



Section	Date Passed	Resolution #	Reviewed	Date Repealed	Resolution #
Operations – Parks	June 7, 2016	2016-149			

**POLICY**

To regulate the procedures and process for use of any Town of Neepawa Park or Street.

**PROCEDURE**

1. Prior to any function or event that is to be held in/on any Town of Neepawa Park of Street, the Parks Use Permit Application (Appendix A) must be completed.
2. Applicants are required to follow all guidelines and complete all applicable sections of the Application.
3. Applicants must sign the Statement at the bottom of the Application.
4. Application Form to be submitted to Town of Neepawa Administration Office, for review and/or approval.

**TOWN OF NEEPAWA**  
**PARKS USE PERMIT APPLICATION**

This application form must be completed and approved prior to any function or event that is held in any Town of Neepawa Park or street. Applicants are required to carefully follow the application guidelines and sign the statement of the bottom of the application form.

**DETAILS:**

**Name of Person requesting permit:**

**Location Required:**   
*(please mark off specific park location on the attached site map include all applicable structures, for streets ensure proper address is identified above)*

**Date(s) Required:**  **Start Time:**  **End Time:**

**Number of Participants Expected:**

**Equipment/Structures Required:** (a separate permit through Neepawa Area Planning District may be necessary contact Jeff Braun at 204-476-3277)

**Town provided** (fee's applicable):  Cook Shack  Picnic Table #\_\_\_  Fire Wood  Garbage pickup  
 Snow fence  Barricades  Barbeques  Recycling Containers #\_\_\_

**Applicant provided:**  Temporary Structures (tents, chairs, etc – describe below):

**Outside User Liability Insurance:** (if you are having a multi-day event you are required to fill out insurance pages following this application, provided by the Town of Neepawa insurer Western Financial, attached as Schedule A)

**APPLICANT CONTACT INFORMATION:**

**Contact Name:**   
**Address:**   
**Home Phone:**  **Cell Phone:**   
**Email:**   
**On-Site Liaison:**  **Contact info:**

<b>Office Use Only:</b>	
Basic Day Use Only with no requirements:	_____ no charge
Picnic tables to be relocated:	_____ X \$10 per table
Garbage Pickup:	_____ X \$10 (plus cost of bag tags - \$2 each)
Wedding / Special Occasion / Reunion:	_____ \$200 per day
Cancellation Fee (July/August only):	_____ \$30
Water/Hydro:	_____ \$25/day (for multi-day events only and applicable to all permitted camping events at Rotary Park per camper)
Outside User Liability Insurance:	_____ to be billed separately from Western Financial
Firewood:	_____ \$5 per bundle
Other/Special Requests:	_____
<b>Total cost of permit:</b>	<b>\$</b> _____

**Please return the completed application form to:**  
Denis Saquet, C.E.T.  
Manager of Operations  
Town of Neepawa  
Box 339, 275 Hamilton St, Neepawa, MB R0J 1H0  
Phone (204) 476-7600 Fax (204) 476-7624 Email: [neepawa@wcgwave.ca](mailto:neepawa@wcgwave.ca)

In signing this permit, the applicant agrees to indemnify and save harmless the Town in respect of any and all claims, demands, suits and costs arising out of any act or omission of the applicant(s) or of any servant, agent or officer of the applicant arising out of or resulting from the use of the site by the applicant(s). The applicant(s) agree that the information provided above is true and correct and that all provisions and restrictions of the permit will be adhered to.

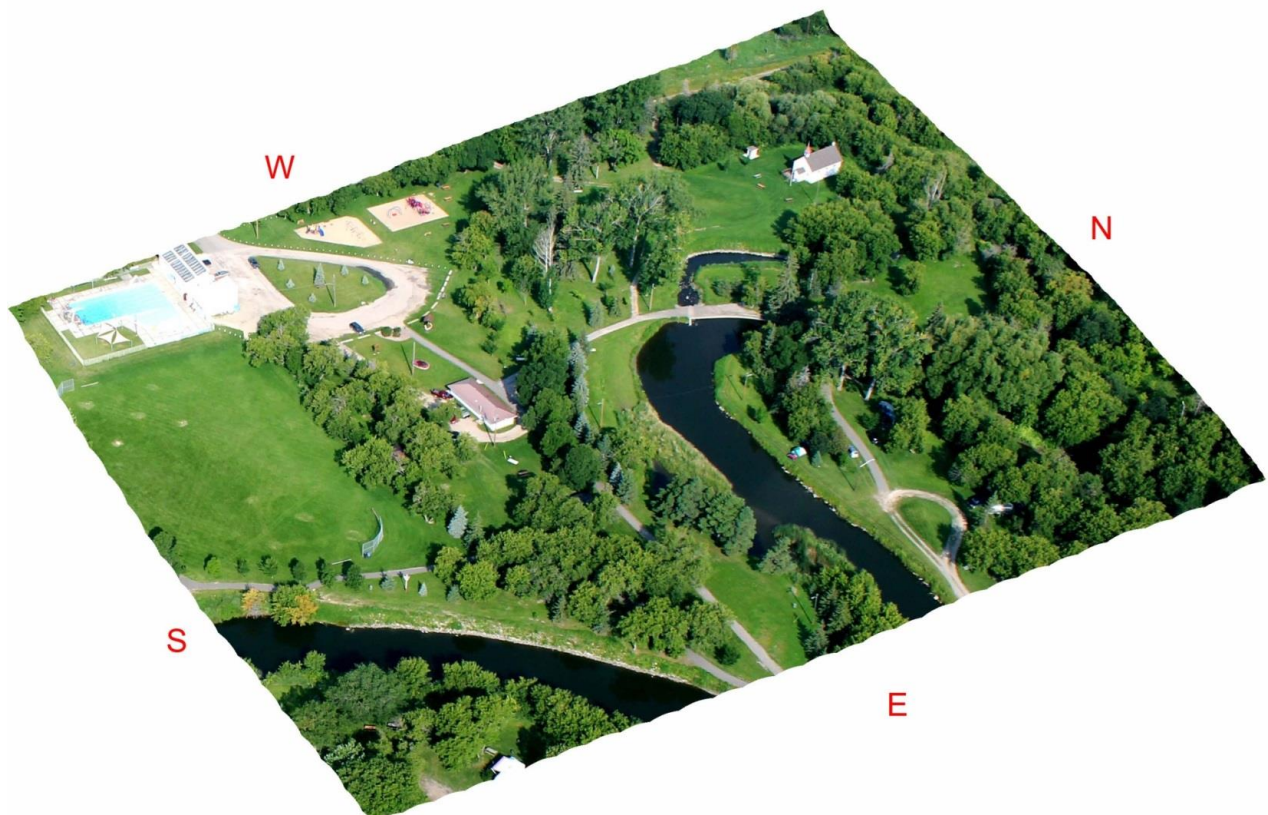
\_\_\_\_\_  
Applicant Signature  
  
Date Applied: \_\_\_\_\_

\_\_\_\_\_  
Town of Neepawa Manager of Operations  
  
Date approved: \_\_\_\_\_

**PARKS USE PERMIT RESTRICTIONS**

1. The applicant(s) shall not use the site/park for any purpose other than that stated in the permit, which must be signed by the appropriate officers of the Town of Neepawa.
2. Functions in the park may only be held between the hours of 7:00 a.m. and 10:00 p.m. (Monday to Saturday) and 9:00 a.m. to 10:00 p.m. on Sundays (as per the Town of Neepawa By-Law No. 2439 – Noise Control)
3. The applicant shall be responsible for maintaining the site and any Town equipment in a clean condition. The designated area must be kept clean and clear of garbage, bottles and debris. Any garbage collected during the event must be removed by the applicant to an appropriate garbage receptacle. If anything must be cleaned up or cleared away after the event by Town staff, the applicant shall be responsible for the costs incurred for staff time. The site must be cleaned and vacated by the end time stated in the permit.
4. The applicant(s) shall be liable for any damage done to the site or any Town equipment as a result of the activity or event, including set-up and clean-up activities. Chairs, tables or free-standing canopies may be used, providing that they are such a design that the turf will not be damaged. Nothing may be driven into the ground or be fastened to, hung from or place on trees or in flower beds, planters or other Town property without specific permission, provided in writing in the application, which will be noted on the permit.
5. Vehicles and parking are not allowed in any areas other than those designated for vehicle parking or vehicle access. Emergency vehicle access within and outside the area must be maintained at all times. Any barricades or other structures must be easily moveable for police, ambulance or fire access.
6. The Town requires that the applicant may be required to provide proof of a valid public liability insurance policy of at least \$2,000,000 against claims for personal injury, death or property damage occurring upon, in or about the site. The policy will include the Town of Neepawa as additional named insured and contain a cross liability clause. (In cases where applicable only). This policy is attached as "Schedule A" and is through the Town of Neepawa's insurance company, Western Financial. All costs for the outside user policy insurance are the sole responsibility of the applicant and must be paid in full prior to the approval of the event.
7. Alcohol consumption is prohibited in the parks.
8. Paper confetti and rice are NOT permitted for weddings, however, birdseed and bubbles are permissible.
9. The applicant(s) are responsible for any damages incurred to the area and are responsible for the conduct of their guests. Any person(s) who disturb the orderly and peaceful enjoyment of a public area, or is found to be in the act of violating any provisions of this agreement or any by-laws, may be removed from the area by a person authorized to enforce any provisions of this agreement or by-law if such person refuses to leave the public area within a reasonable time after being requested to do so.
10. The areas are for everyone's enjoyment so please be courteous of other users. While the permit ensures that on the date and time specified no other events will be scheduled in the immediate area, permit holders may not interfere with the Public using the area at the same time.
11. Applications for a permit must be submitted at least one (1) month in advance in order that the application may be processed and a permit issued in due time prior to the event occurring. Submitting an application does not guarantee that the date will be available, only once a permit is issued will the date and location be reserved. Applicable payment must be received at the time the application is approved.
12. The Town of Neepawa retains the right to cancel the event up to and including the day of the event, with or without cause or at any time during the event in an emergency, or if permit conditions are not adhered to. Applicant(s) must designate a named on-site liaison person with authority to ensure compliance with permit conditions or stop the event if necessary at any time during the event. If the permit is revoked or cancelled the applicant shall have no claim or right to damages or reimbursement on account of any loss, damage or expense.
13. Special requests for use of Town equipment, use of water, power, or work requests for Parks Staff are subject to approval. The applicant(s) may be responsible for any costs associated with special requests. All special requests must be noted on the application form and will be negotiated in later discussion with staff.
14. Due to safety and fire hazards, pyrotechnics are NOT allowed in the park(s).
15. Open fire is not permitted in the area(s). Gas barbeques are permitted.
16. All Town of Neepawa By-Laws and policies apply and remain applicable.
17. Rotary Park / Park Lake is day use only. Council may consider special written request for uses exceeding one day. Extra costs as outlined above are applicable and will be invoiced to the applicant prior to the event.
18. Camping at Rotary Park / Park Lake is strictly prohibited and violators will be removed.

**If requiring use of any area of Riverbend Park, please mark on this image the location you wish to reserve.**



# OP-PK-010 – Appendix A

## Parks Use Permit Application

### SCHEDULE A

#### Outside User Policy – Application for Use of Municipal Facilities – WESTERN FINANCIAL INSURANCE

##### Guidelines for Use:

All groups that are not directly controlled by the Town of Neepawa and are using municipal property or equipment must complete a "Permit For Use of Municipal Facilities" form. This form allows the Town of Neepawa to state the terms and conditions for use of the property, both as to what is expected from the User Group and also what the Town of Neepawa is providing – be it space, equipment or other services.

Completion of this form by the User Group also provides the mechanism for the Town of Neepawa to formally make the User Group responsible for damages arising out of use of the property by them. It also formalizes other terms such as the amount of rent (if applicable), charges for service being provided and allows access to an economical, simple means for the User Group to meet liability insurance requirements, if they do not otherwise have coverage.

##### Procedures:

1. Municipal personnel should complete the "Outside User Policy; Application for Use of Municipal Facilities" form. This form allows a full description of the period of use and any other terms such as the nature of the use or any equipment to be provided. All costs including charge for rental of premises, use of equipment, services to be provided and caretaking can be itemized.
2. All User Groups should have a Commercial General Liability Insurance policy in the minimum amount of \$2,000,000. If the User Group does not have the required liability insurance (or is unsure), such insurance can be applied for using the application form, which shows the premiums for various activities and for the duration of the use of the facility.  
If the activity is not indicated on the form, contact Linda Baker at Western Financial at (1-800-665-8990 ext. 7220) for direction.
3. An authorized representative of the User Group should sign the application form.
4. All applicable fees and charges including the premium for Liability Insurance (if being applied for) should be collected prior to allowing use of the facility or grounds.
5. A copy of the completed application and the Conditions must be provided to the User Group and to the venue the User Group will be using. The original of the application should be sent to the designated contact at the Town of Neepawa.
6. If Liability Insurance is required and applied for, a copy of the completed application (pages 2 and 3) must be forwarded to Linda Baker at Western Financial via fax at (204) 957-0678. Western Financial will then invoice the Town of Neepawa for payment of the premium(s).

In order to properly protect municipal property and assets ALL users should have Liability Insurance Coverage.

#### OUTSIDE USER POLICY; APPLICATION FOR USE OF MUNICIPAL FACILITIES – WESTERN FINANCIAL INSURANCE PART 1

##### Introduction:

The purpose of this Outside User Policy/Application is to manage and reduce the risk of injury to persons using municipal facilities or grounds. The municipality ("MUNICIPALITY") acknowledges that municipal facilities are an integral part of the community. It is to the benefit of the individual/group wishing to use municipal property to take all reasonable steps to reduce the risk of such injury. MUNICIPALITY therefore requires that you (the outside user/applicant, herein called APPLICANT) demonstrate to the satisfaction of MUNICIPALITY that there will be sufficient controls in place to follow the conditions of the permit and to prevent foreseeable harm or property damage related to activities at the event MUNICIPALITY has developed this OUTSIDE USER POLICY in order to:

- Establish rules for the use and operation of municipal facilities by outside individuals and user groups.
- Promote safe, responsible use of these facilities
- Reduce the risk of injuries/property damage and subsequent liability risk.

Even small groups holding the low-risk functions such as meetings, conferences, 75<sup>th</sup> birthdays, wedding showers, hall-walkers, square dancing and similar functions may be vulnerable to law suits for injuries that arise out of their activities. User groups and their organizers are not covered under the municipality's liability insurance, and should therefore obtain liability insurance for their activities, or confirm with their insurance broker that they are covered under their homeowners insurance policy.

Individuals or groups running organized or higher risk activities involving arenas or athletic field(s) for sports, or sponsoring an event/function where tickets are sold, involving alcohol, or where attendance exceeds 150 persons, face greater risk and should therefore ensure they have liability insurance coverage to protect themselves from lawsuits for injuries ( a minimum of \$2,000,000 coverage is recommended).

Various outside groups may have access to liability insurance from their parent organizations such as Sport Manitoba, Boy Scouts, Girl Scouts etc. and should confirm for themselves whether such insurance exists for them. An alternate source of liability insurance is available through the MUNICIPALITY.

APPLICANTS will not be permitted use of facilities unless they accept the Conditions printed herein. APPLICANT/permit holder hereby agrees to indemnify and save MUNICIPALITY harmless from all claims arising from the event/function.

##### **Conditions**

1. The building/facility will be available for use only upon presentation of this permit to the municipal representative in charge.
2. The building/facility is to be used only on the date or dates, and hours, and for the purpose specified.
3. If a program requires the use of more than one site APPLICANT must provide one adult supervisor for each site in use.
4. The members of any group or organization or spectators while in or on a municipal facility must be under the immediate supervision and control of a competent and trustworthy adult who will undertake personally to be responsible to the municipal representative for the due observance of the requirements of the MUNICIPALITY. The name(s) of the supervising adult(s) must be entered on the application for permit.
5. Buildings/facilities shall not be used for private gain except if specifically approved under this permit.
6. No liquor is to be brought onto, served and/or consumed on the premises without specific approval of the municipality and an occasional permit from the Manitoba Liquor Control Commission.
7. Non-alcoholic beverages and food may only be brought into the building/facility with the permission of the supervisor and may only be served in designated areas.
8. Glass bottles or containers may not be brought into auditorium/pool areas.
9. The times listed on the permit are the times in which participants can enter the building/facility and must be completely clear of the building.
10. All aisles and exits must be kept clear.
11. Aisles must be maintained as shown on auditorium seating plans.
12. Without written permission from the director of buildings/designate, no structure or apparatus should be placed upon or be erected on municipal property (permission indicated on this permit).
13. Municipal Equipment cannot be used without permission (indicated on this permit).
14. SMOKING IS STRICTLY PROHIBITED IN ALL MUNICIPAL BUILDINGS.
15. Organizations granted continued use of facilities, must give one week's notice in writing before the date of discontinuance. MUNICIPALITY, however, reserves the right to discontinue any permit on short notice.
16. Permits are not transferable.
17. APPLICANT/permit holder will protect, indemnify and save harmless MUNICIPALITY, its servants or agents, of and from all claims for damages that may arise out of the use of buildings/facilities/grounds/by APPLICANT/permit holder.
18. APPLICANT/permit holder shall be responsible for any loss or damage to the building or equipment resulting from use by him or any other persons whomsoever covered by the permit. A certificate by the Director of Buildings/designate shall be evidence of such loss or damage and APPLICANT/permit holder shall pay the amount of such loss or damage upon demand being made on him by the Chief Administrative Officer/designate of MUNICIPALITY.
19. Immediately following each event, the municipal representative shall inspect the facilities used for evidence of damage or improper use. APPLICANT/permit holder should accompany the municipal representative where possible, during this inspection and sign the permit checklist form.
20. Appropriate footwear must be worn in facilities used for sports activities.
21. Permits are subject to all bylaws of the MUNICIPALITY and regulations thereunder governing the use of public buildings in said MUNICIPALITY.
22. Improper use of municipal property, for the use of which a permit has been granted, will result in immediate cancellation of the permit.
23. No admittance charge shall be made or tickets sold in advance, or a collection of any kind taken, unless the intention to make such charges, sell such tickets, or take a collection is stated on the application for permit, and is approved, or is a normal part of the event being held.
24. Permission to use municipal facilities does not carry with it the right to use any moveable apparatus in the facility. Special application must be made for the privilege. Specific use shall be shown on the permit.

**OP-PK-010 – Appendix A**  
**Parks Use Permit Application**

**PERMIT**

**OUTSIDE USER POLICY; APPLICATION FOR USE OF MUNICIPAL FACILITIES – WESTERN FINANCIAL INSURANCE PART 2**

**PLEASE PRINT**

Municipality: \_\_\_\_\_ Facility: \_\_\_\_\_

Applicant: \_\_\_\_\_ Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Time of use applied for: From: \_\_\_\_\_ A.M. / P.M. Date: \_\_\_\_\_ To \_\_\_\_\_ A.M. / P.M. Date: \_\_\_\_\_

Particulars of Activity: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_ Age of Participants: \_\_\_\_\_ to \_\_\_\_\_

Name of Supervisors: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Requirements: (Facilities/equipment)**

- Arena       Swimming Pool       Meeting Room #\_\_\_\_       Shops       Auditorium/Theatre  
 Hall/Multi-purpose room       Soccer/baseball field       Other: \_\_\_\_\_  
 Type and quantity of equipment, if required: \_\_\_\_\_

Other terms or conditions: \_\_\_\_\_

**Liability Insurance**

\_\_\_\_\_ Applicant has and will provide  
Confirmation of liability insurance

- Or -

\_\_\_\_\_ Coverage required by user, see  
Chart on next page

Premium: \$ \_\_\_\_\_

**Rental/Other Fees**

1. Use of Facilities	\$ _____
2. Caretaker	\$ _____
3. Security	\$ _____
4. Liability Insurance Premium	\$ _____
<b>Total Amount Due:</b>	<b>\$ _____</b>

This is to certify that (I) (My Organization), while occupying said facilities, will provide and be responsible for adequate adult supervision and the security of Municipal property and will abide by all rules and regulation as established by the MUNICIPALITY. I (we) agree to pay for any damages incurred to property and/or equipment and to pay rental fees as outlines. The permit holder (user group) will protect, indemnify and hold harmless the MUNICIPALITY and its agents from all claims for damages that may arise out of the use of buildings, ground or equipment by the permit holder. If liability insurance premium is not indicated above, the permit holder (user group), agrees to obtain his/their own liability insurance for this event.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ Signed: \_\_\_\_\_

Permit approved by: (Facility Designate): \_\_\_\_\_ Date Issued (d/m/yr): \_\_\_\_\_ \ \_\_\_\_\_ \ \_\_\_\_\_

**If insurance is applied for above, fax this page and next page to Western Financial at (204) 957-0678 attn: L Baker.**

**OP-PK-010 – Appendix A**  
**Parks Use Permit Application**

**OUTSIDE USER LIABILITY INSURANCE RATES - \$2,000,000 COMMERCIAL GENERAL LIABILITY**

Please circle appropriate premium

OUTSIDE USER LIABILITY INSURANCE RATES - \$2,000,000 COMMERCIAL LIABILITY				
PLEASE CIRCLE APPROPRIATE PREMIUM				
SPORTS	Number of Participants	Premium		
		One Day	Two Days	Seasonal
Badminton, Dance Lessons, Horseshoes, Tennis, Curling, Bowling	1-25	\$25	\$50	\$75
	26- 100	\$50	\$100	\$150
	101-250	\$75	\$150	\$225
	Over 250	Refer	Refer	Refer
Baseball, Basketball, Field Hockey, Floor Hockey, Handball, Racquetball, Soccer, Squash, Softball, Volleyball, Swimming with Lifeguard, Non-Contact Touch/Flag Football, Track & Field	1-25	\$50	\$75	\$150
	26-100	\$100	\$150	\$300
	101-250	\$150	\$225	\$450
	Over 250	Refer	Refer	Refer
Occasional Pool Use	1-2 hours	\$25		
	Over 2 hours	\$50		
Recreational Non-Contact Ball Hockey	Pick-up-Max 30 Players League	\$50	\$75	\$100
		Refer	Refer	Refer
<b>Recreational Non-Contact Ice Hockey</b> Adult Pickup – Max. 30 players Adult League	<b>Season September – April</b>		<b>Season May – August</b>	
	\$125 \$225/team		\$100 Refer	
<b>Adult Tournaments – Non Contact Only</b> One time recreational adult hockey One time recreational skating No sticks or pucks	Up to 8 teams	\$250		
	9-16 teams	\$375		
	1-30 players	\$25 (max 1 ½ hours)		
	1-25 participants	\$25 (max 1 ½ hours)		
	26-100 participants	\$35 (max 1 ½ hours)		
<b>Beer Garden – applicable to sporting events only</b>	1-100 participants	\$100/day		
	101-250 participants	\$150/day		
	251-500 participants	\$200/day		
	Over 500	Refer		
<b>MEETINGS &amp; OTHER EVENTS</b>	<b>Number of Participants/Attendees</b>	<b>Day</b>	<b>2-3 Days</b>	<b>Over 3 Days or Seasonal</b>
<b>No Alcohol:</b> Example: Arts & Crafts, Bridge, Sewing Groups, Church meetings, Rummage Sales, Prenatal Classes, Seniors Group Meetings, Family Reunions, Teas, Homecomings, Birthday and Anniversary Parties	1-25	\$25	\$50	\$75
	26-100	\$50	\$100	\$150
	101-250	\$100	\$200	\$300
	251-500	\$150	\$300	\$500
	Over 500	Refer	Refer	Refer
<b>With Alcohol, Add to above premiums</b>	1-25	\$75	\$150	\$225
	26-500	\$125	\$250	\$375
	Over 500	Refer	Refer	Refer
<b>Activities Not Listed – Contact L. Baker at Western Financial Insurance Phone 1-800-665-8990 Ext. 7220</b>				