

# **SPECIAL EVENTS IN WAKAMOW VALLEY**

## **OUTLINE OF REQUIREMENTS**

### **Wakamow Valley**

Wakamow Valley is a corporate body constituted under an Act of the Saskatchewan Legislative Assembly dated March 31, 1981. It is governed by the *Wakamow Valley Authority Act* and is charged with coordinating the use, development, conservation, improvement and maintenance of the public lands within its Management and Advisory Areas.

WAKAMOW VALLEY AUTHORITY RESERVES THE RIGHT TO REFUSE ANY REQUEST FOR SPECIAL EVENTS WITHIN ITS MANAGEMENT AREA. THE BOARD OF DIRECTORS SHALL MAKE THE FINAL DETERMINATION REGARDING EVENT APPLICABILITY.

### **Timing of Request**

Request to hold events in Wakamow should be submitted as far in advance as possible and a minimum of six (6) weeks in advance. This timeline should allow sufficient time to obtain regulatory authorization and approval, provide notification to all businesses and residents located within Wakamow Valley of event as well as provide route map of walk/run if applicable. It also will minimize the conflicts with other scheduled events. In most instances, the CEO can provide authorization, but in some circumstances Wakamow Valley Board must provide the approval. Where approval of the Board is required, the request should be submitted a minimum of three months in advance. The Board generally does not meet during the months of July and August.

### **Staffing Requirements**

Wakamow does not provide staff for events which are organized by outside agencies. Organizing agencies are responsible for all staffing requirements such as promotion, set-up, take-down, traffic control and security.

## Common Requests Which Require Wakamow Authorization

- Charitable walks, runs, races and all like-minded fundraising activities.
- Sale of food. Food concessions must obtain a valid permit from the Five Hills Health District.
- Tents and other structures. Quantities of structures and their dimensions must be provided in advance. Placement is coordinated with the CEO. Tents must comply with the codes of the City of Moose Jaw.
- Request for liquor permits. A permit from *Sask. Liquor and Gaming* will be required following authorization from Wakamow Valley.
- Competitive athletic events.
- Traveling shows, such as outdoor movies, circuses, etc. All companies must obtain a valid City of Moose Jaw's business license.

## Requests Which Require Board Authorization

- Exclusive use of a park area.
- Outdoor sale of alcohol (i.e. beer gardens).
- Road and/or parking lot closures.
- Admission fees or restricted access to events.

## Signage

- If directional, informational and/or promotional signs are required permission must be obtained from Wakamow.
- Painted directional signage (directional arrows) is not allowed on any Wakamow structure including the paved pathways.
- If directional arrows are necessary, chalk or other non-permanent options are allowed only with the authorization of the Authority.
- All signage must be removed at the end of the event.

Wakamow has policies to govern signage for special events. Copies of the signage policy are available on request.

## Insurance requirements

For all public events, the host committee must supply:

- A completed Deed Of Indemnity holding Wakamow Valley Authority harmless.
- OR**
- A copy of liability insurance for a minimum of \$2,000,000 naming Wakamow Valley as an additional insured.

## **Parking**

- Parking should be restricted to areas identified for such. All damages incurred to park facilities as a result of inappropriate parking will be borne by the event organizer.
- Event organizers must provide parking staff to ensure that people attending the event do not park on the road or grass unless previously agreed with Wakamow Valley Authority.

## **Wakamow Facilities/Equipment**

No park facilities and/or equipment can be permanently or temporarily removed or altered without the consent of Wakamow Valley.

**Wakamow Valley does not have nor can it provide the following items that you may need for your event:**

- Amplification and/or sound system
- Lighting
- Extension cords
- Portable toilets
- Drinking water
- Portable stages
- Security
- Portable generators
- Traffic pylons
- Bleachers
- Portable heaters

## **Submitting a Request**

Applicants should complete a Special Events Application and submit in writing:

- By email to [Wakamow.events@sasktel.net](mailto:Wakamow.events@sasktel.net)
- Or by mail to CEO, Wakamow Valley, P.O. Box 1266, Moose Jaw, SK, S6H 4P9
- Or delivered to Wakamow Office – 276 Home Street East, Moose Jaw, SK, S6H 4P9