

CITY OF MOOSE JAW

ALCOHOL USE EVENTS POLICY - CITY OWNED PARKS/OPEN SPACE AND FACILITIES

POLICY TITLE <i>Alcohol Use Events - City Owned Parks/Open Space and Facilities</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>June 18, 2007</i>
ORIGIN <i>Parks & Recreation Dept.</i>	RESOLUTION #	PAGE # <i>1 of 4</i>

1. PURPOSE

To outline the City owned parks/open space and Facilities that are eligible for alcohol use during events and to outline the rules and regulations that must be followed.

2. DEFINITIONS

City owned Parks/Open Space – City owned land dedicated to serve the community as open space including neighborhood parks, and sports grounds or athletic fields.

Facility - City owned buildings dedicated to serve the community for recreation, sports or other purposes.

Community Event – an event, which is open to the public and has wide appeal among the populace.

Event Operator – The organization, group or individual(s) who are responsible for operating the special event.

3. PROCESS TO OBTAIN APPROVAL FOR PERMITS

- a. City approval is required for Community Event Permits involving Parks/Open Space and Outdoor areas and for Special Occasion Permits involving buildings owned by the City of Moose Jaw.
- b. The process for applying for and seeking approval of the City of Moose Jaw is outlined in a City of Moose Jaw Administrative Policy titled Delegation of Authority – Beer Gardens.

4. PARKS/OPEN SPACE AND FACILITIES THAT ARE ELIGIBLE FOR ALCOHOL USE EVENTS

- a. Hamilton Flats Slow Pitch Area
- b. Happy Valley Park
- c. Caribou Heights Fastball Diamonds
- d. Ross Wells Ball Park
- e. Memorial Field Ball Park
- f. Trans Canada Diamonds
- g. Civic Centre

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5. PARKS/OPEN SPACE AND FACILITIES THAT ARE DISCRETIONARY USE FOR ALCOHOL USE EVENTS

- a. Crescent Park
- b. Elgin Park
- c. Bell Park
- d. Plamor Palace
- e. Kinsmen Sportsplex
- f. All other Parks/Open Spaces and Facilities not specifically listed as eligible

6. APPROVAL PROCESS FOR DISCRETIONARY USE FOR ALCOHOL USE EVENTS

- a. Any event operator wishing to host an event with alcohol in parks/open spaces or facilities deemed discretionary use in this policy may submit a written request for approval to host the event to City Council. The written proposal should be submitted to the Parks and Recreation Department a minimum of two months prior to the event. The Parks and Recreation Department will forward this proposal to City Council along with a report and recommendation. The written proposal should include the following information:
 - i. Supply two contact names, addresses and phone numbers
 - ii. Date of the event and timelines for the event
 - iii. A detailed description of the event.
 - iv. Number of participants and spectators and the age group of participants and spectators
 - v. Whether there will be music or other entertainment
 - vi. Type of security that will be used for the event
 - vii. Identify areas to be used (a map may be necessary) including the specific area where the beer gardens or alcohol area will be and indicate whether the area is going to be enclosed with a fence or tent, the location of the washrooms, and emergency access to the event.
 - viii. The purpose of the event and where the proceeds from the event will go.

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7. CONDITIONS OF APPROVAL FOR PERMITS

As outlined in the City of Moose Jaw Administrative Policy titled Delegation of Authority – Beer Gardens, every approval for a community event permit or special occasion permit shall be issued subject to the following conditions:

- a. The applicant shall ensure that the area within which beverage alcohol is to be sold, served and/or consumed shall be fenced off;
- b. The applicant shall ensure that adequate security is provided to ensure that persons consuming beverage alcohol remain within the confines of the area within which beverage alcohol is to be sold and/or served;
- c. The applicant shall ensure compliance with all regulations pursuant to The Alcohol and Gaming Regulation Act, S.S 1988-89, c.A-16.1.

8. TIMELINES FOR EVENTS

- a. Parks/Open Spaces - The final timelines for events involving alcohol in Parks/open spaces shall be at the discretion of the Parks and Recreation Department and may vary for each location.
- b. Facilities - The final timelines for events involving alcohol in City Owned Buildings shall be at the discretion of the Parks and Recreation Department and may vary for each location.

9. INSURANCE

- a. The event operator must maintain public liability insurance and public liability insurance for the serving and consumption of alcohol. At a minimum, the event operator must have at least two million dollars per occurrence of liability insurance for each type of coverage, with a deductible satisfactory to the City of Moose Jaw. Evidence of insurance must be provided a minimum of 2 weeks prior to the event.
- b. The event operator agrees to indemnify and hold the corporation of the City of Moose Jaw harmless from and against any liability, loss, demands, costs and expenses including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions during the use of the parks and open space.

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10. COSTS ASSOCIATED WITH THE EVENT

- a. The event operator shall be responsible for all costs associated with the event including:
 - i. All costs associated with obtaining appropriate liability insurance
 - ii. All costs and services associated with alcohol
 - iii. All costs associated with providing appropriate security
 - iv. All costs associated with the provision of washrooms, with the exception of existing washrooms on site.

11. DISPLAYING LICENSES AND APPROVALS

- a. The event operator shall secure and display all necessary Saskatchewan Liquor and Gaming Authority licenses and approvals