

Parks and Community Development

EVENT CHECKLIST



Name of group: _____

Main contact: _____

Date of event: _____

Event location: _____

Parks Rental Agreement signed and returned? YES NO

(failure to sign the rental agreement prior to the event will result in a booking cancellation)

Liability Insurance

Have you obtained a minimum 3 million 3rd party liability insurance naming the City of Whitehorse additionally insured? YES NO

- Shipyards Park Address 100 – 1 Ogilvie Street, Y1A 0G6
- Rotary Peace Park Address 2045 – 2nd Avenue, Y1A 1A8
- Robert Service Campground Day Use Area Address 120 Robert Service Way, Y1A 6S1

If **NO**, contact an insurance provider. Then email a copy of liability insurance prior to the event to Parks and Community Development parks@whitehorse.ca / 668-8325.

Structures

Will tent structure(s) be erected? YES NO

Who is the tent provider? _____

Number of tent structure(s): _____

Date of tent set up: _____

Date of tent take down: _____

Will tent be heated? YES NO

If **YES**, obtain a Building Permit. Land and Building Services adminbuilding@whitehorse.ca / 668-8346.

Have you made arrangements with the Fire Prevention Officer for an inspection prior to the event? YES NO

If **NO**, contact one of the 2 Fire Prevention Officers at 668-8685 or 393-8420.

Liquor - [Link to YG Liquor Licence Information](#)

Will liquor be served at this event?

YES

NO

If **YES**, the refundable \$500.00 damage deposit is required by Parks and Community Development parks@whitehorse.ca / 668-8325.

OFFICE: prepare the Authorization to Obtain a Liquor Use Permit application form for client to take to the Liquor Corp

Did you get a Liquor Licence from the Yukon Liquor Corporation?

YES

NO

If **NO**, request an Authorization for Liquor Use Permit from Parks and Community Development to take to the Yukon Liquor Corporation, 9031 Quartz Road, 667-5245.

How many people are expected to participate at this event? _____

Have you made arrangements to have a fence installed?

YES

NO

Date: _____

Business Licence - [Link to Business Licence Information](#)

Do you have a business licence?

YES

NO

If **NO**, anyone conducting any kind of endeavour for profit or gain is required to have a business licence. Charitable Organizations are not required to obtain a business licence. Non-profit Organizations may require a business licence as per Business Licence Bylaw. Land and Building Services adminbuilding@whitehorse.ca / 668-8346.

Food - [Link to YG Food Safety Information](#)

Will food be served to the public at this event?

YES

NO

If **YES**, a Temporary Food Permit is required. Environmental Health, 2 Hospital Road, 667-8391.

Will there be additional food concession(s) on site?

YES

NO

Where? _____

Road Closure / Music or Noise

Road Closure?

YES

NO

If **YES**, a permit is required for any special event road closure as per the Special Event Road Closure Bylaw. Bylaw Services bylaw.services@whitehorse.ca / 668-8317.

Noise Permit?

YES

NO

If **YES**, the City does not have a specific noise bylaw. However, there are provisions regarding noise included in the Maintenance Bylaw. Bylaw Services bylaw.services@whitehorse.ca / 668-8317.

Security

Security needed?

YES

NO

Dates: _____

Electricity

Is electrical power required for your event?

YES

NO

Where? _____

Portable Washrooms

Are you renting portable washrooms?

YES

NO

Where will they be installed? _____

Date of delivery: _____ Date of pick up: _____

Water

Will you need access to water?

YES

NO

Where? _____

Parking

Do you have a Parking Plan?

YES

NO

Have you assigned staff/volunteer/security to control the traffic in and out of the park?

YES

NO

Vehicle Access

Will you need to drive onto grass area?

YES

NO

Where? _____

How many vehicles? _____

Will you require the assistance of the Parks and staff before, during and after the event?

YES NO

When? (hours – start and finish) _____

What? _____

Site Map

Is a site map available?

YES NO

Rotary Park Aerial Map [click here](#)

Shipyards Park Aerial Map [click here](#)

Waste Management

What will be done to manage waste and encourage composting?

Additional Items:

Example: tables, chairs, portable firepit(s), picnic tables, etc.

Pre-event Meeting

Have you arranged a pre-event meeting with the Program Coordinator, Arbor Webster?

YES NO

If **NO**, Event Organizer must contact the Program Coordinator at 334-2300 to arrange a pre-event meeting prior to the event.

Meeting date and time: _____

OFFICE USE ONLY