



R.M. of Thompson Special Events Permit Application

Per Resolution 2022-06-09

Purpose

The purpose of this permit is to allow for the facilitation of a successful special event while, at the same time, minimizing the impact of a special event on community members and to ensuring the ability to provide emergency services to the public at all times.

Support Statement

The RM of Thompson recognizes the importance of special events in enhancing quality of life, tourism, culture, recreation, education and in providing economic benefits to local businesses, all of which would not be possible without the invaluable service of volunteers, community groups and sponsors that provide their support and skills to enhancing community events.

Special Event

A special event can be defined as any event where a large number of people are brought together to watch or participate; that may be one-time or annual but occurs for a limited or fixed duration; and that has implications on the municipality. A Special Event Application is required when any one of the following applies:

- Attendance exceeds 100
- Event is held in a municipal park or other municipal owned property
- Event impacts traffic flows or results in road closures
- Application has been made for a special event liquor license
- Display fireworks or pyrotechnics are being used
- Public safety is an issue
- Film production

The primary characteristics of Special Events are:

- Open to the public
- Celebrating a specific theme (i.e Canada Day)
- Takes place once a year or less frequently
- The program may consist of several separate activities

Examples of Special Events that currently take place in the RM of Thompson (list is not exhaustive):

- Weddings
- Concerts
- Pavilion Use
- Block Parties

Application for Special Events

The Organizer shall complete a Special Events Application Form a minimum of thirty (30) days prior to the event and submit to:

Email:

info@rmofthompson.com

Drop off Location:

530 Norton Avenue, Miami MB

Mail:

RM of Thompson
Special Events
Box 190
Miami, MB, ROG 1H0

Fax:

(204) 435-2067

Administration will review the application and provide assistance to the Organizer in meeting all policy requirements. Administration will forward recommendations to Council relating to all applications for Special Events. If the event is approved by Council, a Special Events Permit will be issued to the Organizer. Municipal officials, at any time, can cancel the Special Events Permit for reasons of non-compliance with these regulations and/or in the interest of public safety.

Failure to comply with the requirements of the Special Event Permit Application can result in the inability for an event to take place.

Exceptions

It is not necessary to obtain a Special Event Permit for a private/public gathering of people that would not otherwise occur unless any of the following will take place:

- ✓ Selling of alcohol
- ✓ Dedicated safety resources (police and/or fire) are necessary
- ✓ Tents or other structures are erected
- ✓ Event impacts traffic
- ✓ Using fireworks / pyrotechnics

Checklist

As the applicant, I have ensured that the following is included in this application submission:

- ✓ A description of the event and all planned activities, with all the necessary approvals
- ✓ Minimum limit of \$2,000,000 per occurrence. Beyond having liability coverage in place, an outside organization should also be naming the Municipality as Additional Insured to that coverage, for those activities and events they hold on Municipal owned property.
- ✓ Site plan diagram
- ✓ Street closure diagram
- ✓ A safety plan listing emergency personnel onsite, location of first aid stations and how many first aid kits are on site
- ✓ Confirmation of property owner's permission to host the event (if property is not owned by the application)
- ✓ Special licensing and/or permits, including but not limited to liquor licenses and Manitoba Health
- ✓ Letter to be delivered to homes or businesses that may be affected by filming (only for film production)



Special Events Permit Application

Applications must be submitted 30 days prior to any event. Applications must be submitted online by email info@rmofthompson.com, or to the municipal office 530 Norton Avenue, Miami MB.

APPLICANT INFORMATION

Organization Name: _____

Contact Name & Title: _____

Contact Phone Number: _____ Contact Email: _____

EVENT INFORMATION

Event Name: _____

Event Location: _____

Description of Event: _____

Event Dates (please include setup and tear down): _____

Start Time: _____ am/pm Finish Time: _____ am/pm

On site Contact Person: _____

On site contact cell phone number: _____

Estimated Attendance: _____

MANITOBA HEALTH

Will food service be offered at your event? : Yes ___ No ___

If yes, the organizer shall complete and submit to Manitoba Health a Temporary Food Permit application (www.manitoba.ca/healthprotection).

LIQUOR

Will your event provide liquor? : Yes ___ No ___

If yes, organizers must comply with all of the requirements set out by Liquor and Gaming Authority of Manitoba.

Applications are available at <http://lgamanitoba.ca/>

LIQUOR LICENSE

Will alcohol be available for purchase? : Yes ___ No ___

If yes, the organizer shall complete and submit to the Liquor and Gaming Authority of Manitoba a Special Event Liquor License application (<https://mylga.ca/>).

The Special Event Liquor License requires approval from the RM of Thompson.

STREET CLOSURE(S)

Does your event require the closures of municipal roads (this includes film production)? :

Yes ___ No ___

If yes, the submission of a traffic plan with this application is required. The traffic plan includes (Please attach to the application):

- The route, outlining all closures (include start and end time for each closure)
- Identify where all barricades will be placed
- The number of volunteers / marshals and where they will be placed

PARKING

Do you require parking restrictions? : Yes ___ No ___

If yes, please specify what streets ?: _____

Estimate the number of vehicles your event expects: _____

(Please attach a parking plan to the application).

TEMPORARY STRUCTURES

If a tent or stage is being used, they must meet acceptable engineering standards.

Is a Tent being erected? Yes ___ No ___

Size: _____

Purpose: _____

Location (mark on site map)

Is a stage being used? : Yes ___ No ___

Special Requirements: _____

FIRST AID / MEDICAL COVERAGE

Will onsite medical coverage be provided? Yes ___ No ___

If yes, please provide the name of the provider: _____

Contact person: _____ **Phone number** _____

If no, will onsite volunteer / staff be certified in First Aid?: _____

How many First Aid Kits will be on site? : _____

FIRE SUPPRESSION

Will on site Fire Suppression be provided? : Yes ___ No ___

If yes, provider name: _____ **Phone number:** _____

Type of onsite fire suppression equipment: _____

Number of fire suppression personnel: _____

Distance to water source: _____

FIRE WORKS / PYROTECHNIC

The use of fireworks/pyrotechnics shall be in accordance with the Manitoba Fire Code.
<http://www.firecomm.gov.mb.ca>

Will fireworks or pyrotechnics be used at your event? : Yes ___ No ___

If yes, provider name: _____ **Phone number:** _____

List of qualifications: _____

GARBAGE / RECYCLING

Will garbage and recycling be provided? : Yes ___ No ___

Comment: _____

TEMPORARY WASHROOMS

Will on site temporary washrooms be provided? : Yes ___ No ___

If yes, how many?: _____ **Provider:** _____

SOUND AMPLIFICATION

Do you plan on utilizing any equipment to amplify sounds?: Yes ___ No ___

If yes, please specify for what purpose: _____

ACCESSIBILITY

Reasonable accommodations must be provided for individuals with mobility issues to attend and/or participate in the event. Event organizers should consult with the Accessible for Manitobans Act. <http://www.accessibilitymb.ca/>

Please identify special provisions and services to facilitate individuals with disabilities:

ADDITIONAL ASSISTANCE DESIRED OF THE MUNICIPALITY

Please describe any additional assistance requested of the Municipality:

ACKNOWLEDGEMENT

I have provided all the required documentation as outlined above in this application and I understand that the processing of this Special Event Permit application could be delayed if inaccurate or incorrect information is provided.

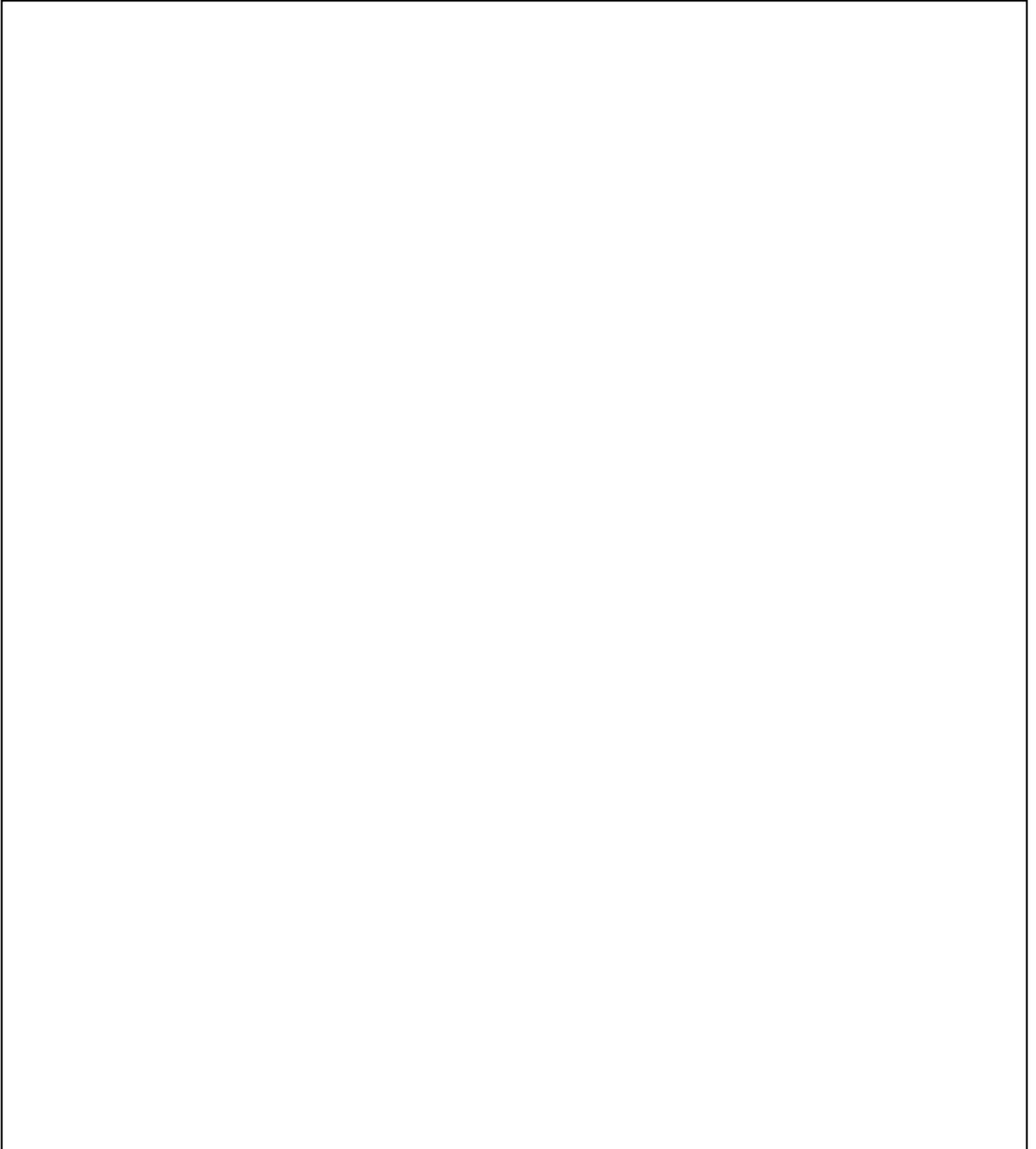
Name of Applicant Signature of Application Date

OFFICE USE ONLY

Status: _____ Approved by: _____ Date: _____

ATTACHMENTS

SITE MAP



TRAFFIC PLAN

