



Old Market Square in Winnipeg's Historic Exchange District

Part 1 - Facility Use Guide

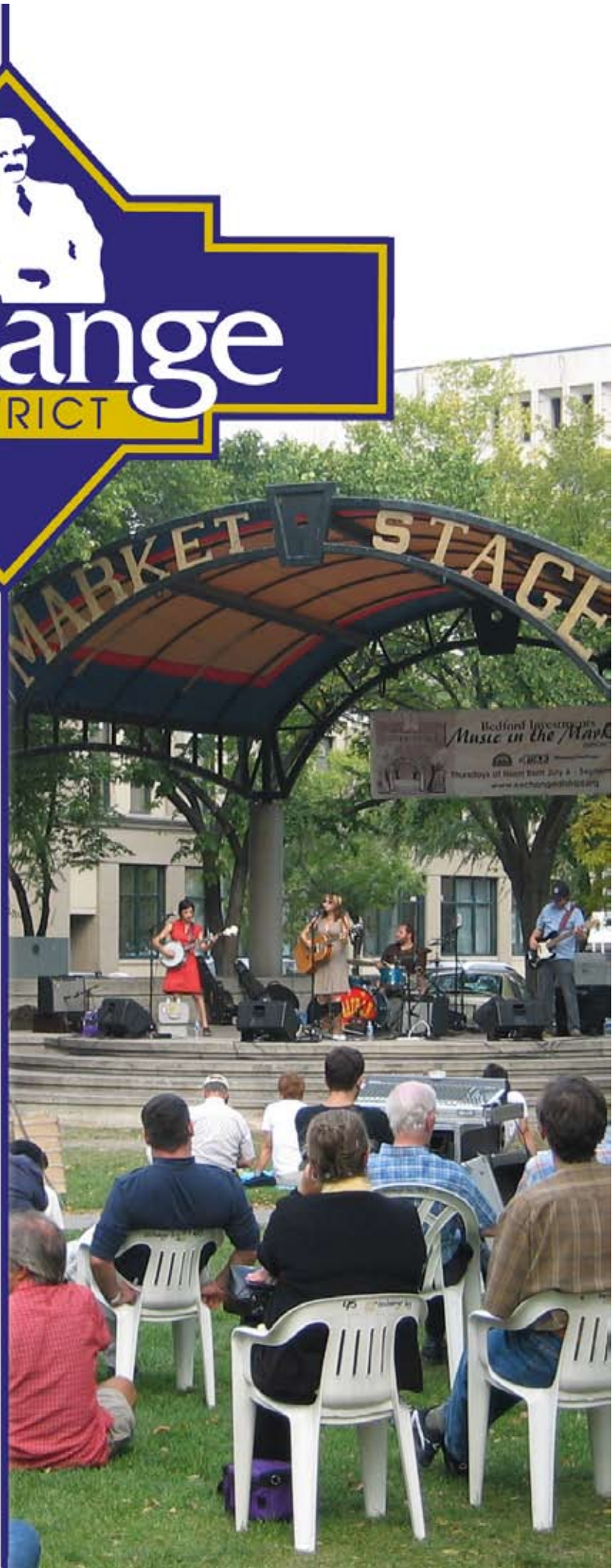
Part 2 - Event Information and Site Plan

Part 3 - Event Agreement Document

Please direct inquiries to:

Brian Timmerman, Director of Operations
Exchange District BIZ
2nd Floor, 133 Albert Street
Old Market Square
Winnipeg, MB R3B 1G6

Telephone: 942.3059 Facsimile: 943.8741
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.

The Exchange District

The Exchange District is the most historic area found in Winnipeg’s downtown. It offers unique cobblestone streets, lined with turn of the century historical architecture. The area is home to numerous specialty retailers, a variety of artistic venues, antique shops, cafes and night clubs unlike anything found outside the District. Within the heart of the Exchange District is Old Market Square, a magnificent park setting with the provision of necessary amenities for a variety of events.

Exchange District Business Improvement Zone

The Exchange District BIZ will endeavour 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. Equipment and personnel may be provided and able to assist but this is not guaranteed. It is recognized that litter and security issues generated by an event are the responsibility of the event organizers and the BIZ will assist if staff are available and are not assigned to other duties.

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 the 1980s to provide necessary services for use by numerous events. Old Market Square is controlled by the Exchange District BIZ through a lease agreement with the City of Winnipeg. The Exchange District BIZ further holds a flea market promoters license allowing for the sale of new or used goods in Old Market Square. Depending on the nature of the event, Old Market Square may be used for free or at a minimal charge. This unique venue is the home to numerous special events, including the Jazz Winnipeg Festival, the Winnipeg Fringe Festival, Music in the Market noon hour concerts and the Exchange District Farmers’ Market.

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 circular stage in its centre, approximately 28’ in diameter or 1,900 square feet, 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
- Canopies for site vendors are available between 133 Albert St. and the old Royal Bank buildings

3. Services

- Site is equipped to handle up to approx. 40 site vendors based on a site size of 8”x 79”.
- Including 3 canopies with available spots for 19 site vendors
- 200 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: 986-2665

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.

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*

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: 986-6094

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: 986-6420

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.)

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 which identifies the City of Winnipeg and the Exchange District BIZ named as additional insured's and which includes a cross liability clause.

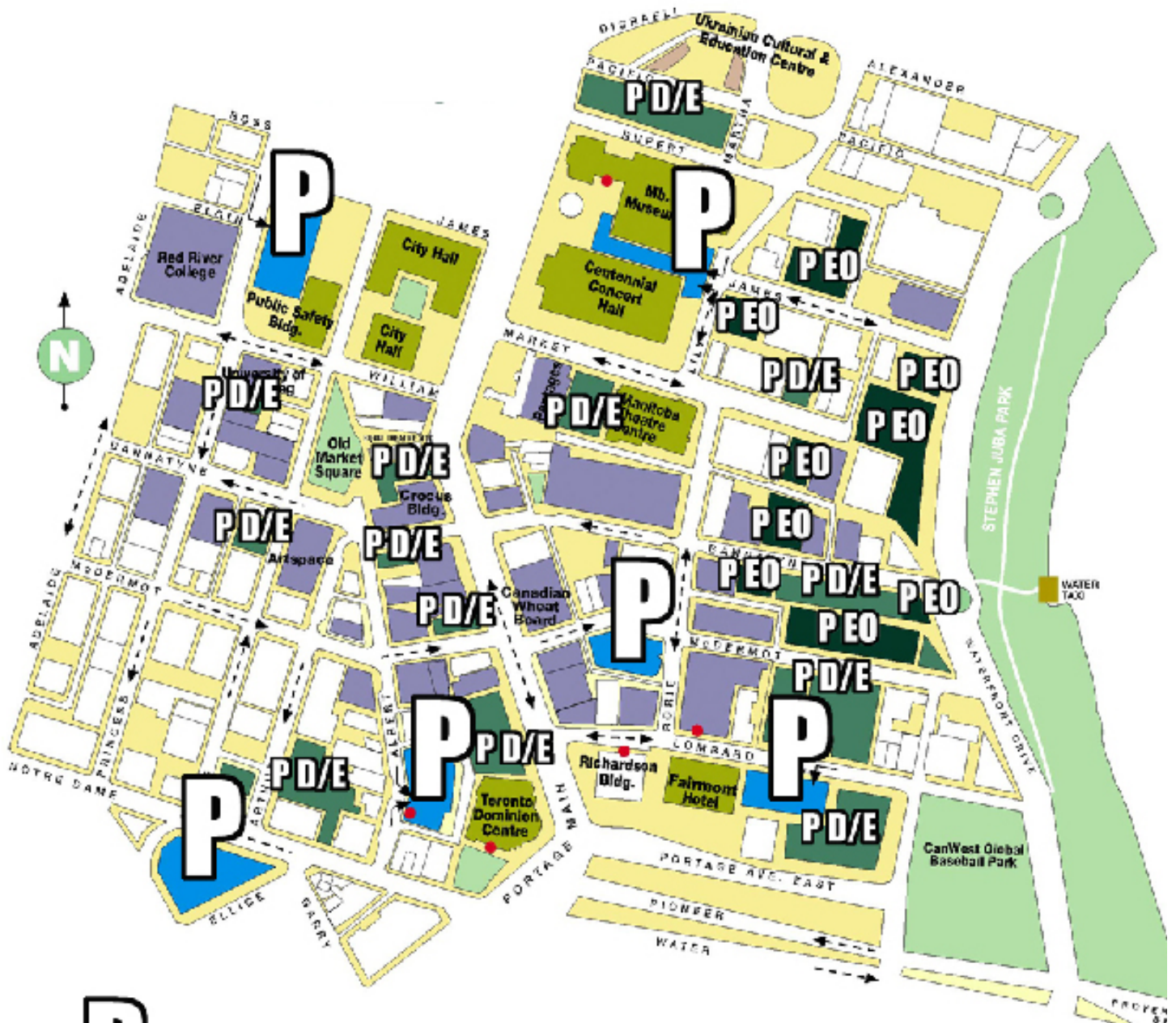
NOTE: The costs reflected in this guide maybe subject to change. To ensure you have the most current costs please contact the appropriate department.



Area and Parking Guide

Most parking lots charge between \$1.00 / \$2.00 per hour.
Evening Parking rates between \$1.00 / \$4.00 per hour.

Parking meters are FREE after 5:30 pm weekdays, FREE for two hours on Saturday and FREE all day Sunday.



P	PD/E	PEO	→	⇄
Parkade	Day and Evening	Evening Only	Entrance to Parkade	Street Direction

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 _____ 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?)

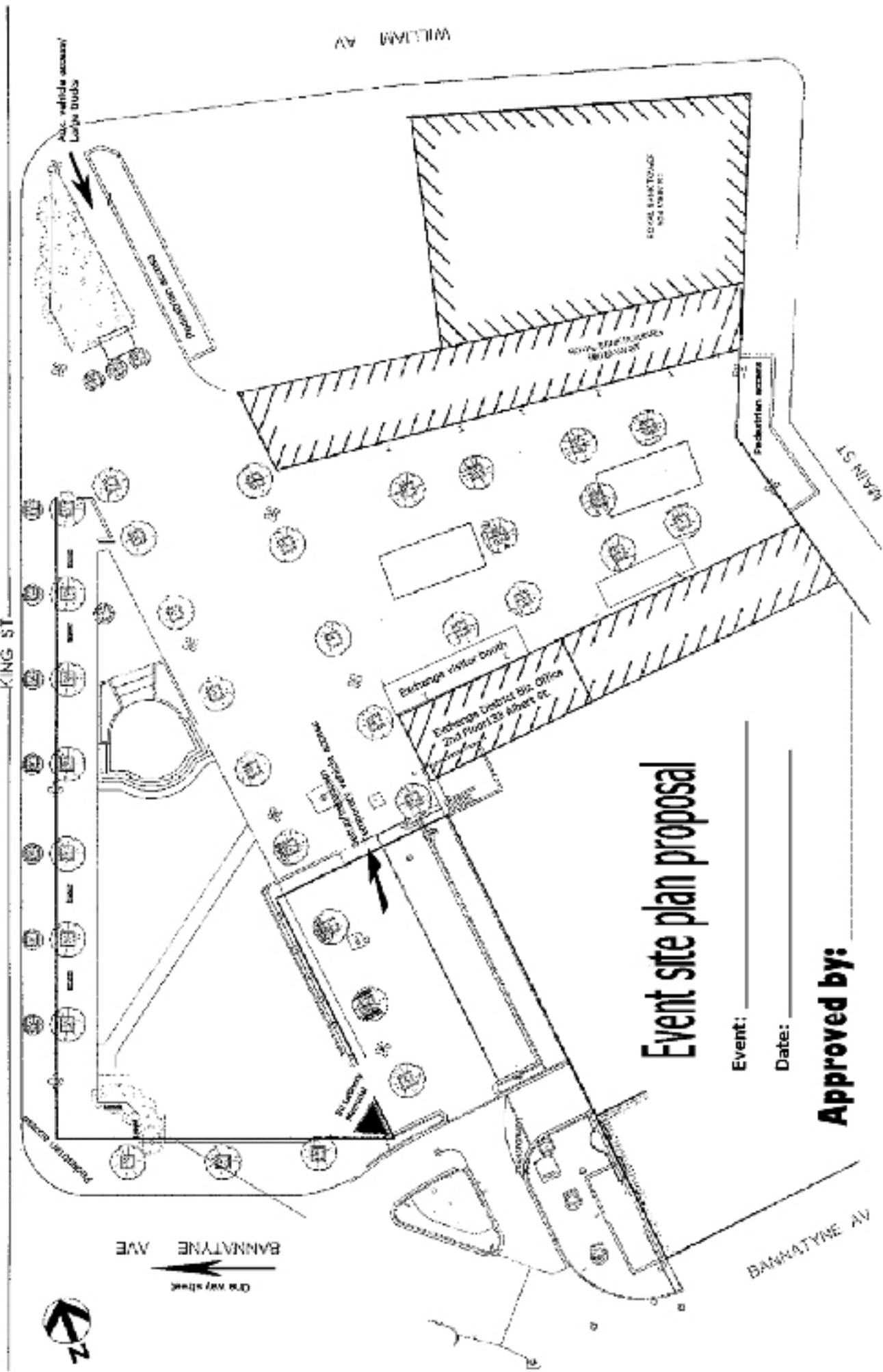
7. Service Vehicles (Do you require approved access or reserved parking for service vehicles or media vehicles for any of the areas in which you are staging your event?)

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

Completed this _____ day of _____, 20_____

Applicant

Date



Event site plan proposal

Event: _____

Date: _____

Approved by: _____