

POLICY NUMBER 33

EFFECTIVE DATE – JULY 17, 2002

POLICY SUBJECT/TITLE

SPECIAL EVENTS

1. Applications: This policy applies to all person(s) wishing to organize an event of non-exclusive use of municipal facility or property for which the facility/property was not designed and intended.

2. Authority: This policy has been implemented by authority of the Municipality of Blacks Harbour.

PROCEDURE

Application Process

1. Application forms for special event approval are available at the Village Hall. A copy of the Special Event Application Form is available online.

2. Completed application forms must be submitted to the Administrative Assistant for processing at least sixty (60) days in advance of the event in order to ensure adequate time for review and to ensure availability of municipal resources. Completed applications can be dropped off at the Village Office, sent by fax to (506) 456-4872, or sent by e-mail at agolden@nb.aibn.com. Should you require further information, contact the Administrative Assistant at (506) 456-4870.

3. The event organizer should not advertise the event or make financial commitments before obtaining the approval.

4. For an event, which is held annually, a letter of application will suffice if all details are the same as the previous year. If not, application form must be completed.

Use of Public Parks, Recreation Areas and Other Village Property

1. If an event calls for the non-exclusive use of a municipal facility or property for which the facility/property was designed and intended, and the event complies with all municipal by-laws and does not require other municipal resources, the event will not require the approval of Village Council and is therefore exempt from the special event application process (i.e. picnics in one of our parks, etc.).

2. Although liability insurance coverage is not required, groups and organizations are encouraged to have this coverage in place.

Reserving Municipal Facilities

If an event requires the use of a municipal facility such as a municipal park, arena, etc., it is the responsibility of the event organizer to reserve the facility through the Administrative Assistant (456-4870) and pay any applicable fee.

Consultation

Any request for the use or closure of a Provincial Highway is subject to the approval of the Minister of Transportation, Province of New Brunswick. The Village Manager will seek this approval on behalf of the event organizer.

Safety Plan

1. A written safety plan must accompany the special event application form and will include the following features:

- a. The resources (people/equipment) which will be committed to implement the plan.
- b. A traffic plan including provision for emergency vehicle access, the location of barricades and/or other traffic control devices.
- c. An appropriate security plan to maintain communication amongst on-site personnel, as well as designating an on-site individual who has the authority to intervene in the event as set out in the section entitled

“Cancellation” below;

d. Proof of Fire Department approval for fire safety elements such as, but not limited to, fireworks, tents, heaters and stage decorations.

2. Village Council may require the provision of qualified security personnel for an event; the cost of which will be borne by the event organizer.

3. Use of municipal streets or rights-of-way impact on vehicular traffic and events requiring their use must follow the normal flow of traffic and allow for the passage of emergency vehicles. Some exceptions may apply, however, these must be approved by the RCMP and the Fire Department.

Public Liability Insurance

1. Event organizers must provide Certificate of Insurance showing proof of a Comprehensive Policy of Public Liability and Property Damage Insurance of no less than two million dollars (\$2,000,000).

2. The Certificate of Insurance must name the Village of Blacks Harbour as an additional insured.

3. The Certificate of Insurance must accompany the special event application form.

Access and Notification

1. Access to businesses, residences and churches must be maintained.

2. The event organizer is responsible for notifying residents and/or merchants who may be affected by the special event at least two (2) weeks prior to the event date.

3. The event organizer is responsible for informing the general public of any street closures or transportation restrictions, or other impact on non-participants.

4. It is suggested that the event organizer utilize local media for this notification, i.e. newspaper, radio and television advertisements.

General Conditions

1. The site/route will not be used for any other purpose other than that which is stated in the approval provided to the event organizer.

2. The event organizer is responsible for participant conduct.

3. The event organizer is responsible for ensuring the cleanliness of the site/route both during and following the event.

4. Advertisements of the event are not permitted on public property including, but not limited to, lamp posts, power line posts, other utility features, park benches, and buildings.

5. The organizer hereby indemnifies and agrees to indemnify and save harmless the Village of Blacks Harbour in respect of any and all claims, demands, suits and costs arising out of any act or omission of the organizer or of any servant, agent or officer of the organizer arising out of or resulting from the use of the site/route by the organizer.

6. The sale of food or other products must be identified in the special event application form. In some instances, this is prohibited by municipal by-law.

7. Any food services, portable toilets or sewage pump-out facilities require the approval of the department of Health & Wellness.

8. Vehicles, including media vehicles, are not permitted on sidewalks, paths or green spaces (i.e. grassed areas) unless they are a functional part of the event and have been approved, in advance, by the Public Works Department.

9. Any additional conditions and/or comments will be included in the letter of approval.

Cancellation

1. The Village of Blacks Harbour reserves the right to cancel an event up to and including the day of the event, or at any time during an event.

2. Organizers must designate, and provide the name of an on-site individual who has the authority to intervene with and/or stop the event if necessary at any time during the event.

Note: Please read our website Disclaimer Clause.