

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 2 locations that can accommodate your needs, Shipyards and Rotary Park. We hope this pamphlet will help you with any outdoor event you might be planning. Organizers are encouraged to contact Park Supervisors Nicole and/or Kim very early in the planning process to discuss event ideas.

To Book an Outdoor Event

Bookings are done by emailing Parks 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 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 Park Supervisors Nicole and/or Kim 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. Click [here](#) for the Shipyards Park map and [here](#) for the Rotary Park map. A copy of your layout plan should be brought to the pre-event meeting.

Fees

The City charges fees for booking outdoor spaces. Additional fees will apply for permits or licences 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 displayed at the event site.



[Link to YG Food Safety Information](#)

Liquor Permit

Parks will issue an authorization form that will allow applicant to obtain a liquor licence. Permits can be obtained from the Yukon Liquor Corporation at 9031 Quartz Road, 667-5245. A copy of the Liquor Permit must be displayed at the event site.

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



[Link to YG Liquor Licence Information](#)

Electrical Power

Access to electricity is available at Shipyards and Rotary Park. 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 pre-event meeting. All tent placements must be discussed with the Parks Supervisor prior to an event. A Development Permit is required for all heated tent structures as per the Fire Prevention Officer. Apply prior to the event at Land and Building Services adminbuilding@whitehorse.ca / 668-8346.

Business Licence

Anyone conducting any kind of endeavor 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. Apply prior to the event at Land and Building Services adminbuilding@whitehorse.ca / 668-8346

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 bylaw.services@whitehorse.ca / 668-8317

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 bylaw.services@whitehorse.ca / 668-8317

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.

Rental Equipment

Parks has equipment such as picnic tables, portable firepits and waste stations available. 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.

CONTACT US:

Parks 668-8325 or
parks@whitehorse.ca

A **public event** is open to the general public, widely advertised and booked far in advance. Examples are Canada Day, Fireweed Market and Yukon Rendezvous Festival. The organizer must provide liability insurance, minimum 3 million dollars with the City of Whitehorse named additionally insured. A pre-event meeting is required with a Parks staff to discuss logistics and finalize details.

A **private event** is organized by an individual(s) for a small gathering not advertised to the general public. Examples are birthday parties, staff celebrations and school field trips. No liability insurance is required. Parks staff will inform the organizer if a pre-event meeting is required.