Reserving an Outdoor Space for Your Event - General Info

Depending upon the size of your event, there may be a lot to do. Start early!!

- Make sure you leave yourself enough time to obtain all necessary paperwork – some general timeframes are included in this checklist
- The entire process from submission of application to approved application has to be completed by no later than 15 business days before the event
- No more than two events with alcohol and one bonfire will be approved in total on any given day
- Approval is on a first come, first serve basis
- All events must finish by 12:00 A.M.
- Organizers are responsible for all hard costs related to the use of the space. Conference and Catering will advise the organizer of the amount due
- You must be a signing authority for the student organization to submit an outdoor spaces application. No proxies allowed! LGA requires this as well if you will be applying for a Occasional Permit.
- Noise restrictions are generally in effect during the day for areas adjacent to buildings. Specific information can be obtained from Conference & Catering
- Only recognized UMSU groups are eligible for insurance. UMSU issues the Certificate of Insurance.
- In general, you are responsible for bringing or providing items for your event. Please refer to the various checklists in order to plan your event accordingly
- No motor vehicles are allowed to drive or park on grassed areas
- If an area is damaged, garbage is not removed, or the site is left dirty, Physical Plant will restore the areas to an acceptable condition and the event organizer will have to pay the costs.
- You may need to obtain permits from external organizations:
  - Events with Alcohol require an Occasional Permit from the LGA
  - Events with Bonfires required an Open Air Fire Permit from the Fire Department
  - Events with either Bonfires or BBQ require a Fire Extinguisher from the Environmental Health and Safety Office
  - Events with Non-Catered or Donated Food require a Temporary Food Handling Permit from the Public Health Department
- Review the following U of M documents before you start the application process:
  - Campus Alcohol Policy
    http://umanitoba.ca/admin/governance/governing_documents/community/253.html
  - Campus Alcohol Procedure
    http://umanitoba.ca/admin/governance/governing_documents/community/1051.html
- Please note that your event may be cancelled if weather conditions do not permit (a bonfire if there is a City of Winnipeg fire ban)
- General Planning Tips:
  - Decide when you want to hold the event and what type of event it will be
  - Create a budget
  - Make sure you have sufficient funding
  - Create a plan for the event
  - Make sure you have identified and completed all the necessary paperwork
  - Make arrangements for equipment and supplies
  - Make sure you have staffed the event adequately
  - Arrange your food and beverages
  - Advertise your event