

### Part 1 Application (Please print)

Policy/Procedure 5.1.1 001

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

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

**Application must include:**

- ☐ Responsibilities of the Applicant, signed & dated
- ☐ Completed Special Event Outline

2) Name of Applicant \_\_\_\_\_

**Attach as required:**

- ☐ 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# \_\_\_\_\_

3) Mailing Address: P.O. Box/Street Address \_\_\_\_\_

**To Authorize Permit:**

- ☐ Permit Fee—contact district office to determine fee. District offices accept payments of cash or cheque (payable to Minister of Finance).
    - Minor event: \$25.00 + \$1.25 (GST)= \$26.25
    - Moderate & Major events: \$50.00 + \$2.50 (GST)= \$52.50
- District office methods of payment are cash, cheque or money order.

City/Town \_\_\_\_\_

Province \_\_\_\_\_

Postal Code \_\_\_\_\_

4) Event Coordinator Contact Information

Name \_\_\_\_\_

Home/Work \_\_\_\_\_

Cell \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

5) Name of Event \_\_\_\_\_

**Applications and permit fees can be mailed to:**

Manitoba Sustainable Development  
Birds Hill Provincial Park  
Attn: Special Events Coordinator  
Box 183, RR2  
Dugald, MB R0E 0K0

6) Date(s) and Time(s) Desired \_\_\_\_\_

7) Name of Park and Area(s) Required \_\_\_\_\_

8) Signature of Event Coordinator \_\_\_\_\_ Date \_\_\_\_\_

#### Office Use Only

Recommended by: \_\_\_\_\_

District Park Supervisor or designate

Date: \_\_\_\_\_

Special Conditions Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved by: \_\_\_\_\_

Regional Park Specialist or designate

Date: \_\_\_\_\_

Receipt No. \_\_\_\_\_

Permit No. \_\_\_\_\_

CASHIER USE ONLY:

Minor: 1.16.2 Sales Item I.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: \_\_\_\_\_



### Part 3 Event Outline

1) Name of park required:

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2) Name of event:

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3) Nature and objectives of the event:

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4) Event Coordinator:

Full Mailing Address:

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Home/Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

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6) Date of event: \_\_\_\_\_

Start Times (Including set-up) \_\_\_\_\_ End Time (Including take-down) \_\_\_\_\_

7) Proposed location(s) required in park (attached a map or detailed site plan of all facilities and structures required):

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8) Projected number of people involved in this event:

Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_ Volunteers: \_\_\_\_\_

How will these individuals be identified?

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**Part 3 Event Outline**

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

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10) Why should the event be held in this park?

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11) What facilities, structures and/or equipment will be used/erected for this event?

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12) State any special requirements needed, such as temporary structures, facilities or assistance from park staff.

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13) Will the park environment or park visitors be affected by this event? How? What efforts be taken to mitigate the effects?

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14) Expected fees to be charged (if any) for goods and/or services offered to the public, including Special Event entrance fees, and the necessity of these fees. Please include the method and location(s) for in-park fee collection.

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15) Will any profits be generated by this event?

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### Part 3 Event Outline

16) Proposed give-aways and promotional items to be distributed in park, and the method and location for their distribution.

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17) List items to be sold/raffled and donations to be solicited/collected during the event. Please include the proposed locations for these activities.

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18) Provide or list all rules/regulations to be imposed by the event sponsor/coordinator.

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19) Please describe any anticipated risks to participants, spectators or event organizers by this event.

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20) How do you plan to mitigate or eliminate these risks?

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21) Provide a plan of traffic and pedestrian controls, security, safety and first-aid, and on/off site communications throughout the event (include map if appropriate).

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22) Indicate the method of advertising (i.e. radio, television, posters, newspapers) and please attach a copy.  
*NOTE: Advertising copy may be submitted after an event is approved, but must be approved prior to use.*

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### Part 3 Event Outline

- 23) 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.*

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- 24) Plan for litter pick-up, garbage disposal, and other sanitary measures to be used during and after the event.

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- 25) 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 \_\_\_\_\_



## **Birds Hill Event Planning Instructions**

### **PLANNING A SPECIAL EVENT FOR BIRDS HILL 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 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 traditional patterns of 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 our everyday 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 Park District Office **a minimum of 30 days prior to the start of the event:**

- An application for Special Events Permit & Special Event Outline
- Signed and dated Responsibility of Applicant
- A cheque, cash, or money order, payable to the "Minister of Finance" in the amount of \$26.25 or \$52.50. The fee amount will be determined individually during pre-planning conversation with 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**, is required. This requirement may be higher for certain high risk events.
- 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. The office is open Monday-Friday, 8:30am- 12:00pm & 1:00pm – 4:00 pm.



## **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 which is outside the normal 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 and/or structures or,
- a significant number of participants,
- advertising to the public.

Examples of common special events include:

- organized sports practices / races (i.e. 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 (i.e. inflatable bouncers, slides, dunk tanks, etc.)
- organization events with amplified music
- organized events involving aquatic areas (i.e. 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 form of media

#### **HOW TO TELL IF YOUR ACTIVITY WOULD BE CONSIDERED PART OF THE NORMAL ROUTINE OF RECREATIONAL OPPORTUNITY**

A special event permit is not required for normal activities such as picnicking, barbecuing, swimming, picnic games, trail use, etc., 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, and,
- your use of any facility or area does not exclude normal use by other park visitors or impose any hazard or impediment to public use, and,





## **Birds Hill Event Planning Instructions**

- set-up of special structures or equipment of any kind is not involved in holding your activity.

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.
- 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](http://www.manitobaparks.com).
  - Group Use Areas 1 and 2 - A special event permit is not required when normal picnic or camping activities are taking place. **When these events include non-traditional activities (i.e. 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. As managers, our job 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 our other valued clients?

Will the event create business conflicts with our park concessionaires (e.g.: the riding



## **Birds Hill Event Planning Instructions**

stable, restaurants, the campground store and fuel wood sales, or the beach food concession)?

Will the event disrupt scheduled activities of the riding stable, the equestrian centre or the Folk Festival?

Can the park physically accommodate the event's requirements for parking area and 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 permanent or long-term damage to the park's landscapes or sensitive natural or cultural sites?

Do the activities specified for the event fit with the park area's purpose or designation? (i.e. 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 all-terrain vehicles (ATV's)

### **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.

## **Birds Hill Event Planning Instructions**

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 you during the times indicated.

### **Area**

### **General Restrictions**

#### **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.

#### **Lakeview Trail**

No organized events permitted at any time.

*(formerly "Pine Ridge Cycling Trail")*

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. The office is open Monday through Friday, 8:30am- 12:00pm and 1:00pm – 4:00 pm.

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