



Parks Use, Street Event or Parade Permit

Section	Date Passed	Resolution #	Reviewed	Date Repealed	Resolution #
Operations – Parks	January 21, 2025	2025-17			

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 or Street; or to utilize any Town-owned portable picnic tables and/or barricades - the Parks Use, Street Event or Parade Permit Application (Appendix A) must be completed.
2. Applicants are required to follow all guidelines and complete all applicable sections of the Application, including a detailed diagram.
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
5. Fees to be charged include:
 - a. \$250 Permit Fee – Private Park Event - Wedding/Special Occasion/Reunion, etc
 - b. \$100 Permit Fee – Street Event/Parade
 - c. \$20 Permit Fee – Parks Use Reservation
 - d. \$10 Rental Fee – Per Portable Picnic Tables for use off-site of Riverbend Park
 - e. \$10 Rental Fee – Per Barricade (other than Street Event/Parade)
 - f. \$15 Fee – Fire Wood Bundles for use in Park/Campground
 - g. \$25 per day for Water/Hydro for multi-day events within Parks;

PARKS USE PERMITS

1. Application must be completed in full, with a diagram & submitted with applicable Fee.
2. Calendar will be reviewed to determine if date/location/time is available;
3. Permit will be approved/denied accordingly;
4. Applicant will receive a copy of the Application with Permit Number, or denial with reasons;
5. Parks staff will be notified of the reservation, if Permit approved;
6. Parks staff will ensure the area is ready for the event, along with any other requested requirements noted on the application.
7. Additional Fees may be charged based on specific requests as noted on Application.

STREET EVENTS OR PARADES

1. Closing of a road or street for an event is a complex process involving and affecting many people. The Town has an obligation to prioritize public safety and movement of traffic.
2. All applications for street closures for Events or Parades will be reviewed by Council.
3. Council for the Town will consider the following when reviewing an application:
 - a. Is it in the best interest of the greater community at large;
 - b. Any potential adverse effect on public health & safety;
 - c. Any potential inconvenience of the public;
 - d. Any potential traffic impacts, including proximity to access points onto highways, to hospitals and fire stations, or lack of adequate detour routes;
 - e. Any concerns for the security of persons or property nearby;
 - f. Adequacy of alternate fire and emergency response;
 - g. Whether the event may result in the breach of any law;
 - h. Whether the affected property owners or any other person or agency who may be deemed to have an interest in the matter will be unduly inconvenienced.
 - i. Whether the event is free and open to the community at large, or just a specific group;
 - j. The special event will not create imminent possibility of disorderly conduct likely to endanger public safety or result in property damage;
 - k. Whether the past or present conduct of the applicant or organization sponsoring or conducting the special event affords reasonable grounds to believe the special event may not be carried in a lawful, safe, secure, peaceful and controlled manner;
4. Permit will be approved/denied accordingly via resolution of Council;
5. Applicant will receive a copy of the Application with Permit Number, or denial with reasons;
6. \$100 Permit Fee is to be paid upon receipt of approval of application;
7. Additional Fees may be charged based on specific requests as noted on Application;
8. If approved - Parks and/or Public Works will be notified as required;
9. If approved - RCMP, Fire Services and Ambulance are to be notified.