

**Part 1 – Application (Please print) Directive Schedule 5.1.1 – 001**  
***\*Application payment does not reserve booking.\****

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

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

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

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

Province \_\_\_\_\_

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

4) Event Coordinator Contact Information

Name \_\_\_\_\_

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

Cell \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

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

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

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

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

**Application must include:**

- Responsibilities of the Applicant (signed & dated)
- Completed Special Event Outline
- Certificate of Insurance - As required, depending on nature of event. \$2 million liability insurance (may be higher for certain higher risk events). Names Province of Manitoba as additional insured party.

**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

**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:  
1-2-5 Sales Item I.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.

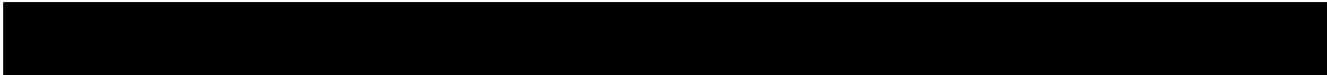
The Applicant is responsible for all damages or injuries that result from their occupation of the land.

**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:

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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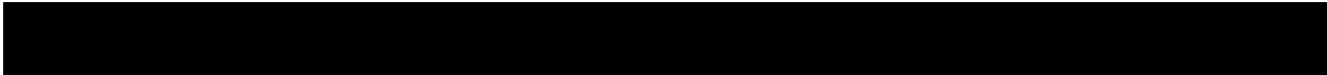
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15) Will any profits be generated by this event?

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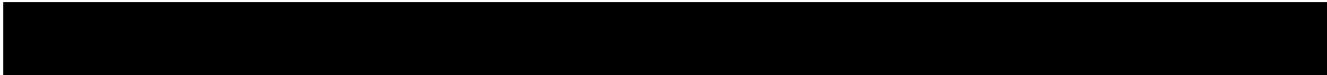
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22) Indicate the method of advertising (i.e. radio, television, posters, newspapers) and please attach a copy.  
*NOTE: Advertising copy may be submitted after an event is approved, but must be approved prior to use.*

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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 \_\_\_\_\_

