

BOOKING APPLICATION GUIDE

Manitoba Legislative Building, Grounds and Memorial Park

ALL Booking Application Forms are subject to approval. After your Booking Application Form has been received, a Manitoba representative will contact you within five working days to discuss availability of the premises you have requested and review your requirements.

*Booking Application forms must be submitted **AT LEAST TWO (2) WEEKS PRIOR TO THE EVENT.***

TERMS AND CONDITIONS

1. The Applicant acknowledges that the Manitoba Legislative Building, Grounds and Memorial Park are generally open to the public, and that Manitoba cannot ensure the Applicant exclusive use of the premises requested in their Booking Application.
2. Manitoba makes no representation or warranty as to the condition or suitability of the premises for the Applicant's event. The Applicant is responsible for ensuring that the premises requested in their Booking Application Form are acceptable for their event.
3. The Applicant's event is restricted to the premises requested in their Booking Application Form. If such premises are inside the Manitoba Legislative Building, the Applicant and persons attending the Applicant's event may access common areas of the Manitoba Legislative Building, such as washrooms and cafeteria facilities. Unauthorized entry to or use of other areas or facilities may result in cancellation of the Applicant's event.
4. The Applicant's use of the premises is restricted to the type of event identified in their Booking Application Form. Any activity that is determined by Manitoba, in its sole discretion, to be inconsistent with the Applicant's Booking Application Form or this Booking Application Guide is not permitted.
5. The Applicant must comply with, and must ensure that persons attending their event comply with, this Booking Application Guide, and all applicable federal, provincial and municipal laws, regulations and by-laws. It is the Applicant's responsibility to obtain all licenses and permits as may be necessary for their event (if any).
6. The Applicant's use of the premises is restricted to the date(s) and times identified in their Booking Application Form.
7. The Applicant is responsible for ensuring that their event is conducted in a safe and orderly manner.
8. The Applicant may be asked to provide a security plan for their event. Manitoba, in its sole discretion, may: (i) require the Applicant to use the Manitoba Protective Services Division for the Applicant's event, and the costs of such services will be charged to and paid by the Applicant; (ii) permit the Applicant to use non-Manitoba Protective Services Division security personnel for the Applicant's event, at the sole cost and expense of the Applicant; or (iii) not require the Applicant to provide security at the Applicant's event.
9. Authorized agents or employees of Manitoba may enter upon and inspect the premises at any time during the Applicant's event. Manitoba may refuse admittance to or eject from the Applicant's event any person who, in the opinion of an authorized agent or employee of Manitoba, is creating a disturbance or behaving in an objectionable or unacceptable manner.
10. The Applicant must leave the premises in clean condition, satisfactory to Manitoba. The Applicant is responsible for all costs associated with set-up, take-down (including clean-up), replacement, repairs or maintenance of the premises.

11. The Applicant may be required to obtain, and keep in force during the Applicant's event, commercial liability insurance covering the Applicant's use of Manitoba's premises pursuant to the Applicant's Booking Application Form. Such insurance may have to provide minimum limits of \$2 million per occurrence or up to \$5 million per occurrence dependant on the type of event. The insurance must be underwritten by insurers satisfactory to Manitoba, and must name the Government of Manitoba as an additional insured with respect to the Applicant's Booking Application. Acceptable proof of insurance must be received by Manitoba prior to the Applicant's use of any of the premises covered under the Applicant's Booking Application. *Note: Manitoba does not warrant that the foregoing insurance is adequate for the Applicant's needs. It is the Applicant's responsibility to obtain appropriate insurance coverage for its intended use of the premises, but the amounts and terms of such insurance must be consistent with the requirements of this section 11.*
12. The Applicant agrees to be solely responsible for and to save harmless and indemnify Manitoba, its Ministers, officers, employees and agents, from and against all claims, liabilities and demands with respect to any injury to persons (including death), damage to or loss of property, or infringement of rights caused by or related to the Applicant's use of the premises or any omission or wrongful or negligent act of the Applicant, its officers, employees or agents.
13. Manitoba may cancel the Applicant's event at any time and for any reason, and Manitoba shall not be responsible for any associated costs or damages. Manitoba will endeavour to give the Applicant prior notice of any such cancellation.
14. The Applicant may cancel their event or request a change to their Booking Application Form by giving Manitoba written notice of any such cancellation or change request at least 24 hours before the start of the Applicant's event.
15. Any written notice, approval or other communication required to be given by Manitoba or the Applicant may be given to the other party at their respective mailing address or e-mail address as set out in the Applicant's Booking Application Form.
16. All capitalized terms used and not otherwise defined in the Booking Application Form or these Terms and Conditions have the meanings given to them in the below Guidelines and Definitions.
17. The Applicant agrees that their name(s) or organization may be displayed on an internal "Manitoba Legislative Building Events Calendar".

GUIDELINES AND DEFINITIONS

Accessibility	No event may use, place or set up furniture, displays or any other item in a manner which would or may hinder the passage of pedestrians or emergency vehicles.
Admission Fees	No event may charge an admission fee.
Advertising	Use of the Manitoba Legislative Building, Grounds or Memorial Park for commercial advertising or filming for commercial purposes is restricted and requires the prior written approval of Manitoba. There will no promotion or advertising allowed “for profit” organizations.
Alcohol	The sale or service of alcoholic beverages within the Manitoba Legislative Building, Grounds or Memorial Park is strictly prohibited without the prior written approval of Manitoba. An Applicant wishing to sell or serve alcoholic beverages at an event must include such request in the Booking Application Form.
Animal Restrictions	No animals, with the exception of service animals, are permitted inside the Manitoba Legislative Building.
Balloons	For environmental reasons, balloons are strictly prohibited within the Manitoba Legislative Building, Grounds or Memorial Park.
Barbeque	Absolutely no barbeques allowed within the Manitoba Legislative Grounds or Memorial Park.
Bicycles	No bicycles are permitted inside the Manitoba Legislative Building. There are bicycle racks at the front (north) entrance, east and west entrances of the Manitoba Legislative Building during the summer months. In winter, the bicycle racks are located at the east entrance only.
Camping	No person shall reside, camp or sleep within the Manitoba Legislative Building, Grounds or Memorial Park without permission.
Candles	Candles are not permitted within the Manitoba Legislative Building, Grounds or Memorial Park unless proper wax retention devices are attached to the candles. Safety light-sticks are recommended as an acceptable alternative.
Ceremonial Access and Use	Nothing in <i>The Non-smokers Health Protection Act</i> prohibits an Aboriginal person from using tobacco, or a non-Aboriginal person from using tobacco with an Aboriginal person, if the activity is carried out for a traditional Aboriginal spiritual or cultural practice or ceremony. An Applicant intending to hold an event inside the Manitoba Legislative Building which may involve the ceremonial use of tobacco must include such information in the Booking Application. A fire permit from the City of Winnipeg must be obtained if the fire is for ceremonial use outdoors. The Applicant will require written permission from the Province of Manitoba in order to apply for the permit.
Confetti-like Matter	Confetti-like matter, including rice, rose petals, bubbles and bird seed, is prohibited within the Manitoba Legislative Building, Grounds or Memorial Park. The use of any such confetti-like matter during an event may result in clean-up charges to the Applicant.

Damages	Intentionally or accidentally defacing or damaging the Manitoba Legislative Building, Grounds or Memorial Park, or their respective contents, is strictly prohibited. In the event of any such defacement or damage, Applicants are responsible for the costs of repair, replacement or cleaning (including excessive garbage).
Elections	Election campaigning is not permitted within the Manitoba Legislative Building, Grounds or Memorial Park.
Electricity/Power	Certain areas or premises have limited amperage or volts, and access is only by permission from Manitoba. An Applicant requiring access to electrical sockets for an event must include such requirements in the Booking Application Form.
Equipment	Applicant requiring audio visual equipment for the event must include such requirements in the Booking Application Form and must arrange such equipment with an outside company.
Film/Movie Production	All film or movie production requests should be requested on a film production application form.
Fire	Fires and fireworks are strictly prohibited within the Manitoba Legislative Building, Grounds or Memorial Park.
Fixtures	Affixing, hanging or attaching any item (including banners for events) to the Manitoba Legislative Building, Grounds or Memorial Park, including any walkways, pillars, statues, monuments, trees or other permanent structures, is strictly prohibited.
Food/Beverage Service	The sale or commercial service of food and/or beverages is strictly prohibited without the prior written approval of Manitoba. An Applicant wishing to sell or commercially serve food and/or beverages at an event must include such requests in the Booking Application Form, and must arrange such food and/or beverage service with a caterer or someone with a food handling permit from the Manitoba Department of Health. A temporary food handling application must also be completed and forwarded to the Manitoba Department of Health.
Front Steps	Since the main road in front of the steps is designated as a fire lane, no stopping is permitted at any time. If a group is arriving by bus, the west ramp entrance must be used.
Furniture	Furniture or other items must not be moved around in the Manitoba Legislative Building. Applicants wishing to use specific furniture (tables, chairs, easels, etc.) for an event must include such requests in the Booking Application Form.
Government House Grounds	The grounds in front of Government House (10 Kennedy Street) are out-of-bounds from the driveway to Assiniboine Avenue without permission.
Grounds	The Legislative Grounds, which is bordered by Broadway to the north, Osborne Street to the west, Kennedy Avenue to the east and Assiniboine Avenue to the south, in the City of Winnipeg, Province of Manitoba.
Holes	Piercing the ground or digging any kind of hole in the Grounds or Memorial Park is prohibited without the prior written approval of Manitoba.

Illegal or Inappropriate Signs or Speeches	Illegal or inappropriate signs or speeches, such as obscenity or hate propaganda, are strictly prohibited. In addition, use of the Manitoba Legislative Building, Grounds and Memorial Park for demonstrations or events must be consistent with the use of the Manitoba Legislative Building, Grounds and Memorial Park by others, including children visiting on school tours or as Legislative Pages. Displays or speeches that would be frightening or otherwise inappropriate for minors are thus prohibited.
Insurance	Commercial General Liability Insurance offers protection for the Applicant against certain claims arising from injuries or property damage. Commercial General Liability Insurance can be purchased from a licensed insurance broker if the Applicant does not currently have this insurance.
Manitoba	Manitoba refers to the Government of Manitoba, as represented by the Minister of Finance.
Manitoba Government Events	Events that are hosted by the Government of Manitoba may result in cancellation of an event on short notice.
Manitoba Protective Services Division	Manitoba Protective Services Division ensures government assets are protected, assists departments in maintaining and establishing a safe environment for staff, visitors, elected officials, and visiting dignitaries.
Memorial Park	Memorial Park, which is owned by the Province of Manitoba, is bordered by Broadway to the south, Osborne Street to the east, York Avenue to the north and Memorial Boulevard to the west, in the City of Winnipeg, Province of Manitoba.
Parking	Parking is limited to designated areas only. Parking is prohibited in front of Government House (10 Kennedy Street) from the driveway to Assiniboine Avenue. Daily visitor parking at the Manitoba Legislative Building is administered through the Security Desk at the Main Entrance (North) on behalf of the Parking Program. Event parking and special requests are coordinated by the Manager of the Parking Program and should be included in the Booking Application Form.
Photo Sessions	Time slots for photo sessions on the Grand Staircase are limited to 30 minutes. No reservations are required for photographs outside the Manitoba Legislative Building. The approval of a Booking Application Form for a photo session does not grant the Applicant permission to have a photo session anywhere else in the building only the premises the Applicant has requested.
Sales/Donations	Subject to the specific exception under “Alcohol” and “Food/Beverage Services”, the sale of any items or solicitation of donations for any purpose is strictly prohibited within the Manitoba Legislative Building, Grounds and Memorial Park.
Smoking	Subject to the specific exception for “Ceremonial Access and Use”, smoking is prohibited inside the Manitoba Legislative Building, including within doorways and open windows of the Manitoba Legislative Building.
Structures	The use of temporary structures at an event is restricted and requires prior written approval from Manitoba. An Applicant wishing to erect, construct, attach or post any structure, material or object in or on the Manitoba Legislative Building, Grounds or Memorial Park must include such requests in the Booking Application Form.

Washrooms	Portable washrooms are permitted in designated areas with the prior written approval of Manitoba. An Applicant wishing to have portable washrooms at an event must include such request in the Booking Application Form. Washrooms located inside the Manitoba Legislative Building are not available during outside events.
Wedding Photos	Booking Application Forms for wedding photos must be submitted by one of the two people getting married as the Applicant. Time slots for photos on the Grand Staircase are limited to 30 minutes (please be considerate of other groups). No reservations are required for photographs outside the Manitoba Legislative Building. No wedding ceremonies are permitted within the Manitoba Legislative Building, Grounds or Memorial Park. The approval of a Booking Application Form for wedding photos only provides permission for photos on the Grand Staircase; wedding parties are not permitted to take photos in other public areas of the Manitoba Legislative Building due to building tours and other events. Wedding Photo sessions are not permitted before 4:30 p.m. Monday to Friday.

*Please note that the building is open to the public from 8:00 a.m. to 8:00 p.m.
We request that events be completed by 8:00 p.m.*

COMMERCIAL ACCESS AND USE

The following commercial uses are **not permitted**:

- ❖ sales, promotions and retailing;
- ❖ solicitation of donations or admission fees;
- ❖ socials, fundraising, church services, annual meetings, convocations and dinners; and
- ❖ any other activity that is determined by the Minister to be inconsistent with the parameters of this policy or other guidelines such as fire, workplace safety or heritage building standards.