

PLANNING A SPECIAL EVENT FOR BIRDS HILL PARK?

If you are, we would like to welcome you as a potential partner!

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:

- 1) An application for Special Events Permit & Special Event Outline
- 2) Signed and dated "Responsibility of Applicant"
- 3) Signed and dated Waiver of Liability
- 4) A cheque or money order, payable to the "Minister of Finance"
in the amount of \$10.50 (\$10.00 application fee plus G.S.T.)
**Credit card or Debit payment is not optional.*
- 5) Certificate of Insurance for liability (\$2,000,000 public and third party liability insurance)
- 6) Map detailing staging area, site set-up, routes (roads and trails) to be used, etc.

Please note that **Proof of Insurance** must be received at the District Office at least thirty (30) days prior to staging an event. **A certificate of insurance for \$2,000,000 liability coverage which indemnifies and saves harmless Manitoba Conservation from all manner of claims and ensures the sponsor(s) for public and third party liabilities is required.**

An application, outline and waiver are enclosed for your use. Should you have any questions, please call Birds Hill Provincial Park at (204) 654-6730.

GUIDELINES FOR POTENTIAL PARTNERS

SPECIAL EVENTS - BIRDS HILL PROVINCIAL PARK

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:
 - 2) exclusive use of a public facility or area or,
 - 3) impact upon normal park use or users of a park facility or,
 - 4) set up of any special equipment and/or structures or,
 - 5) a significant number of participants.
- Examples of common special events include:
 - walk-a-thons and similar events involving skiing, cycling, rollerblading, horse-back riding or running
 - poker derbies for skiers, snowmobiles, cyclists, or horse-back riders
 - ski, foot, rollerblade or cycling races
 - orienteering / GPS meets
 - church services, baptisms and weddings
 - very large social gatherings (more than 100 people)
 - 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.)

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,
- 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:

- 1) 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
- 2) Facilities and areas set aside by the park for reservations by groups. These are booked through the park office.

- All organized events involving aquatic areas in BHPP require a Special Event Permit.
- 3) 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 normal picnic or camping activities are taking place. **When these events include non-traditional activities (i.e. carnival games, amplified music, 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, and they're 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:

- 1) Will the event create any hazards or risks to public safety?
- 2) Will the event inconvenience, disrupt or displace our other valued clients?
- 3) Will the event create business conflicts with our park concessionaires (e.g.: the riding stable and restaurant, the campground store and fuel wood sales, or the beach food concession)?
- 4) Will the event disrupt scheduled activities of the riding stable, the equestrian centre or the Folk Festival?
- 5) Can the park physically accommodate the event's requirements for parking area and services?
- 6) 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?
- 7) Will the event result in any permanent or long-term damage to the park's landscapes or sensitive natural or cultural sites?

Excluded Events

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

- Archery or firearm demonstrations/competitions
- War games and military exercises
- Races involving vehicles or snowmobiles
- Remote control airplane competitions
- Casual musical concerts or circuses
- Any event involving fireworks

- o 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.

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 Available by reservation from May 6, 2011 to September 25, 2011 for Group Use Area 1 and from May 6, 2011 to October 9, 2011 for Group Use Area 2. These areas are closed to camping and special events during the week of the Winnipeg Folk Festival.

Group Use Area 1 Road Conditionally closed from September 25, 2010 to May 4, 2012. Special requests may be accepted by the Park District Supervisor.

North/South Drive No events permitted during long weekends.
Bluestem Trail From mid-May to mid-September (dates vary from
Chickadee Trail 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.

Applications and permit fees can be mailed to:

Manitoba Conservation
Birds Hill Provincial Park
Attn: Special Events Coordinator
Box 183, RR #2
Dugald, MB
R0E 0K0

Applicants should retain this sheet for their records
and for guidelines on holding Special Events in Birds Hill Provincial Park.

January 2010