

“Appendix A – Event Organizer’s Checklist”

Any public event on City owned property requires review and/or approval from a Development Officer and the Parks and Trails Supervisor or Lead Hand. Failure to do so can result in event cancellation. Cancellation Policy - minimum of 5 business days’ notice required for a full refund. Cancellations after this time will not be refunded.

Return completed form with required approvals to Parks and Community Development.

Email: parks@whitehorse.ca / Fax: 668-8324 / Ph: 668-8325 / Address: 4061 – 4th Avenue (Sport Yukon Building)



APPLY IN ADVANCE FOR PERMITS!

Following is a list of the Event Organizer’s responsibilities:	Office Use Only - Approvals
Damage Deposit	Parks and Community Development
All parks bookings require a \$500 damage deposit due prior to the event.	
Liability Insurance	Parks and Community Development
All public events require insurance “minimum of 2 million dollars with the City of Whitehorse named additionally insured”. Proof of insurance due prior to the event.	
Liquor Permit	Parks and Community Development
If liquor is part of an event on City owned property the form for an Authorization to Obtain a Liquor Use Permit is required as per the <i>Public Drinking Policy</i> .	
The authorization form is required by the Yukon Liquor Corporation when applying for your Liquor Permit. Apply prior to the event at the Yukon Liquor Corporation, 9031 Quartz Road, 667-5245.	Yukon Liquor Corporation
Tent Placement	Development Officer
A Development Permit is required for any tent structure as per the <i>Placement of Temporary Tents Policy</i> . Apply prior to the event at the Planning Department, 4210 – 4th Avenue, 668-8664.	
Business License	Planning Development
Charitable Organizations are not required to obtain a business license. Non-profit Organizations may require a business license as per <i>Business License Bylaw</i> . Apply prior to the event at the Planning Department, 4210 – 4th Avenue, 668-8346.	
Special Event Road Closure	Bylaw Services
An application for a permit is required for any special event road closure as per the <i>Special Event Road Closure Bylaw</i> . Apply prior to the event at Bylaw Services, 305 Range Road (Public Services Building), 668-8317.	
Music or Noise	Bylaw Services
The City does not have a specific noise bylaw. However, there are provisions regarding noise included in the <i>Maintenance Bylaw</i> . Apply prior to the event at Bylaw Services, 305 Range Road (Public Services Building), 668-8317.	
Concessions (Serving Food)	Environmental Health
A Temporary Food Permit is required for any event in which food is served. Applications are available at Environmental Health, #2 Hospital Road, 667-8391.	
Pre-Event Meeting	Parks Supervisor or Lead Hand
Event Organizer must contact the Parks and Trails Supervisor 668-8655 or Lead Hand 668-8656 to arrange a pre-event meeting prior to the event.	

Green Event For information on how to have a green event go to www.whitehorsegreenguide.org