

Planning an Outdoor Event in Whitehorse



What is an “Outdoor Event?”

Outdoor events celebrate or display some specific theme, involve a festival or tournament and have a definite opening and closing time. Most events take place annually and require careful planning and organization. We hope this pamphlet will help you with any outdoor event you might be planning. The City also has experienced staff to assist event organizers in their planning.

To Book an Outdoor Event

Shipyards Park is the City’s premier park to host special events. We are now paperless and therefore bookings are done through Parks and Community Development
Call: 668-8325

Email: parks@whitehorse.ca

In Person: 4061 - 4th Avenue, Sport Yukon Building

Damage Deposit

A \$500 damage deposit is required prior to the event.

Insurance

Insurance is required for any event open to the public. Groups must have Liability Insurance for their event “Liability Insurance, minimum of two million dollars with the City of Whitehorse named as additionally insured”. A copy of the Insurance must be submitted to Parks and Community Development prior to the event.

Pre-Event Meeting

This meeting is essential to identify irrigation and underground power lines, power requirements and details to ensure a safe and successful event. Groups must contact the Parks and Trails Supervisor at 668-8655 or Lead Hand at 668-8656 for a pre-event meeting a minimum of 2 weeks prior to the event.

Fees

The City charges fees for booking parks. Additional fees will depend on what permits or licenses you will need for your event and if extra help is required from the City. If the City requires extra resources or manpower to help with the event, you are responsible for those costs.

Food Concessions

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. A copy of the Temporary Food Permit must be submitted to Parks and Community Development prior to the event.

Liquor Permits

Parks and Community Development will determine if liquor is approved for the event area and issue an Authorization to Obtain a Liquor Use Permit. You will need to obtain a Liquor Permit from the Yukon Liquor Corporation at 9031 Quartz Road, 667-5245. A copy of the Liquor Permit must be submitted to Parks and Community Development prior to the event.

Tents and Temporary Structures

A Development Permit is required for any tent structure as per the Placement of Temporary Tents Policy. Apply prior to your event at the Planning Department, 4210 – 4th Avenue. 668-8664. A copy of the Development Permit must be submitted to Parks and Community Development prior to the event.

Electrical Power

Access to electricity is available at Shipyards Park and some other areas. You should know what kind of equipment you are using and its power requirements prior to the pre-event meeting. Electrical fees may apply.

Clean Up / Waste Management

Groups are responsible for clean-up. Parks garbage receptacles will be emptied prior to your event; groups will be responsible for disposing appropriately, all waste during your event. Receptacles for the three main waste streams – recycling, composting and garbage – will be provided by the City. We ask that you sort your waste properly as well as minimize the amount of waste.

Business Licence

Charitable Organizations are not required to obtain a business license. Non-profit Organizations may require a business license as per Business License Bylaw. Apply prior to the event at Planning Department, 4210 – 4th Avenue, 668-8346. A copy of the Business Licence must be submitted to Parks and Community Development prior to the event.

Music (Amplified) or Noise

The City does not have a specific noise bylaw. However, there are provisions regarding noise included in the Maintenance Bylaw. Apply prior to the event at Bylaw Services, 305 Range Road (Public Services Building), 668-8317. A copy of approval from Bylaw must be submitted to Parks and Community Development prior to the event.

Road Closures

An application for a permit is required for any special event road closure as per the Special Event Road Closure Bylaw. Apply prior to the event at Bylaw Services, 305 Range Road (Public Services Building). 668-8317. A copy of the Special Event Road Closure Permit must be submitted to Parks and Community Development prior to the event.

Plan a GREEN Event!

For information on how to hold a green event go to www.whitehorsegreenguide.org

Rental Equipment

The City of Whitehorse has equipment such as bleachers, and barricades available. Damage deposits and delivery charges apply.

Washrooms

Indoor washroom facilities are available at Shipyards Park. Groups are responsible for providing any additional portable washrooms and pump-outs required for the event.

Event Organizer's Checklist

This checklist is what you will use to guide you in obtaining the permits required for the event. It is available on the City website or given to you when you do your park booking. You will need to return this completed checklist with required permits and approvals to Parks and Community Development.

Obtain this checklist document now at www.whitehorse.ca/facilitybooking

Parks and Community Development

4061 – 4th Avenue, Sport Yukon Building

Phone: 668-8325 / Fax: 668-8324 / Email: parks@whitehorse.ca

