



Old Market Square Facility Use Guide

Prepared by the Exchange District Business Improvement Zone



Exchange District BIZ 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 event package may not contain a complete list of information for organizing an event at Old Market Square. The Exchange District BIZ does not assume liability or responsibility for the accuracy and completeness of the information contained herein.

In order to assist you with booking the facility for an event, we have provided a Facility Use Guide and Old Market Square Park Application.

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Site Plan pg. 8

New event organizers are encouraged to review this document in full.

For more information please contact the Exchange District BIZ office at 2nd Floor - 133 Albert Street or by calling Derek Manaire at (204) 942-3059.

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Exchange District

Named after the original grain exchange, the Exchange District is an historic area near downtown Winnipeg. Unique in character and distinct from the main central business district, the area is known for its collection of terracotta and cut stone architecture from the turn of the 20th century.

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. This unique venue is home to numerous special events including the International Jazz Winnipeg Festival, Winnipeg Fringe Festival and noon hour concerts.

The Cube

The Cube is an outdoor stage and focal point of Old Market Square. The Cube features both a main stage and a rooftop stage catering to a variety of performers, artists and events. The Cube acts as both a performance venue and neighbourhood amenity with state-of-the-art audio and lighting capabilities.

Facility Facts

Location - Old Market Square is located at the corner of Bannatyne Avenue and King Street, south of City Hall in the Exchange District. Please see site map attached to “Event Information and Site Plan Guide”

Size - Approximately 30,000 square feet inclusive of; a weather protected stage; equipped with electrical outlets and loading ramp; 8,400 square feet of grass; 8,000 square feet of cobblestone to the north of the stage

Service: The site is equipped to handle up to approximately 40 site vendors (8’ x 7’.9”); 30/50 amp and 15 amp available; Tables and other various outdoor fixtures may be made available upon arrangement with the Exchange District BIZ.

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

Note: As the caretaker of Old Market Square; the Exchange District BIZ has the right to full access of Old Market Square and the Cube during any and all events.

Old Market Square Booking Procedure

Certain approvals from the City of Winnipeg and the Exchange District BIZ must be sought for use of Old Market Square. This document is meant to be used as a guide the booking procedure may not contain a complete list of information for organizing an event at Old Market Square. The Exchange District BIZ does not assume liability or responsibility for the accuracy and completeness of the information contained herein.

Following is a brief outline on the steps to be taken when considering booking the Old Market Square Park and/or the Cube Stage.

Step 1: Exchange District BIZ Old Market Square Event Application

All event organizers must apply with the Exchange District BIZ for use of the park. The use of Old Market Square is administered and approved by the Exchange District BIZ. All event organizers must complete an application form and return it to the Exchange District BIZ office. Please see the application form on page 6 of the Facility Use Guide.

Contact: The Exchange District BIZ
Address: 2nd Floor - 133 Albert Street
Phone: (204) 942-3059
E-mail: derek.manaigre@exchangedistrict.org

Once application has been approved by the Exchange District BIZ event organizers must contact the City of Winnipeg to apply for appropriate permits.

Step 2: Park Booking Application and Use of Facility Agreement

This is an agreement between the event organizer and the City of Winnipeg; which allows the event to take place in Old Market Square during specified days upon approval.

Contact: City of Winnipeg Booking Office
Address: 395 Main Street
Phone: (204) 986-7469 Parks and Open Spaces

Step 3: Event Booking Application

This is an agreement between the event organizer and the City of Winnipeg Special Events Department.

Contact: City of Winnipeg Film and Special Events
Address: Main Floor, Administration Building 510 Main Street
Phone (204) 986-7828 Rob Kristjansson, Special Events Liaison

Step 4: Exchange District BIZ Events Agreement

This finalizes the agreement made between the Exchange District BIZ (BIZ) and the user of Old Market Square.

The agreement between the 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 the agreement, the BIZ has the right to terminate the agreement without notice and withhold any booking deposits. The BIZ is not responsible for any damages or losses suffered by the user during use of any part of Old Market Square.

Relocation of any vendor may be requested by the BIZ; consideration for any vendor relocation will only be considered for logistical concerns. There may be restrictions on numbers and types of vendors allowed in Old Market Square.

EXCHANGE DISTRICT BIZ OLD MARKET SQUARE EVENT APPLICATION

The Exchange District BIZ Old Market Square Event Information and Site Plan Guide is required for application to use Old Market Square. Please complete the form and return to the Exchange District BIZ office for approval.

** Other permits may be required to host your event and it is the responsibility of the event organizer to ensure all required permits are obtained.*

The Exchange District BIZ reserves the right to ask the event organizer for copies of permits, licenses and insurance policies. If further information is required concerning the steps to organizing an event in Old market Square, please refer to the Old Market Square Facility Use Guide.

ORGANIZATION INFORMATION

Organization Name _____

Address: _____

Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Event Coordinator: _____

Phone: _____ Cell: _____

Fax: _____ Email: _____

Alternate Contact person: _____

Phone: _____ Cell: _____

Fax: _____ Email: _____

EVENT DESCRIPTION

Event Name _____

Requested Event Date (s) : _____

Brief Description of Event: _____

Objective of Event: _____

Public Involvement: _____

Anticipated attendance: _____

Has this event been held before? _____

If yes, when: _____

where: _____



LOGISTICS SCHEDULE

(Please provide details including start and finish times for each date and activity)

Set-up Date _____

Set-up Time _____

Event Date(s) _____

Event Time(s) _____

Take-down Date _____

Take-down Time _____

SITE SERVICES

Please identify the site services you require to stage your event at Old Market Square by checking off the appropriate boxes.

Old Market Square Green Space The Cube Stage

Is electrical power required? Yes No

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

* *Electrical access is available, event organizer is responsible for their own electric connects, plugs, extension cords, etc.*

Is water required? Yes No

* *Water access is available, event organizer is responsible for their own water hoses, buckets, etc.*

Waste Disposal: Please outline your plans for collection and disposal of waste.

* *Litter control is the responsibility of the event organizers, including providing garbage bins, and clean-up.*

STRUCTURES / EQUIPMENT PROVIDED BY USER

Please identify the type of equipment you propose to provide and install on the site. Please indicate the quantity of each piece of equipment where applicable.

Tent _____ Garbage Cans _____ Tables _____ Trailer _____ Temp Toilets _____

Chairs _____ Fencing _____ Dumpsters _____ Food Prep Equipment _____

Other: _____

EVENT STAFF ID

How will the staff, volunteers and others working at your event on behalf of your organization be identified?

SERVICE VEHICLES

Vehicles that are required for logistic purposes may be granted permission to remain on site with approval from the Exchange District BIZ. Please identify any vehicle requirements by your organizaion.

PARKING REQUEST / LOADING OR UNLOADING

OTHER IMPORTANT INFORMATION

Any additional information and or comments may be made here.

Applicant

Date





One way street
BANNATYNE AVE

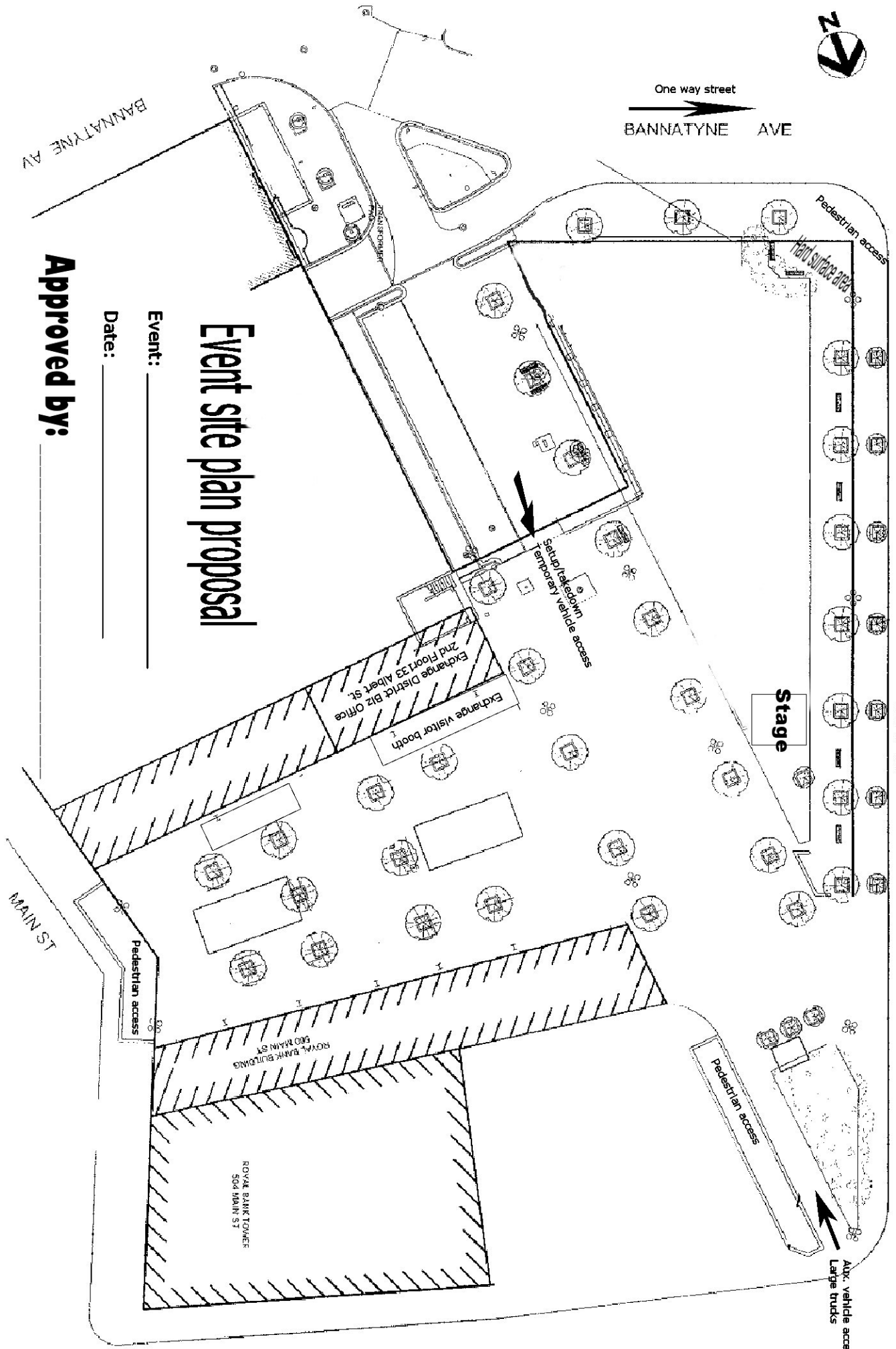
BANNATYNE AV

Event site plan proposal

Event: _____

Date: _____

Approved by: _____



One way street
KING ST

Aux. vehicle access/
Large trucks

WILLIAM AV