



APPLICATION FOR PARKS USE, STREET EVENT, OR PARADE PERMIT

Appendix A – OP-PK-010

TOWN OF NEEPAWA

PO Box 339 • Neepawa, MB • R0J 1H0
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PERMIT # _____

Application for: *(Please print clearly)*

Parks Use: Riverbend Park Lake The Flats Hylife Back Forty Other _____

Street Event **Parade**

Portable Picnic Table(s)/Barricade(s): Picnic Tables (# req'd _____) Barricades (# req'd _____) **NOTE: Rental Fees may apply**

EVENT INFORMATION

Event Name/Description: _____

Date of Event: _____ Start Time: _____ End time: _____

Location(s) of Event: _____

(Exact location – Park, Street(s), Business etc)

A detailed diagram MUST be attached showing exact location and set up of proposed event.

Organization/Host/Applicant Name: _____

Address: _____

Telephone Number: _____ Email: _____

Expected Attendance: _____ Public Event Private Event Food/Beverages Served Speakers/Music

Set up by Applicant: (tents/chairs, etc): _____

REQUESTED ITEMS:

ASSOCIATED FEES:

<input type="checkbox"/> Wedding/Special Occasion/Reunion (Large Private Event)	\$250.00	\$ _____
<input type="checkbox"/> Street Event/Parades	\$100.00	\$ _____
<input type="checkbox"/> Parks Use Reservations	\$20.00	\$ _____
<input type="checkbox"/> Picnic Tables within Park (& Portables within Riverbend during regular work hours)	\$0.00	\$0.00
<input type="checkbox"/> Cook Shack/Picnic Shelter	\$0.00	\$0.00
<input type="checkbox"/> Additional Recycling Bins	\$ /ea x _____ # Req'd =	\$ _____
<input type="checkbox"/> Portable Picnic Tables – For use outside of Riverbend Park/Must pick up & drop off	\$ /ea x _____ # Req'd =	\$ _____
<input type="checkbox"/> Barricades – For use other than under Parade/Street Event Permit	\$ /ea x _____ # Req'd =	\$ _____
<input type="checkbox"/> Fire Wood Bundles for Park/Campground	\$ /ea x _____ # Req'd =	\$ _____
<input type="checkbox"/> Water/Hydro – For multi-day events only	\$ /day x _____ # Days	\$ _____

= *(Note – additional fees may be applied following the event if additional clean up etc is required)*

TOTAL COST OF PERMIT: \$

I/WE, the applicant(s), agree and certify:

- We have read the Rules pertaining to this Permit and agree to abide by them and any other applicable Policy and/or By-Law;
- We are responsible for the care & safekeeping of tables or barricades etc provided and any associated costs for damage/loss;
- We will notify residents in the immediate area of any street closure for event or sound system to be used;
- We will have the required General Liability Insurance, if applicable;
- We will be responsible for appropriate disposal of all garbage/recycling;
- No alcohol will be served on any Town property/park/street
- If food is being served, we will review the Public Health Guidelines or contact Manitoba Public Health for Permit information.

In signing this, the applicant agrees to indemnify and save harmless the Town 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. 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.

Name – Printed: _____ Signature: _____ Date: _____

FOR OFFICE USE ONLY

PERMIT APPROVED **PERMIT DENIED**

Conditions/Reasons: _____

Authorized by: _____ Signature: _____ Date: _____

Parks/Public Works Notified: _____ (Date) **For Parades/Street Events:** **Council Res #** _____ **RCMP/Ambulance/Fire Notified:** _____ (Date)

Parks Use/Street Event/Parade Rules

1. Applications must be completed in full and applicable fees paid in full.
2. The Permit is to be on-site during the stated time stated in the Permit.
3. The applicant(s) shall not use the streets/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.
4. Applicant must remove all street closure barricades immediately following the event to allow for traffic to resume.
5. Functions 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) unless otherwise approved.
6. 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.
7. The applicant must clear any litter/debris immediately following the event, including equipment and structures, and any debris from parking lots, pathways, private properties and/or parks.
8. Any garbage collected during the event must be removed by the applicant to an appropriate garbage receptacle or off site. 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. Site must be cleaned/vacated by the end time stated in the permit.
9. 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.
10. 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.
11. If applicable, the Town requires that the applicant 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. All costs for the outside user policy insurance are the sole responsibility of the applicant.
12. Alcohol consumption is prohibited in the parks and on public property and/or streets.
13. Paper confetti and rice are NOT permitted for weddings; however, birdseed and bubbles are permissible.
14. 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 requested to leave the area. If any such person refuses to leave the public area within a reasonable time, they may be removed by a person authorized to do so.
15. 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.
16. 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.
17. 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.
18. Special requests for use of Town equipment, use of water, power, or work requests for 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.
19. Due to safety/fire hazards, pyrotechnics & open fires are NOT permitted in any areas. Gas barbeques are permitted.
20. Camping at Rotary Park / Park Lake is strictly prohibited and violators will be removed.
21. All Town of Neepawa By-Laws and Policies, or Provincial/Federal laws apply and remain applicable.