



## Special Events Permit Application

**\*Application must be submitted no later than two weeks prior to the event**

**\*All fees to be paid in full upon application of special event**

<b>LOCATION OF EVENT:</b>	Street No.	Street Name	Unit No.
<b>APPLICANT INFORMATION</b>	Name (please print)		Address
	E-mail Address		Daytime Phone No.
<b>EVENT INFORMATION</b>	Company		Contact Person
	Mailing Address		Daytime Phone No.
	Email Address		Fax No.
<b>EVENT START DATE:</b>		<b>EVENT END DATE:</b>	
<b>SETUP DATE:</b>		<b>TAKE DOWN DATE:</b>	
<b>REQUESTED DATE OF SETUP INSPECTION:</b>			
<b>OPERATING HOURS OF EVENT:</b>			
<b>EVENT NAME/DESCRIPTION:</b>			
<b>WILL THE EVENT BE HELD:</b> <b>Inside existing building</b> <input type="checkbox"/> <b>Yes</b> <b>Outside Event</b> <input type="checkbox"/> <b>Yes</b>			
Estimated number of people attending event:    Inside _____                      Outside _____			
For <b>indoor</b> events, provide the area of indoor space being used for the event: _____ <input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>			
Food service provided? <input type="checkbox"/> <b>Yes</b> <small>(If Yes, indicate type below)</small> <input type="checkbox"/> <b>No</b>		Liquor service provided? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
Method of cooking?* <input type="checkbox"/> <b>BBQ</b> <input type="checkbox"/> <b>Grill</b> <input type="checkbox"/> <b>Deep Fryer</b> <input type="checkbox"/> <b>Other:</b> _____			
<small>*Please refer to the Temporary Food Service Establishment Application available from Manitoba Health</small>			
Completed Temporary Food Service Establishment Application Form*			<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<small>*Not required for your City application, but required by the Province for any special event with food service in Manitoba</small>			
<b>PLANS REQUIRED FOR ALL APPLICATIONS</b>			
<input type="checkbox"/> 3 copies of site plan indicating: <ul style="list-style-type: none"> <li>a) Location of all buildings, tents, trailers, etc.</li> <li>b) Location of fire hydrant(s) and fire lane(s)</li> </ul>			
<input type="checkbox"/> 3 copies of interior layout of structure(s) indicating: <ul style="list-style-type: none"> <li>a) Exterior dimensions</li> <li>b) Location and width of exits</li> <li>c) Number of occupants inside the building, tent, trailer, etc.</li> <li>d) Seating plan showing location of aisles and aisles dimensions</li> <li>e) Emergency light and / or exits signs</li> </ul>			
<input type="checkbox"/> Letter of authorization from registered property owner/manager			
<b>ADDITIONAL PLANS REQUIRED FOR TENTS</b>			
<input type="checkbox"/> 3 copies of structural drawings of the tent(s)			
<input type="checkbox"/> 3 copies of the certification that the Fabric meets CAN / ULC-S109 or NFPA 701			

<b>TENTS</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Will there be cooking or food preparation inside the tents?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>TENT DIMENSIONS</b>	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft
	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft
<b>Intended use of tent(s):</b>						
<b>TRAILERS (on wheels)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Will there be cooking or food preparation inside the trailer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>TRAILER DIMENSIONS</b>	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft
	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft
<b>Intended use of trailer(s):</b>						
<b>LARGE CONCERT OR EVENT STAGES</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> 3 copies engineered structural stage drawings			
<b>DIMENSIONS</b>	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft
<b>Intended use of stage(s):</b>						
<b>PORTABLE EVENT SEATING BLEACHERS OR STANDS</b> (other than City rental bleachers) <input type="checkbox"/> Yes <input type="checkbox"/> No						
<input type="checkbox"/> 3 copies engineered seating bleachers / stands drawings						
<b>DIMENSIONS</b>	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft
<b>Intended use of seating:</b>						
<b>OUTDOOR BEER GARDENS / FENCED RINK ACTIVITIES / TENTS</b> <input type="checkbox"/> Yes <input type="checkbox"/> No						
<input type="checkbox"/> Occupant Load _____						
<b>Intended use of fenced/contained area(s):</b>						

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Please submit this completed application form including all detailed plans to the Zoning & Permits Branch, Unit 31 - 30 Fort Street, or Fax to 986-6347\*. \*For Fax submissions all questions and boxes must be completed.**