



SPECIAL EVENT APPLICATION



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)



SPECIAL EVENT APPLICATION



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)





SPECIAL EVENT APPLICATION



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: _____ Vehicles/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)
- Fireworks
- Placing trail markers



SPECIAL EVENT APPLICATION



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.



SPECIAL EVENT APPLICATION



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>

