

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. The City offers many possible locations that can accommodate your needs. We hope this pamphlet will help you with any outdoor event you might be planning. Organizers are encouraged to contact Parks Supervisor at 668-8655 or Lead Hand 668-8656 very early in the planning process to discuss event ideas.

To Book an Outdoor Event

Bookings are done by calling or emailing Parks and Community Development

(867) 668-8325 or parks@whitehorse.ca

Liability Insurance

Insurance is required for any event open to the public. Groups must have liability insurance for their event **“Liability Insurance, minimum of 3 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 the event logistics to ensure a safe and successful event. Groups must contact the Parks Supervisor at 668-8655 or Lead Hand 668-8656 for a pre-event meeting a **minimum of 2 weeks prior to the event**.

Shipyards and Rotary Park Aerial Photos

These are useful tools when planning the layout of an event. A copy of your layout plan should be brought to the pre-event meeting.

Shipyards Park Aerial Photo [click here](#)

Rotary Park Aerial Photo [click here](#)

Fees

The City charges fees for booking outdoor spaces. Additional fees will apply for permits or licenses for your event or for additional support from parks staff.

Food Concessions

A Temporary Food Permit is required for any event where food is served to the public. 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.



Link to YG Food Safety Information

Liquor Permit

Parks and Community Development will issue an authorization form that will allow applicant to obtain a liquor license. Permits can be obtained 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.

NOTE: A \$500.00 refundable damage deposit is required by Parks and Community Development at the time of this request.



Link to YG Liquor License Information

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. Additional fees may apply.

Cancellation Policy

A minimum of 5 business days' notice required for a full refund. Cancellations after this time will not be refunded.

Tents and Temporary Structures

Provide tent details at time of park booking. All tent placements must be discussed with the Park Supervisor or Lead Hand prior to an event. A Development Permit is required for all heated tent structures as per the Fire Prevention Officer. Apply prior to your event at Land and Building Services, 4210 – 4th Avenue. 668-8346. *A copy of the Development Permit must be submitted to Parks and Community Development prior to the event.

Clean Up / Waste Management

Receptacles for the three main waste streams – recycling, composting and garbage will be provided by the City. Groups are responsible for appropriate disposal of all waste created during events. The City encourages good sorting practices as well as reducing the amount of waste.

Business License

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 Land and Building Services, 4210 – 4th Avenue, 668-8346, adminbuilding@whitehorse.ca

*A copy of the Business License must be submitted to Parks and Community Development prior to the event.



Link to Business License Information

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, bylaw.services@whitehorse.ca

*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, bylaw.services@whitehorse.ca

*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 have 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 Checklist

A checklist is available to help guide organizers in obtaining the various permits that may be required for their event. It is available on the City website. A copy of this checklist will be sent to you along with your parks rental agreement.

*You will need to submit all required permits and approvals to Parks and Community Development prior to your event.

Obtain the Event Checklist at www.whitehorse.ca/facilitybooking

Contact Us

Parks and Community Development

(867) 668-8325 or parks@whitehorse.ca

4061 – 4th Avenue, Sport Yukon Building