



City of Dawson

PROPERTY AND FACILITY RENTAL POLICY

06-08

Section 1: Purpose

1.1 Purpose

The purpose of this policy is to regulate the use of City of Dawson property and facilities for special events, programming and private rental functions; and, to designate Council authority to the Chief Administrative Officer or his designate, to approve the exclusive use of City of Dawson property and facilities for special events, programming and private rental functions.

1.2 Background

Each year the City of Dawson receives many requests from individuals and groups to operate events on City of Dawson property and facilities. These events vary in scope, purpose, size, cost and complexity.

1.3 Policy Statement

It is the intention of the Town of the City of Dawson to provide a process for approving the use of City of Dawson property and facilities for special events, programming and private rental functions; to provide direction for the use of City of Dawson property and facilities for special events, programming or private rental functions; and to provide direction to determine what special events are extended coverage under the City of Dawson's Liability Insurance Policy.

Section 2: Objectives

2.1 General Objectives

The specific objectives of the policy relating to special events, programming and private rental functions are as follows:

1. Provide logistical assistance to special event, programming and private rental functions on City of Dawson property, streets and roadways;
2. Ensure that applications are treated fairly and in an equitable manner;
3. Ensure all City interests are met to protect assets and citizens of Dawson;
4. Ensure that all Federal, Provincial and Municipal Laws, Regulations and statutes are observed;
5. Protect the City of Dawson from legal liability.

2.2 Special Events and Programming

The City of Dawson recognizes special events and programming as an important part of Dawson City's quality of life and as providers of affordable entertainment to its citizens. It also recognizes that special events enhance tourism, culture, recreation and education as well as providing an economic benefit to businesses in the City of Dawson. The specific objectives of the policy regarding special events and programming are as follows:

1. To assist local community groups and organizations by providing facilities at an affordable cost.

2.3 Private Rental Functions

The specific objectives of the policy regarding private rental functions are as follows:

1. To generate revenue to assist with the operation and maintenance of City of Dawson property.

Section 3: Definitions

3.1 Special Events

For the purpose of this policy a Special Event is defined as a one time, annual or infrequently occurring event on City of Dawson property and/or facility that is reserved for exclusive use and which meets the following criteria:

- Celebration of a specific theme
- Has a pre-determined opening and closing date/time
- Is available to the community at large
- Operated by local community group or non-profit organization

3.2 Private Rental Function

For the purpose of this policy a Private Rental Function is defined as an event occurring on City of Dawson property and/or facility that is reserved for exclusive use and does not meet the criteria of either programming or a special event.

3.3 Programming

For the purpose of this policy Programming is defined as planned use of resources over a set period of time in teaching / learning situation with stated objectives occurring on City of Dawson property and or / facility that is reserved for exclusive use and which meets the following criteria;

- Operated by local community group or non-profit organization.
- Leisure / recreation activities for residents of the City of Dawson including arts, culture, social and sports.

3.4 Designated City of Dawson Special Event

Events where the City of Dawson staff are involved in the organization, supervision and direction of activities relating to the event, where there is no alcohol involved in the event, the event is open to all public, and the event is not reserved for exclusive use.

Section 4: Procedures

4.1 Application

- a) Event Operators requesting exclusive use of City of Dawson Property must submit completed City of Dawson Property and Equipment Rental Application Forms, at least 14 (fourteen) days in advance of event.
 - b) For special events and private rental functions:
 - all rental, equipment and deposit fees, must be paid prior to the event.
 - a written Safety Plan, as per section 5.3 below, must accompany the City of Dawson Property and Equipment Rental Application.
 - c) For programming the City may require fees to be paid in advance or may invoice for fees.
 - d) Proof of commercial general liability insurance, in accordance with section 5.2 below, must be provided no later than seven (7) days prior to the event.
 - e) Proof of all necessary permits, licenses and inspections must be submitted prior to the event, which may include, but are not limited to the following:
 - Environmental Health Permit – Government of Yukon
 - Liquor Licence – Government of Yukon
 - Temporary Street Closure approval – City of Dawson and/or Government of Yukon
 - Fire Inspection
 - Building Inspection
 - f) Event Operators must be eighteen (18) years of age or older.
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- g) The Event Operator should not advertise the event or make financial commitments before obtaining approval.
- h) The Event Operator must adhere to all Federal and Territorial legislation, City of Dawson bylaws, policies and regulations. Noncompliance may result in event cancellation or closure of an event. The Event Operator may also be prohibited from holding future events.
- i) The Event Operator is responsible for securing the premises during the event.

4.2 Cancellation

- a) If the event is cancelled, the Event Operator must give seven (7) days notice, in writing, of cancellation. Failure to provide required notice may necessitate full rental charge.
- b) The City of Dawson reserves the right to cancel an event up to and including the day of the event, or any time during the event for reasons of non-compliance and/or in the interest of public safety.

4.3 Approval

- a) Council has delegated authority to the Chief Administrative Officer or his designate to permit or deny requests for exclusive use of City of Dawson Property and to develop and approve rental agreements for the exclusive use of City of Dawson property for special events, programming and private rental functions.
- b) Council has delegated authority to the Chief Administrative Officer to permit or deny care and control of City of Dawson Property in order for Event Operator to apply for liquor licence to provide alcohol at their event.
- c) The rental of City of Dawson property is subject to a formal rental agreement, based on the requirements of both the City of Dawson and the Event Operator.
- d) The Chief Administrative Officer is responsible to determine what events are "Designated City of Dawson Special Events".
- e) The City of Dawson reserves the right to not approve use / and or rental of City of Dawson property based on any of the following:
 - i. interference with City of Dawson operations;
 - ii. conflicts with already scheduled programs or committed rentals, bookings, contracts, special events;
 - iii. potential for damage to City of Dawson Property
 - iv. requested event or rental has potential to affect negatively similar programs offered through the City of Dawson;
 - v. non-compliance of any Federal or Territorial legislation, City of Dawson bylaws, policies and regulations
 - vi. in the interest of public safety
 - vii. to any event operator with an outstanding rental debt
 - viii. to any event operator with previous history of non-compliance of this policy.
- f) The City of Dawson reserves the right to introduce other restrictions from time to time at its discretion such as, but not limited to, hours of event, licenced security.

Section 5: General Conditions

5.1 Fees and Charges

- a) Shall be in accordance with City of Dawson Fee Schedule Bylaw.
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- b) Council has provided the assistance it has deemed appropriate to community groups within the not-for-profit rates in the City of Dawson Fee Schedule Bylaw.
- c) No fees will be reduced or waived. Groups requesting financial assistance with an event will be required to make application to the Community Grants Fund or Recreation Grants Fund.

5.2 Insurance and Liability

- a) The Event Operator must obtain a commercial general liability insurance policy; including host liquor liability for events involving alcohol, in an amount not less than two million (\$2,000,000.00) dollars (the Chief Administrative Officer reserves the right to increase this amount depending on the type of activities planned or buildings involved) with the City of Dawson named as additional insured and including a cross-liability clause. The City of Dawson is to be indemnified and held harmless from and against claims of any kind, liability, expenses and demands due wholly or in part as a result of any negligence, acts, or oversights by the Event Operator, it's agents, licensees, invitees, participants, contractors, during the use of property and services. A thirty (30) day notification prior to the cancellation of the policy must be included.
- b) The City of Dawson liability insurance coverage is extended to "*Designated City of Dawson Special Events*".

5.3 Safety Plan

A written safety plan must accompany the City of Dawson Property and Equipment Rental Application Form and will include, if applicable to event, the following features:

- a) Site plan including:
 - An outline of the entire event venue
 - Seating Plan
 - The location of all stages, tents, portable toilets, booths, vendors, cooking areas and any other temporary structures, exit locations, fencing and other equipment.
 - Location of road closures or barricades.
 - Route map
 - Parking areas
 - Temporary electrical power
- b) Estimated number of participants.
- c) An appropriate security plan.
- d) Proof of Fire Inspection for fire safety elements such as, but not limited to, tents, heaters, decorations.

5.4 Environmental Health Permit

When any food services are offered to the public an Environmental Health Permit is required. Permits can be obtained from Environmental Health Services, Government of Yukon. Proof of permit must be submitted prior to event.

5.5 Liquor Licence

- a) A completed City of Dawson Property and Equipment Rental Application Form, receipt of fees and deposit(s), proof of insurance including host liquor liability, safety plan must be provided prior to City of Dawson granting care and control and permission to event operator to obtain liquor licence.
- b) When any alcohol is served, a Liquor Licence is required. Licences can be obtained from Yukon Liquor Corporation, Government of Yukon. Proof of Licence must be submitted prior to event.

5.6 Street / Road Closures

- a) When any City of Dawson Streets are to be closed, a City of Dawson Road Closure Permit is required. Closure of City of Dawson roads shall be in accordance to the City of Dawson Road Closure Policy. Proof of permit must be submitted prior to event.
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- b) When any Territorial Highways are to be closed, approval must be obtained from Department of Highways, Government of Yukon. Proof of approval must be submitted prior to event.

5.7 Site Clean Up and Restoration

- a) The clean up during and after the event is the responsibility of the Event Operator. Cleaning includes but is not limited to:
- removal of all garbage, refuse, and debris
 - prompt removal of hazardous materials
 - removal of all personal property
 - putting away chairs, tables and equipment
 - If the rental includes kitchen facilities, all dishes must be done and put away and the kitchen must be left in the same condition it was found.
- b) The Event Operator shall be solely responsible for any and all costs associated with turf and site restoration.

5.8 No Smoking Bylaw

The City of Dawson No Smoking Bylaw must be adhered to.

5.9 Emergency Services Notification

Event Operator shall be responsible for notifying Emergency agencies of all events and road closures prior to event. Emergency agencies may include, but are not limited to the following:

- Dawson Ambulance
- RCMP
- Dawson Fire Department

This Policy shall be reviewed at least every two years to ensure that it is current and relevant.

POLICY TITLE: City of Dawson Property and Facility Rental

POLICY #: 06-08

EFFECTIVE DATE: April 17, 2007

ADOPTED BY COUNCIL ON: April 17, 2007

RESOLUTION #: C07-12-19

ORIGINAL SIGNED BY:

Mayor, John Steins
CAO, Paul Moore
