitoba as additional insured party.
- PRS Reservation (if applicable) # _____

Payment Method:

Permit Fee: Minor event \$25.00 + \$1.25 (GST) = \$26.25

Moderate or Major events \$50.00 + \$2.50 (GST) = \$52.50

Payment made at District Office

(accepts payments of cash or cheque, payable to Minister of Finance, some offices accept debit, Visa, Mastercard)

Payment made by telephone

(accepts payment by Visa or Mastercard)

Office Use Only

Special Conditions Attached:	Yes	No
Permit Fee Waived:	Yes	No

Recommended by (Park District Manager or designate):

Signature Date

Approved by (Regional Park Specialist):

Signature Date

Receipt No. _____

Permit No. _____

CASHIER USE ONLY:

Minor: 1.16.2 (Sales Item .D. (G.S.T. Registration # R107863847)

Major: 1.16.1 (Sales Item .D. (G.S.T. Registration # R107863847)



Part 2 – Responsibilities of the Applicant

Upon signing the application for Special Event Permit, the applicant accepts responsibility for the following terms.

Responsibility of the Applicant

The Applicant shall use due care in the occupation of the Land to ensure that no person is injured, no property is damaged or lost and no rights are infringed.

Except to the extent caused by the Government of Manitoba, its officers, employees and agents, the Applicant shall be solely responsible for, and must indemnify and save harmless the Government of Manitoba, its officers, employees and agents from and against all claims, liabilities and demands with respect to:

- i. any injury to persons (including death), damage or loss of property;
- ii. any violation or infringement of any property rights; and
- iii. any omission or wrongful or negligent act of the Applicant, any agent, invitee, officer, director or employee of the Applicant or of any other person authorized by the Applicant to occupy the Land;

caused by, or related to, the occupation of the Land or the performance of the Permit or the breach of any term or condition of the Permit by the Applicant, any agent, invitee, officer, director or employee of the Applicant or any other person authorized by the Applicant to occupy the Land.

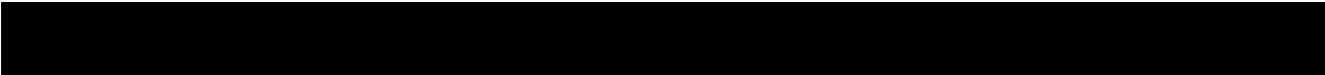
The Applicant is responsible for all damages or injuries that result from their occupation of the land.

Cancellation of Permit

This Permit may be cancelled immediately if the Applicant fails to comply with any provision of The Provincial Parks Act, its related Regulations, or any of the terms and conditions of this Permit. Any unauthorized structures or works left on the Land, may be removed by an officer at the Applicant’s sole cost.

Signature of Applicant: _____ Date: _____

Approving Authority of Applicant: _____ Date: _____
(if applicable)





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Part 3 — Event Outline

1) Nature and objectives of the event:

2) Is this a repeat event? If so, please provide the date(s) and location(s) of previous events.

3) Start Times (Including set-up)_____End Time (Including take-down) _____

4) Proposed location(s) required in park (attach a map or detailed site plan of all facilities and structures required), include what items will be placed for the event on the site plan (e.g. temporary toilets, shelters, etc.):

5) Projected number of people involved in this event:

Participants:_____ Spectators:_____ Volunteers:_____ Vehicle/Buses:_____

How will these individuals be identified?

6) Provide detailed schedule of activities, include set-up and take-down:

7) Check the boxes, if you are requesting any of the following specific activities as part of the event:

Drone/UAVs

Commercial photography/Commercial filming

ORV/ATV including golf carts (use for set up only)

Sell/serve liquor

Bringing in third party services (e.g. tents rentals, food trucks, temporary toilets, bouncy castles)

Placing trail markers





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Manitoba



Part 3 — Event Outline

8) State any special requirements requested from park staff.

9) What mitigations are you planning to reduce impacts to other park visitors or the environment? Include your plan for litter pick up, recycling and garbage disposal.

10) Expected fees to be charged (if any) as well as any items for sale. Please include the method and location(s) for in-park fee collection.

11) Will any profits be generated by this event?

12) List any proposed give-a-ways and promotional items to be distributed in park, and the method and location for their distribution.

13) List any items to be sold/raffled and donations to be solicited/collected during the event.

14) Attach a list of all rules/regulations to be imposed by the event sponsor/coordinator.





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Part 3 — Event Outline

15) Provide your proposed safety plan or rules to mitigate risks including traffic, pedestrian controls, security, first-aid, and communications. Attach a separate page if required.

16) Indicate the method of advertising (i.e. radio, television, posters, newspapers, and social media) and please attach a copy or provide link(s).

NOTE: Advertising copy may be submitted after an event is approved, but must be approved prior to use.

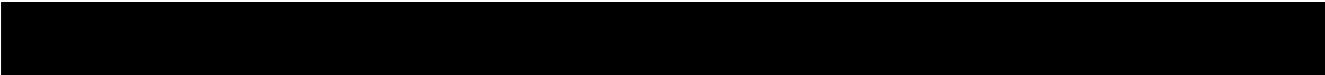
17) Indicate the proposed in-park methods of signing, promotion and advertising (please attach copies and sketch indicating proposed location). *NOTE: All advertising and signage must be approved prior to use.*

Event signage or advertising placed on park signage or infrastructure is strictly prohibited and will be removed.

18) Would you be willing to make an enduring contribution to the park through a donation of equipment, materials, structures or facilities, to be used for enhancing park recreation, interpretive facilities or identified projects?

Yes No

Please note: You can also donate directly to the Manitoba Provincial Park Endowment Funds. Check out the website to learn more: <https://www.gov.mb.ca/sd/parks/endowment-funds.html>





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Birds Hill Event Planning Instructions

PLANNING A SPECIAL EVENT FOR BIRDS HILL PROVINCIAL PARK?

Special Events can provide our visitors with enhanced recreational opportunities and attract new visitors to the park... *That's important to us.*

Birds Hill Provincial Park is a popular destination for a diversity of recreational interests. The park's primary role is to provide for a range of recreational opportunities, and to maintain a landscape that will sustain representative plants and animals of the Aspen-Oak Parklands. As a potential partner, your planned activity should be compatible with the park's facilities, landscapes and recreational use... *That's important to everyone with an interest in the park.*

The following pages will assist you in determining whether your planned activity is a Special Event. If it is, you will be responsible for meeting certain standards relating to the location, timing and conditions for your event. These standards reflect the expectations and needs of park visitors for a safe and enjoyable park experience . . . *Your participation and co-operation with our community of park users is what makes this a partnership.*

Should you wish to become a special event partner, please complete and submit the following items to the Birds Hill Provincial Park District Office **a minimum of 30 days prior to the start of the event:**

- An application for Special Events Permit
- Signed and dated Responsibility of Applicant
- A cheque/money order (payable to the "Minister of Finance"), cash, or payment via phone in the amount of \$26.25 or \$52.50. The fee amount will be determined individually during pre-planning conversations with a Special Events Coordinator.
- Certificate of Insurance for \$2,000,000 liability coverage, which **indemnifies and saves harmless Province of Manitoba from all manner of claims and ensures the sponsor(s) for public and third party liabilities**, may be required. This requirement may be higher for certain high-risk events.
- Proof of insurance is required for all third-party services (e.g. tent rentals, bouncy castles, temporary toilets, food trucks, etc.)
- Map detailing staging area, site set-up, routes (roads and trails) to be used, etc.

Please note that **Proof of Insurance, Application, and Fee** must be received at the District Office at least **thirty (30) days prior** to staging an event, failure to do so may result in your event **not** being approved.

An application, outline and waiver are enclosed for your use. Should you have any questions, please call the Birds Hill Provincial Park Special Events Coordinator at (204) 654- 6730 or email: parksbirdshillspecialevents@gov.mb.ca

Birds Hill Event Planning Instructions

GUIDELINES FOR POTENTIAL PARTNERS

HOW TO TELL IF YOUR PLANNED ACTIVITY IS A SPECIAL EVENT

A Special Event is any event or activity that is outside the regular routine of recreational opportunities provided by the park that involves:

- exclusive use of a public facility or area or,
- impact upon normal park use or users of a park facility or,
- set up of any special equipment, rentals, and/or structures or,
- a significant number of participants or,
- filming or UAV (drone) use that is to be used for commercial purposes (including promotion) or,
- advertising to the public.

Examples of common special events include:

- organized sports practices / races (e.g. triathlon, running, cycling, skiing, etc.)
- walk-a-thons, Terry Fox walks and similar events involving skiing, cycling, roller-blading, horse-back riding or running
- poker derbies for skiers, snowmobiles, cyclists, or horse-back riders
- orienteering, GPS meets, or geocaching events
- church services, baptisms and weddings
- company picnics with children's activities (e.g. inflatable bouncers, slides, dunk tanks, etc.)
- organization events with amplified music
- organized events involving aquatic areas (e.g. boating courses, fishing events, etc.)
- events that require catering
- events that require staff assistance
- events advertised in newspapers, magazines, on the internet, or any other media

HOW TO TELL IF YOUR ACTIVITY WOULD BE CONSIDERED PART OF ROUTINE RECREATION IN THE PARK

A special event permit is not required for activities such as picnicking, barbecuing, swimming, picnic games, trail use, provided that:

- your group uses the facilities specifically provided for these activities on a first-come, first-served basis with no special consideration over the general public
- your use of any facility or area does not exclude regular use by other park visitors or impose any hazard or impediment to public use
- you are not advertising for the event or collecting fees
- set-up of special structures, rentals or equipment of any kind is not involved

In certain cases, reservation or exclusive use of a facility is considered routine and a special event permit is not required. These include:

- Special activities or facilities provided by and reserved through the park's commercial operators:
 - Birds Hill Park Ranch - Guided trail rides, hayrides and sleigh rides.
 - Manitoba Horse Council - Use of the equestrian centre site for horse-related activities.

Birds Hill Event Planning Instructions

- Facilities and areas set aside by the park for reservations by groups. These are booked through the Parks Reservation System phone line at (204) 948-3333 or online at www.manitobaparks.com.
 - Group Use Areas 1 and 2 - A special event permit is not required when regular picnic or camping activities are taking place. **When these events include non-routine activities (e.g. carnival games, amplified music, bouncers, catering, etc.) a Special Event Permit is required.**

WHAT KINDS OF STANDARDS WILL YOU BE EXPECTED TO MEET?

Everyone in the park community is important to us. Our everyday, long-term clients, special event partners, new visitors, as well as our park concessionaires and other groups leasing sites in the park, are all nestled together in a very limited amount of space. Our role is to manage special events in a manner that sustains the park landscape for a variety of recreational uses, and preserves a high quality and safe park experience for our annual visitors and established partners.

In reviewing your proposal, various questions will be raised to evaluate the compatibility of your activity with park landscapes, facilities and existing uses, and to categorize events for certain locations, facilities and time of the year:

- Will the event create any hazards or risks to public safety?
- Will the event inconvenience, disrupt or displace other clients?
- Will the event create business conflicts with park concessionaires (e.g. the riding stable, restaurants, the campground store and fuel wood sales, or the beach food concession)?
- Will the event disrupt scheduled activities (e.g. Folk Festival)?
- Can the park physically accommodate the event's requirements (e.g. parking, services)?
- Would the event best be accommodated on alternate facilities on private lands where local communities could provide a range of services not available in the park?
- Will the event result in any damage to the park's landscapes or sensitive natural or cultural sites?
- Do the activities specified for the event fit with the park purpose or designation (e.g. wanting to have a cycling event on trails not designated for cycling)?

Excluded Events

Certain types of events pose unacceptable safety hazards and/or conflicts with the majority of park users, and therefore, cannot be accommodated in the park. Examples include:

- Archery or firearm demonstrations/competitions
- War games and certain military exercises
- Races involving vehicles or snowmobiles
- Remote control airplane competitions
- Casual musical concerts or circuses
- Any event involving fireworks
- Motor-cross events, car rallies or any event involving off-road vehicles (ORVs)



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Birds Hill Event Planning Instructions

General Guidelines

The parks trail system, roadways and developed facilities are all designated for certain types of activities as a means of physically separating different kinds of recreation. These designations must be recognized in planning your special event. For example, equestrian events would not be permitted on designated cycling trails or on the Group Use 1 road. Designated zones and trails are detailed in the park’s trail maps for your reference. Please take note that main park roads are designated for vehicles, and that walking, cycling and rollerblading events can only be accommodated on road shoulders, rather than on the driving lanes.

Please keep in mind that summer has a high volume of visitors in the park. Therefore, from mid-May to mid-September (dates vary from year to year), all events that utilize high traffic/public areas of the park (i.e.: North & South Drives) and with a significant amount of participants **must be concluded by 10:00 a.m.**

Certain park areas and/or facilities are in great demand for a variety of casual recreational pursuits and cannot safely accommodate special events during exceptionally busy times of the year. If your event is targeted for any of the following areas, please recognize that we will not be able to accommodate the event during the times indicated.

<u>Area</u>	<u>General Restrictions</u>
Group Use Area Sites	Group Use Area 1 is available by reservation from the first Friday in May to the third or fourth week of September. Group Use Area 2 is available for reservation from the first Friday in May to Monday of the Thanksgiving long weekend. These areas are closed to camping and special events during the weeks prior to, during, and after the Winnipeg Folk Festival. Contact the Special Events Coordinator for exact dates.
Group Use Area 1 Road	Conditionally closed from the third or fourth week of September to the first Thursday in May. Contact the Special Events Coordinator for exact dates. Special requests may be accepted by the Park District Supervisor.
North/South Drive Bluestem Trail Chickadee Trail	No events permitted during long weekends. From mid- May to mid-September (dates vary from year to year), all events must be concluded off the North/South Drive by 10:00 a.m.
Park Amphitheatre	Not available for public use.

Thank you for considering Birds Hill Park as a location for your special event. Should you have any additional questions, please call the Birds Hill District Office at (204) 654-6730 or email: parksbirdshillspecialevnts@gov.mb.ca

Applications and permit fees can be mailed to: **Manitoba Parks, Birds Hill Provincial Park, Attn: Special Events Coordinator, 68092 PR206, Cooks Creek, MB R5M 0C9**