



Old Market Square

in Winnipeg's Historic Exchange District

Part 1 - Facility Use Guide

Part 2 - Event Information and Site Plan

Part 3 - Event Agreement Document

Please direct inquiries to:

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Exchange District BIZ

2nd Floor, 133 Albert Street

Old Market Square

Winnipeg, MB R3B 1G6

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brian.timmerman@exchangedistrict.org

Part 1 - Facility Use Guide

Introduction

The Purpose of the “Facility Use Guide”

This package contains general information for planning an event in Old Market Square. Some of the information may not be applicable, depending on the nature of the event. This package does not necessarily contain a complete list of information for organizing an event. The Exchange District BIZ does not assume responsibility for the accuracy and completeness of information contained herein.

In conjunction with this package you will find “**Event Information and Site Plan Guide,**” which must be completed and forwarded to the Exchange District BIZ. New event organizers must review both the “Event Information and Site Plan Guide” and the “Facility Use Guide.” Additional copies are available at the Exchange District BIZ office at 2nd Floor 133 Albert St. or by calling **942-3059**.

Exchange District Business Improvement Zone

The Exchange District BIZ will endeavor to provide assistance with any approved event that is held in Old Market Square. If required, the BIZ may be able to assist event organizers with the provision of chairs and tables. It is recognized that litter and security issues generated by an event are the responsibility of the event organizers.

The Exchange District BIZ (BIZ) recognizes the fact that many of our festivals have lead and secondary sponsors. The BIZ promotes the use of sponsors to assist in the presentation of festivals and events.

The naming rights for the stage will be the exclusive domain of the BIZ. The BIZ will use its best efforts to raise funds using the attraction of having the sponsor’s name on the stage for BIZ-run events and programs. An example of this would be the current Music in the Market concert series. Any funds generated from the sale of naming rights of the stage for BIZ-related events will accrue to the account of the BIZ. All funds earned from the sale of naming rights will go directly to programming more BIZ-run events on the stage or to fund the Winnipeg Foundation OMS fund for the future benefit and programming of the stage.

If you have any questions regarding sponsorship for your event, please email info@exchangedistrict.org

Facility Description

Old Market Square

The name “Old Market Square” refers to the historic usage of the site as a farmer’s market and later, a flea market. The site was redeveloped extensively in 2009/10 to provide necessary services for use by numerous events. Old Market Square is controlled by the Exchange District BIZ through a management agreement with the City of Winnipeg. The booking of the park through the Exchange district BIZ is free but there may be charges associated with permits and use of the park. This unique venue is the home to numerous special events, including the Jazz Winnipeg Festival, the Winnipeg Fringe Festival, noon hour concerts, etc...

Facility Facts:

1. Location

Between Bannatyne Avenue and King Street, south of City Hall in the Exchange District, a site map is provided within the “Event Information and Site Plan Guide.”

2. Size

Approximately 30,000 square feet, inclusive of:

- A weather protected stage in its centre, equipped with electrical outlets and a loading ramp.
- 8,400 square feet of grass to the south of the stage
- 8,000 square feet of cobblestone to the north of the stage

3. Services

- Site is equipped to handle up to approx. 40 site vendors based on a site size of 8”x 7’9”.
- 30/50 amp and 15 amp service is available.
- Tables and various fixtures may be made available with prior arrangement from the Exchange District BIZ.

4. Parking

- Numerous surface lots and parkades are available throughout the District.
- Ample on-street parking is available close to Old Market Square

Appendix A - Required Approvals

Certain approvals from the City of Winnipeg and the Exchange District BIZ must be sought for use of Old Market Square.

1. Event Information and Site Plan

First application for use of Old Market Square is administered and approved by the Exchange District BIZ. It requires event organizers to provide detailed information pertaining to set-up and take-down dates and times, service requirements, equipment provided by the user, event control and parking issues. Once this is completed it must be forwarded to the contact below:

Contact: The Exchange District BIZ
Address: 2nd Floor 133 Albert Street
Phone: 942-3059
e-mail: brian.timmerman@exchangedistrict.org

2. Park Booking Application and Use of Facility Agreement

This allows the event to take place in Old Market Square during specified days upon approval by the City of Winnipeg.

Contact: City of Winnipeg Booking Office
Address: 395 Main Street
Phone: Parks and Open Spaces 986-7469

3. Events Agreement (If so requested by the Exchange BIZ)

This finalizes the agreement made between the Exchange District BIZ and the user of Old Market Square. The agreement between the Exchange District BIZ and the user is valid unless amended or waived by both the BIZ and the user in writing. It is the responsibility of the user to comply with all applicable regulations outlined in the agreement. If the user fails to comply with the terms of agreement, the Exchange District BIZ will terminate the agreement without notice and withhold the damage deposit. The BIZ reserves the right to increase the damaged deposit amount if, at the sole discretion of the BIZ, the event so warrants. The BIZ is not responsible for any damages or losses suffered by the user during use of any part of Old Market Square. A \$500 refundable deposit cheque made out to the Exchange District BIZ must accompany upon any acceptance for using the park for events longer than 4 hours. This cheque will not be cashed and will be returned to the event organizers upon completion of the event should all conditions for using the park be met. Should the park

sustain damage or require a cleanup all or a portion of the \$500 will be used to recover costs.

Relocation of any vendor may be requested by the Exchange District BIZ, but consideration for any vendor relocation will only be considered for event logistical concerns. There may be restrictions in terms of numbers and types of vendors allowed in Old Market Square.

Contact: The Exchange District BIZ
Address: 2nd Floor 133 Albert Street
Phone: 942-3059
e-mail: brian.timmerman@exchangedistrict.org

Appendix B - Permits and Bookings

Depending on the nature of the proposed event, certain permits may be necessary to obtain. It is the responsibility of the site user to obtain all necessary permits for the use of Old Market Square. The following is a list of different types of permits that are often required for events.

1. Street Closures/Hooding Meters

Purpose: To close any part of a street from traffic for an event or for obtaining control over a curbside parking lane with meters. Prior to application for street closure, it is necessary to petition the surrounding businesses of the site and obtain a majority agreement. Written notice must be made to the Exchange District BIZ regarding the closure of a street prior to attaining a permit. The petition must be further submitted to the Street and Transportation Department at time of application for the permit.

Contact: *Public Works, Customer Service Division*
Address: *107-1155 Pacific Ave.*
Phone: *986-6006*

Contact: *Rob, Kristjansson, City of Winnipeg Film and Special Events*
Address: *510 Main St.*
Phone: *986-3058*

Permits and Costs

Street Permit: \$64.10

Street Closures Additional Costs: 50% of the labour costs involved in closing a street for a specified amount of time, up to a maximum of \$1500 plus a \$12.00 Administration Fee

Hooding Meters Additional Costs: \$80.90 for the first meter, \$17.90 for each additional meter, \$12.00 revenue loss*

*Non-Profit or community based events pay 50% of the additional costs.

2. Liquor Permit

Purpose: To allow for the distribution and consumption of alcoholic beverages.

Contact: *Manitoba Liquor Control Commission*

Address: *1555 Buffalo*

Phone: *474-5615*

Permits and Costs

Providing Liquor Free of Charge: \$15

Selling Liquor: \$25

*Plus \$2.50 per 24 beer or 1 bottle of spirits

3. Inspection Services (These additional requirements occasionally must be adhered to with a permit)

Security: Eleven security persons are required for the first 100 people and 1 for every 100 more.

Solid Waste: One waste receptacles with lid must be provided per food booth and additional covered waste containers for every 100 feet of the site area. It is the responsibility of the user to ensure that an appropriate number of waste receptacles are provided and that garbage removal will be sufficient such that the accumulation of litter will not result.

Washrooms: 2 portable toilets are required for every 50 people, and a minimum of 1 handicap-equipped toilet for every 1000 people. One hand washing basin is required for every 10 toilets.

First Aid Kit: At least 1 first aid kit is required per 100 people in attendance of the event.

Phone: 474-5585

4. Noise Permit

Purpose: To permit excess noise generally unacceptable in an area.

Contact: *Winnipeg Police Service*

Address: *151 Princess Street, Public Safety Building*

Phone: *986-6037*

5. Health/ Food Handling Permit

Purpose: Approval from the health department is a necessary requirement in order to prepare and distribute food.

Contact: Community Services, License Branch

Address: Unit 18 30 Fort Street

Phone: 986-2234

Permits and Costs

Temporary Food License: \$ 210 (One time event, up to two weeks)

*Tables and chairs may be required for the purpose of preparation and serving food during an event.

6. Temporary Tents/ Booths

Purpose: To erect any type of temporary structure on the grounds of Old Market Square.

Contact: Planning, Property and Development, Zoning Department

Address: 31-30 Fort Street

Phone: 986-5140

Permits and Costs

Plan Deposit Fee: \$23

Applications are forwarded for the following permits:

Health Permit: no cost

Fire Safety Permit: no cost

Temporary Building permit: \$25

Development Permit: \$50.58

Occupancy Fee: \$106.79 (tents 900 sq. ft.) *Requires Engineer's Certificate*

7. Fireworks/Open Flames Permit

Purpose: To be able to discharge fireworks or have any open fire activity.

Contact: Fire Paramedic Service, Fire Prevention Department

Address: 604 St. Mary's Rd.

Phone: 986-6358

8. Insurance Policy

Purpose: As a public space, any event held in Old Market Square must be properly insured for general liability.

Consequently, any event organizer must obtain a general liability insurance policy from an agency of their choice with a minimum limit of \$2,000,000.00 liability which identifies the City of Winnipeg and the Exchange District BIZ named as additional insured's and which includes a cross liability clause.

NOTE: The costs reflected in this guide maybe subject to change. To ensure you have the most current costs please contact the appropriate department.

Part 2 - Event Information and Site Plan Guide

Introduction

The Purpose of the “Event Information and Site Plan Guide”

The “Event Information and Site Plan” is required for application to use Old Market Square. The last page of the package is a site map of Old Market Square for event planning purpose and must be filled out. If you need assistance in completing the site map contact the Exchange District BIZ.

The completion of the “Event Information and Site Plan” is the first step for application to use Old Market Square. This form must be completed and returned to the Exchange District BIZ office for approval.

Other permits maybe required to host your event and it is the responsibility of the event organizer to ensure that all required permits are obtained. The Exchange District BIZ reserves the right to ask the event organizer for copies of permits, licenses and insurance policy. If further information is required concerning the steps to organizing an event for Old Market Square, please refer to the Old Market Square Facility Use Guide.

1. Organization Information

a) Organization Name:

Address:

Postal Code: _____

Phone: _____

Fax: _____

b) President/Chairperson: _____

Phone: _____

Staff Contact: _____ Phone:

c) Event Coordinator:

Phone (work): _____

Phone (res.): _____

Fax: _____

d) Back-up contact person:

Phone (work): _____
Phone (res.): _____
Fax: _____

2. Event Information

a) During what dates will your event be held?

b) Name of event?

c) General description of the event:

d) How will the public be involved? _____

e) What is your organization's objective in holding the event?

f) What is the anticipated attendance?

g) Has the event been held before?

If yes, when? _____ Where? _____

3. Logistics Schedule (Please provide details including start and finish times for each date and activity)

a. Setup date and time:

b. Event date(s) and time(s):

c. Take down date and time:

4. Site Services (Identify the site services that you require to stage your event at Old Market Square)

a) Is Electrical Power Required? Y _____ N _____

If Yes: 15amp _____ 30amp _____ 50amp(stove plug) _____

b) Is Water Required? Y _____ N _____

c) Waste Disposal (Please outline your plans for collection and disposal of waste. Litter control is the responsibility of the event organizers)

5. Structures/ Equipment provided by the user (Identify the type of equipment you propose to provide and install on the site. Please indicate number of each piece of equipment if applicable)

_____ Tent _____ Garbage Cans _____ Tables
_____ Trailer _____ Temp Toilets _____ Chairs
_____ Fencing _____ Dumpsters _____ Food Prep Equip
_____ Other:

6. Event Staff I.D (How will staff, volunteers and others working at your event on behalf of your organization be identified?)

7. Service Vehicles (Vehicles that are required for logistic purposes maybe granted permission to remain on site with approval from the Exchange BIZ)

8. Other Important Information (Any additional information and/or comments can be made here)

Completed this _____ day of _____, 20_____

Applicant:

Date:
