

CITY OF YELLOWKNIFE
BY-LAW NO. 5055
Schedule E

GUIDELINES FOR SPECIAL EVENTS

The City of Yellowknife Highway Traffic By-law No. 5055 contains regulations on the use of City streets and sidewalks for special events. These regulations restrict certain activities. Please review these regulations prior to submitting your application.

These Guidelines summarize regulations which may affect your event. Before filling out your Application, please review these Guidelines and take action on any of those that apply to your event.

Your completed application must be received by the City of Yellowknife Administration 30 days prior to your event. If you have any questions, please contact the Municipal Enforcement Division at 920-5630.

Alcoholic Beverages	No alcoholic beverages are allowed on City streets or sidewalks unless approved by the City Manager and a permit is obtained from the NWT Liquor Licensing Board.
Animals	All animals must be leashed and in the control of a competent person.
Damages	The event organizer/applicant is responsible for any costs related to an event which has not been agreed to, in writing, prior to the event. The event organizer is liable for any loss or damage to City of Yellowknife property or equipment. These costs are payable immediately upon receipt of an invoice by the event organizer.
Fire	Any form of open flame is prohibited unless approved by the Yellowknife Fire Division.
Fireworks	Fireworks are prohibited unless approved by the City Manager and a permit is obtained from the NWT Fire Marshal's office.
Insurance	Comprehensive General Liability Insurance coverage in the amount of two million dollars is required (the amount and coverage required may be revised based on the format and content of your event). The City of Yellowknife is to be

named as an additional insured and a cross liability/severability of interest clause is to be included.

Litter

It is the responsibility of the organizer to arrange for adequate garbage containers for the event and ensure all garbage is removed at the completion of the event.

Road Closure

Any road closure is to be conducted or supervised by a member of the Municipal Enforcement Division or a member of the R.C.M.P.

Safety

A safety plan is to be developed by the organizer and submitted with the application. The plan is to include a list of potential hazards and how to deal with them as well as a list of contact people from emergency organizations such as the Yellowknife Fire Division and the R.C.M.P. to ensure that these organizations are aware of the event.

Security

For events, organizers are responsible for making arrangements for security of the event area. Please contact the Municipal Enforcement Division at 920-5630 for information on security requirements.

Sports Events

Sports events must meet safety requirements. If approved, each participant must sign a waiver prior to the event.

Other

If you disregard any of these Guidelines, permission will immediately be withdrawn for the use of City streets or sidewalks and your event will be brought to an end. This will also jeopardize future requests.

Tentative booking of your event does not guarantee permission will be granted. Your event is confirmed only when you receive written notice from the City Administration.

The City reserves the right to cancel your event if the area requested is physically unfit for use due to inclement weather, or emergency maintenance developments.

APPLICATION TO HOLD A SPECIAL EVENT

Name of Organization _____

Type of Event _____

Date and Time of Event _____

Requested Area _____

Anticipated Attendance _____

Contact Person _____ Phone Number _____

I have read the guidelines pertaining to special events and understand that failing to follow these guidelines may result in the cancellation of the event.

Signature _____ Date _____

A copy of your insurance policy and safety plan must be attached to this application or it will not be considered.

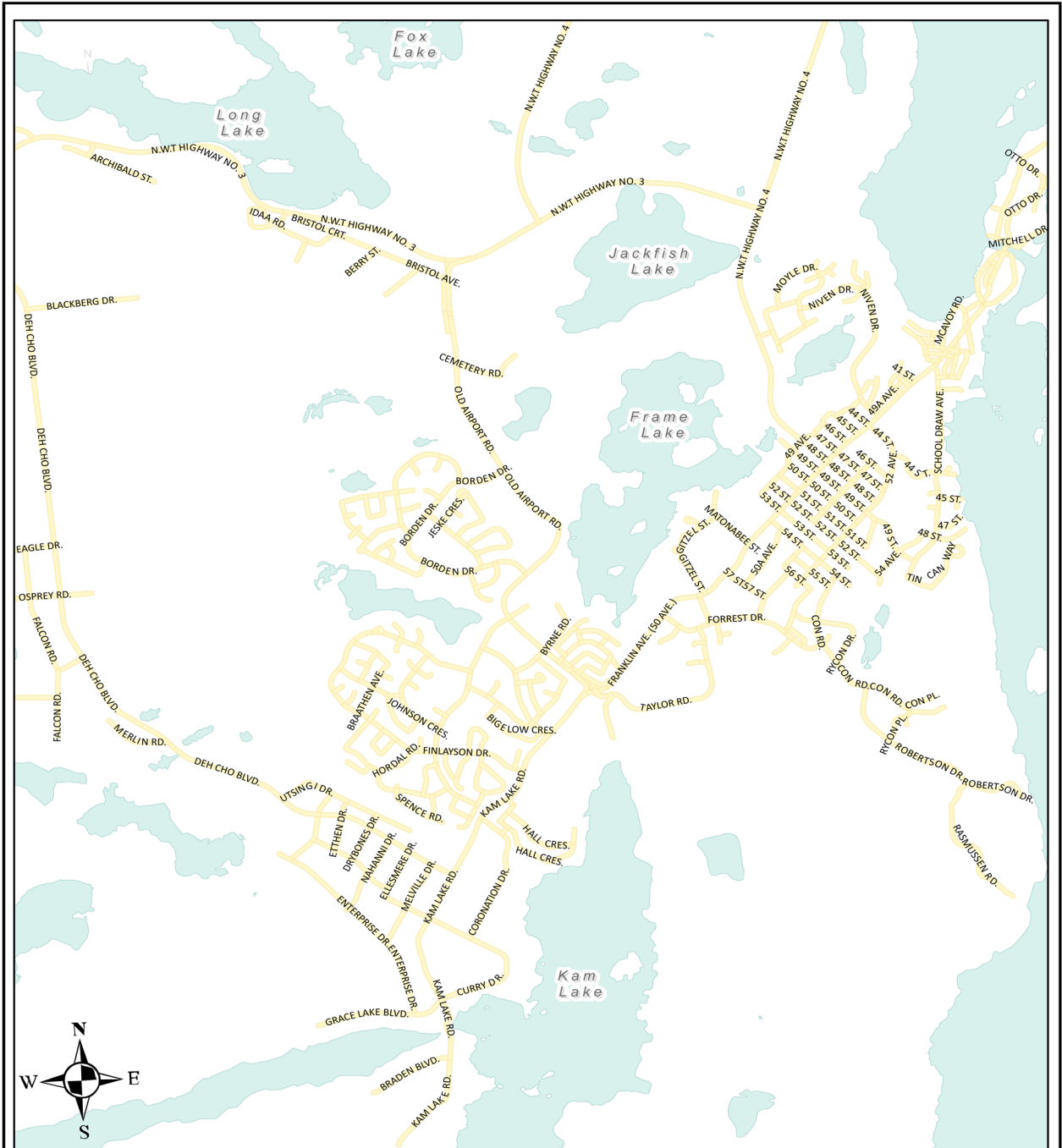
OFFICE USE ONLY


Date Received _____

Attachments Received _____

Approved by _____

Date _____



 CITY OF YELLOWKNIFE Municipal Enforcement Division	PROJECT: Highway Traffic By-law Schedule E	DATE: <i>February 14, 2022</i>
	TITLE: Special Event Map	