



CITY OF YELLOWKNIFE EVENT GUIDE

The step-by step guide to assist with planning a successful event in the City of Yellowknife



SPECIAL EVENTS PLANNING GUIDE

WHAT IS AN EVENT?

The City of Yellowknife is here to help you organize your event. Each event adds vibrancy to our buzzing City. Common event types include a parade, walkathon, bike race, tournament, swim meet, block party, concert, festival or carnival. If you are planning a gathering, please use the checklist below to determine if what you are planning is considered to be an event. This includes events on private or City owned or managed property (including parks, trails, buildings, sidewalks and streets).

DEFINITION OF AN EVENT

The City defines an event as a gathering of people that requires exclusive use of a site and is proposed to include one or more of the following aspects:

- Is expected to have a greater impact on the site, neighbours, the surrounding residents and/or other facility operations than the intended site use;
- The installation of external infrastructure including but not limited to the following: a stage, generator, power equipment, sound system, lighting, amusement rides, and portable washrooms;
- The installation of a tent that is 10 m².
- Impact on traffic flow or road closures;
- Food or beverages served or sold to the public;
- The sale of merchandise;
- Amplified sound;
- The distribution or sale of liquor;
- The use of fireworks or other hazardous or risky materials or activities;
- The use of live animals; and
- Any activities requiring public safety approvals, fireworks, pyrotechnics etc.



EVENT CHECKLIST

- Will you require exclusive use of the site?
- Will the impact on the site and surrounding areas be greater than the intended site use?
- Will there be any tents larger than 10 m² set up?
- Will there be any temporary structures set up?
- Will traffic flow be impacted?
- Will you require traffic control?
- Will road closures be required?
- Will temporary power equipment be brought on site?
- Will any food or beverages be sold or served to the public?
- Will merchandise be sold for profit?
- Will any food or product samples be distributed?
- Will there be amplified sound?
- Will access to power be required?
- Will access to drinking (potable) water be required?
- Will there be any water-based activities?
- Will alcohol be served?
- Will there be fireworks, pyrotechnics or fire performances?
- Will there be any activities involving live animals?



If you answered yes to one or more of the questions in the checklist, what you are planning is considered to be an event. Please continue through this guide to assist you in planning the event and completing the Event Application Form.

FEES AND CHARGES

RENTAL FEES

Outdoor events taking place on grass sports fields are subject to rental fees. For a detailed fee schedule please see the – Fees and Charges by-law.

CITY SERVICES

If you require any services from the City, the fee associated is based on cost recovery for the services being provided as outlined in the Fees and Charges by-law. City services that are available for events include access to water and power, as well as garbage and recycling pickup. The fee for these services will be determined depending on the needs of the event.

DAMAGE DEPOSITS

A damage deposit may be required for events due to the increased potential for park damage. The amount requested will depend on the nature of the event, facility used, location, activities being planned, and previous event history. Damage deposits typically range from \$200.00 to \$1,500.00 listed in the Fees and Charges by-law and are to be paid once the event is approved.

Any damages caused as a result of the event are the responsibility of the Event Organizer. Any required repairs, clean up, or restoration will be charged to the Event Organizer. In the case where the damage deposit is insufficient to cover the costs associated, the Event Organizer will be invoiced for the balance.

The City will assess the site as soon as possible after the take down of the event. Deposits will be refunded upon completion of the event activities, inspection by City staff, and final approval by the Manager of Programs.



THE APPLICATION PROCESS

HOW TO APPLY

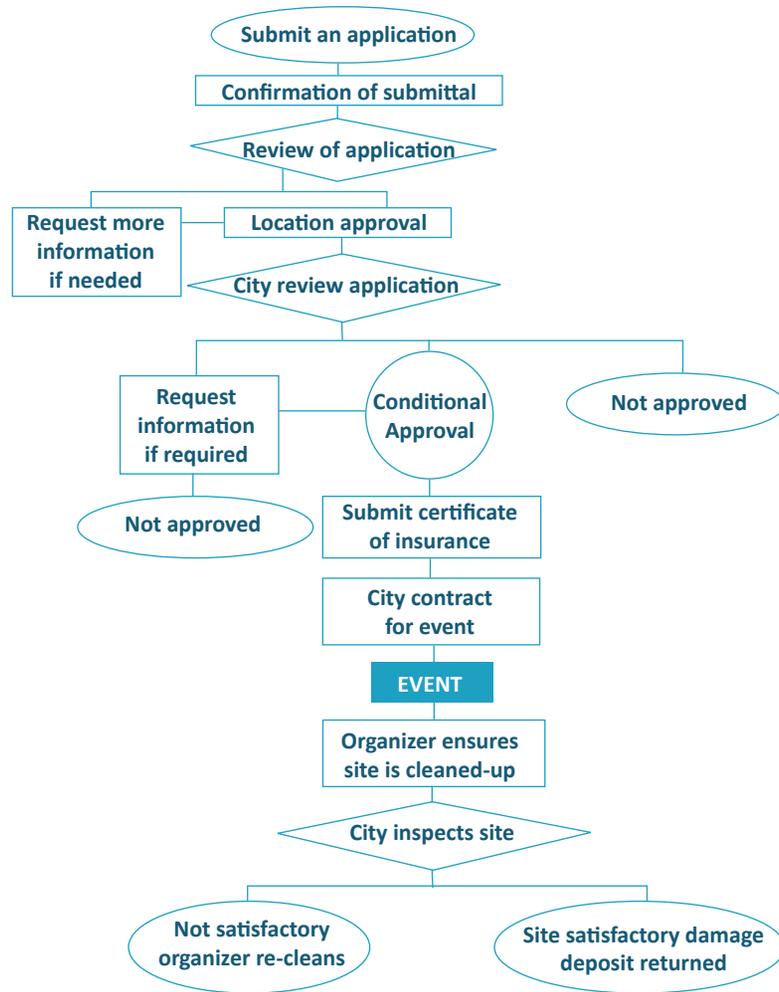
In order to obtain approval for hosting an event that includes City owned or managed property, the Event Organizer must complete an Event Application Form. The completed application form must be submitted to the Community Services Department a minimum of 90 days prior to the set up date of the event. Incomplete application forms will be returned. For special inquires please contact the Special Events Coordinator directly.

The Event Application Form can be found online at:
www.yellowknife.ca/eventguide

If you do not have access to the internet, a paper application form is also available. To receive a copy, please phone 867-920-5676.

THE EVENT APPLICATION PROCESS

Completing and submitting the Event Application Form is the first step in the event application process. The application will then be reviewed and the Yellowknife Event Approval Coordination Team (YEACT) will provide assistance to the Event Organizer to ensure that the event meets all requirements. The goal of the process is to ensure that events are safe and successful.



The amount of work involved in processing an event application varies considerably from event to event. The steps listed beside outlines the approval process for an event, but the time between each step will vary depending on the size and complexity of the event as well as the time it takes to collect information for the application.

1 Event Organizer submits a completed Event Application Form to the Community Services Department.

6 The Events Department will provide the Event Organizer with a contract and/or letter granting approval to host the event.

2 A confirmation email will be sent to the Event Organizer once the application is received.

7 Event Organizer proceeds with hosting their event.

3 The Events Department reviews the Event Application Form for completeness. Availability and suitability of requested location is reviewed.

8 Event Organizer ensures that the site is cleaned up and repairs are arranged for any damages resulting from the events activities. Facilities Department Staff reviews the site and decides if it passes inspection.

4 If necessary, staff contacts the Event Organizer to obtain additional information and/or to discuss the venue. Once the location is approved a notification email is sent to the organizer to conditionally approve the event, pending questions or concerns about a specific element of the event as well as the payment of all fees, insurance and any other outstanding factors.

9 City Staff inspects the site for any damages and confirms whether or not is it cleaned and/or repaired to City standards.

5 Event Organizer pays all fees and submits a copy of the certificate of insurance.

10 If the site is satisfactory, the damage deposit is returned. If the site is not satisfactory, the Event Organizer is informed to rectify the damage and/or clean up the site. In the case where the damage has not been rectified or the site cleaned up within a reasonable amount of time, the City will invoice the Event Organizer for all costs not covered by the damage deposit.



Once your event is granted conditional approval and all required documents and payments are received, the Community Services Department will send you an approval letter and/or contract.

If you have any questions or concerns regarding status updates please contact the Special Events Coordinator.

Timeline for Forms and Fees - Event Organizers are strongly encouraged to submit application forms as soon as possible to allow for extra time. The larger and more complex the event, the more time it will take to organize and satisfy the components required for approval.

Please use the following chart to assist you with your event planning. The number of days noted is the minimum requirement for each form and fee that may be required for your event.

Final approval will not be given until all required documents are processed and fees are received. Delays in receiving these items will delay the approval process and may result in an event being declined.

COMPONENT MINIMUM TIME REQUIRED

Event Application Form	60 days
*Occupancy load permit	10-45 days prior to the event depending on event
*Special Occasion Permit	5-45 days depending on size of the event
Copy of Insurance Certificate Submittal	30 days
Payment of Rental, City Service and damage deposits Fees	30 days
*Application for approval of temporary food establishment permit	14 days
Fire Pit and Fireworks Display	14 days
Signage Permits	10 days
Lane closure request	7 days
Garbage, compost and recycling bins	7 days

* Can be found on the GNWT website.

HELPFUL HINTS

MANAGING VOLUNTEERS

For many events, volunteers play a major role in the success of the event. Selecting and developing a successful team depends on many steps that must be thoroughly planned and executed. These steps include planning, recruiting, interviewing, and screening. Once the volunteers have been selected, a focus should be placed on orientation and training, as well as the motivation, communication, and staff/volunteer relations.

Below are suggested steps you may wish to follow when developing a team of volunteers:

- 1 Discuss and assign ONE committee member as Volunteer Coordinator and other committee members as supervisors for volunteers in each area of the event.
- 2 Discuss and determine volunteer needs for all sections of the event. For example, which areas need help and how many volunteers are needed?
- 3 Group and categorize volunteer needs by assigning job titles and their associated duties/responsibilities to meet the needs.
- 4 Determine a budget for volunteer (i.e. feeding volunteers, t-shirts, accreditation, recognition gifts, etc.). Consider seeking sponsorship to cover these costs.
- 5 Review the event date and time and set up a schedule for each volunteer job.
- 6 Develop volunteer orientation and training.
- 7 Develop a recruitment message that includes the event date, brief volunteer duties, orientation dates, Volunteer Coordinator's contact (name, email, phone number, and event website, if possible), and incentives.
- 8 Recruit through advertising the recruitment message in local newspapers, community and sporting groups, etc.
- 9 Develop a volunteer application form. (consider online options).
- 10 Screen, interview, and select successful candidates. (consider record checks).
- 11 Confirm positions for each volunteer placement.
- 12 Carry out orientations and training for each volunteer job.
- 13 If necessary, develop and assign volunteer badges/accreditation.
- 14 Reward and recognize the volunteers during and/or after the event.

PLANNING A SUSTAINABLE EVENT

Event planning has been adapting to incorporate sustainable standards. There are many ways to reduce the environmental impact of your event. It is important to plan ahead and to communicate your goals with everyone that is involved in your event, including vendors, sponsors and exhibitors.

Ecology North in partnership with the City of Yellowknife has developed a Sustainable Event Checklist to assist event organizers make their event more sustainable. Follow these four (4) steps and host a sustainable event that will benefit the local community, economy and environment:

1. Reduce Waste, Compost and Recycle;
2. Make Smart Water Choices;
3. Establish a Positive Local Impact; and
4. Promote Public and Clean Transportation.

For more information and resources on making your event sustainable, please contact the City of Yellowknife Sustainability Coordinator at 867-920-5657 or cvaughn@yellowknife.ca.

PLANNING AN ACCESSIBLE EVENT

It is important to ensure that your event is accessible to everyone including persons with disabilities, parents with strollers, and seniors. Ensuring accessibility includes entrances, parking, washrooms, transportation, signage, vendors and booths, seating, and safety. Please take the following checklist and questions into consideration while planning accessibility at your event:



ENTRANCES

- Can everyone, including persons in wheelchairs or mobility aids enter the main entrance of the event? (Entrance greater than 32" recommended). If not, is there clear signage directing to an accessible entrance.
- Where there are stairs, are there railings to assist for support?

WASHROOMS

- Are there accessible routes to washrooms?
- Is there a minimum of 10% accessible washrooms?
- Is there signage directing to accessible washrooms?

ENTERTAINMENT

- Is there a designated, unobstructed, integrated area for persons in wheelchairs or mobility aids?

VENDORS AND BOOTHS

- Are the routes to vendors and booths accessible?
- Can vendors assist persons in wheelchairs or mobility aids over the counter (at least a portion of the counter should be a maximum of 36" to allow service to person in a wheelchair or mobility aid)?

SIGNAGE

- Are signs clear and visible (free from glare and high contrasts is recommended)?
- Ensure you have permission for off site signage.

SAFETY

- Are all pathways and vendors well-lit to ensure safety of all attending, including seniors, young children, and persons in wheelchairs or mobility aids?
- Are all electrical cables and/or cords that cross any paths covered? Covers should be no more than 1/2" thick to prevent tripping and allow any mobility devices to traverse over them.
- Are all ramps used non-slip?

This checklist is designed as a starting point when planning an accessible event. You are still required to comply with all City, Federal, and Territorial Disability Access Requirements where applicable.



