



UPDATED: November 2019

Special Events Permit Application

***Application must be submitted no later than two weeks prior to the event**
***All fees to be paid in full at time of application**

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

TENTS <input type="checkbox"/> Yes <input type="checkbox"/> No		Will there be cooking or food preparation inside the tents? <input type="checkbox"/> Yes <input type="checkbox"/> No				
TENT DIMENSIONS	___ 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
Intended use of tent(s):						
TRAILERS (on wheels) <input type="checkbox"/> Yes <input type="checkbox"/> No		Will there be cooking or food preparation inside the trailer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
TRAILER DIMENSIONS	___ 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
Intended use of trailer(s):						
LARGE CONCERT OR EVENT STAGES <input type="checkbox"/> Yes <input type="checkbox"/> No						
DIMENSIONS	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft
Intended use of stage(s):						
PORTABLE EVENT SEATING BLEACHERS OR STANDS (other than City rental bleachers) <input type="checkbox"/> Yes <input type="checkbox"/> No						
DIMENSIONS	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft	___ ft x ___ ft
Intended use of seating:						
OUTDOOR BEER GARDENS <input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes see OTHER CONSIDERATIONS in the Special Events Permits brochure if on City properties						
Fenced Rink Activities: <input type="checkbox"/> Yes <input type="checkbox"/> No			Tents: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Est#ofOccupants_____						
Intended use of fenced/contained area(s):						

Applicant's Signature _____ Date _____

Personal information is collected under the authority of The City of Winnipeg Charter Act, and is used for the administration and enforcement of **The City of Winnipeg Building By-law No. 4555/87**. This information will be disclosed publicly in accordance with the disclosure provisions of the Province of Manitoba - **Freedom of Information and Protection of Privacy Act**. If you have questions about the collection, use, or disclosure of your information, contact the Corporate FIPPA Coordinator: by mail to the City Clerk's Department, Administration Building, 510 Main Street, Winnipeg, MB, R3B 1B9; by telephone to 311; or by email to FIPPA@winnipeg.ca.

Please submit this completed application form including all detailed plans to the Zoning & Permits Branch, Unit 31 - 30 Fort Street, or Fax to 204-986-6347*. *For Fax submissions all questions and boxes must be completed.