



WINKLER POLICE SERVICE APPLICATION FOR SPECIAL EVENT PERMIT

1) SPECIAL EVENT ORGANIZER / APPLICANT (Must be at least 18 years of age)

Must Print **Legibly** Under Each Heading

Surname	First Name (no initials)	Date of Birth (YYYY-MM-DD)	
Current Address	City	Province	Postal Code
Title / Role in the business / organization / club:	Email:	Telephone (cell)	

2) SECONDARY CONTACT INFORMATION (Must be at least 18 years of age)

Surname	First Name (no initials)	Date of Birth (YYYY-MM-DD)	
Current Address	City	Province	Postal Code
Title / Role in the business / organization / club:	Email:	Telephone (cell)	

3) BUSINESS / ORGANIZATION / CLUB INFORMATION (cross out if not applicable)

Name:	Telephone (Business):		
Address	City	Province	Postal Code
Web Site Address:	Social Media:	Email:	

4) SPECIAL EVENT INFORMATION

Brief description of the event:	Number of participants expected
Event date(s) and start and end time(s):	
Event Address / Location / Route:	

5) SPECIAL EVENT GENERAL LIABILITY CERTIFICATE OF INSURANCE (required for parades and festivals)

Name of Insurer:	Policy #:	Policy Limit \$
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The general liability certificate of insurance is evidence that insurance is maintained for a special event. This certificate shall include:

- a minimum insurance limit of \$2,000,000 for each occurrence,
- a cross liability clause,
- contractual liability,
- the date(s) of the special event,
- the parade route that will be followed (if applicable),
- 15 days' notice of cancellation, and
- name the City of Winkler, 185 Main Street, Winkler, Manitoba, R6W 1B4 as "additional insured".

The minimum insurance limit may be raised, depending on the nature of the special event. Please contact your local insurance broker for additional information.

NOTICE TO APPLICANTS

Should circumstances warrant, the Winkler Police Service may revoke a Special Event Permit prior to or during the event, and all participants will be required to cancel or cease parade or other special event activities related to this permit.

6) SPECIAL EVENT MAP - REQUIRED

- The applicant for a special event permit must include a map indicating the location and scope of the event.
- For a parade, the parade route must include the start location, the direction of travel, the route the parade is planning to travel upon, and the end location.
 - **NOTE:** The parade cannot enter onto or cross over a Provincial roadway or Highway unless the applicant obtains a separate Provincial Special Event Permit, issued by the Province of Manitoba Transportation and Infrastructure
(Example: Travelling along or across Highway #32 / Highway # 14 / Highway # 428)
- The City of Winkler website offers several civic maps that may be utilized for this purpose, including a [basic \(cityofwinkler.ca\)](http://basic.cityofwinkler.ca) map, or other mapping services may be used. (Example: Google Earth, www.milermeter.com)

Map clearly marked with the parade route / event location attached (required).

7) TERMS AND CONDITIONS

- This permit is not assignable or transferable.
- The special event Applicant (Organizer) and/or Secondary Contact listed above must be present (on site) and sober during the special event, must have an approved copy of this Application for Special Event Permit on site with them, and must be available for contact by cell phone.
- Streets shall be sufficiently barricaded to prevent motor vehicle access.
- The Chief of Police or any Winkler Police Supervisor may revoke this Permit at any time if:
 - Any of the information in the Application for Special Event Permit or any oral statements made by the Applicant is untrue or incorrect;
 - The event fails to meet any criteria required under the by-law, or required by any conditions or restrictions listed in the Permit, attached to the Permit, or conveyed verbally or in writing by a Winkler Police Officer;
 - The Applicant or any parade participant violates any municipal, provincial or federal law;
 - the Applicant or any event participant does not comply with any conditions in the Application for Special Event Permit; or
 - The event becomes unsafe.
- No person may participate in or continue to participate in any parade or other special event where the permit has been revoked.

Additional terms and conditions for parades:

- The Applicant must arrange for a sufficient number of Parade Marshals to coordinate parade vehicles and other participants along the parade route. Parade Marshalls shall wear appropriate clothing including high-viz vests and shall be able to easily communicate with one another.
- The Applicant must arrange for a sufficient number of Site Control Supervisors and Site Control Volunteers to control traffic at intersections along the parade route and ensure spectators are positioned sufficiently far away from the parade route to avoid injury and avoid interfering with the vehicles and other participants in the parade procession. Site Control Supervisors and Volunteers shall wear appropriate clothing including high-viz vests.
- Parade participants shall follow all applicable municipal, provincial and federal laws.
- Prior to the start of the parade the Applicant (or designate) shall provide event participants with the following instructions:
 - Location of the start point, parade route, and termination point;
 - Event safety is of paramount importance;
 - All vehicles participating in the parade shall have their four-way flashers (hazard lights) activated.
 - Identity of the Parade Marshalls and give notice that their instructions are to be followed;
 - If Police Officers are in attendance, their instructions are to be followed; and
 - Any additional safety or procedural information the Applicant or Police may feel is necessary for a successful event.
- The parade procession shall follow the timing and route as authorized in the Application for Special Event Permit, unless otherwise directed by an on-scene Winkler Police Officer.
- Vehicles and other participants should move continuously along the parade route (unless there is a safety concern or emergency) and maintain a safe distance between each other while avoiding significant gaps.
- The Applicant (and designate(s)) shall monitor the orderliness and behavior of the parade participants. Should any parade participants be non-compliant with the Applicant's (or designate) instructions, the Applicant may notify the Winkler Police Service who may assist in removing those participants from the event.
- Only groups / vehicles authorized by the Applicant may be allowed to participate in the parade / event. The Applicant shall promptly notify the Winkler Police Service of any vehicles, groups or persons not authorized to be in the parade.

Waiver:

- The Applicant personally, and jointly and severally, agrees to and with the City of Winkler that the Applicant will indemnify and save harmless the City of Winkler against all loss, costs, claims, damages, actions, suits of any nature and kind whatsoever, including any arising as a result of negligence of the City of Winkler and its employees, contractors and agents, which may arise as a result of the use of the Special Event Permit.

Other terms and conditions: _____

8) APPLICANT SIGNATURE

Applicant's name (print): _____

Applicant's Signature: _____

Date Signed: _____

FOR POLICE USE ONLY

Date Received: _____

Special Event Permit: APPROVED DECLINED

Authorized Signature: _____

Badge / ID # _____