

HOW TO BOOK AN EVENT AT UM

Organizing and presenting a large event at the UM can be a daunting task. The application and approval process outlined below is intended to help ensure all requirements are met and your event is safe and successful, and is required for the following types of programs/events:

- All events with alcohol being served
- All events with an expected attendance of 100 or more (with or without alcohol)
- All outdoor events, regardless of expected attendance or the serving of alcohol

Insurance Requirements for Event Organizers at the University of Manitoba

- All external event organizers, whether hosting events in **indoor or outdoor spaces**, must provide a **Certificate of Insurance** with the **University of Manitoba (UM)** listed as an **additional insured**. **UM faculty and staff** organizing events are **covered under the University's insurance policy**, therefore, they are **not required to provide a separate Certificate of Insurance**.

Student Groups

- **Insurance is mandatory for all student-organized events** as follows: for all outdoor events, for all alcohol events (indoor or outdoor) and for all indoor events over 100 people.
- **UMSU** recognized student groups are **eligible for insurance coverage through UMSU**.
- **UMSU** is responsible for issuing the **Certificate of Insurance** for these groups.

Event Insurance Checklist for Student Groups

Before the Event

1. **Confirm Student Group Recognition with UMSU** - Ensure your student group is officially registered and recognized by **UMSU**.
2. **Request Insurance Coverage from UMSU**
 - **Please email UMSU** at studentgroups@umsu.ca to request a **Certificate of Insurance**.
 - Provide event details (your name, student group, your position, event date, time location, site plan, type of activities, expected attendance).
 - **Include UM as Additional Insured** - Ensure the Certificate of Insurance **lists the University of Manitoba as an additional insured**.
 - **Submit Certificate of Insurance** - Submit the Certificate of Insurance to the [Risk Management office](#) and or [Conference and Catering](#) **before the event date**.
 - **Keep a Copy** - Retain a copy of the Certificate for your group's records.

STEP 1

CONTACT CONFERENCE & CATERING SERVICES

Room 230 UMSU University Centre

Phone: [204-474-8336](tel:204-474-8336)

Email: conference_catering@umanitoba.ca

- Check if preferred date and event space is available.
 - Ask for hold on date and room/space.
 - If preferred location is outdoors, select adequate rain location.
- Provide outline of event to Conference & Catering Services for guidance in organizing requirements (e.g., Occasional Permit application process, equipment and supplies ordering, security services, catering options, rough costs, etc.).
- Some of the services provided by Conference & Catering Services includes:
 - Room/venue setup with furnishings
 - UMSAFE training for all event staff (bartenders, bar helpers, ticket sellers, volunteer security)
 - Bar equipment, ice, glasses, mix
 - Ticket printing
 - Room clean-up following event
 - Social food if an outside provider is not used ○ If event is licensed, person responsible for the Occasional Permit must take [Smart Choices](#) training and be provided with a certificate number as proof of having taken the course.

Documents and reference materials that are provided during the application process can be reviewed in advance. Links to the resources are at the end of this Guide.

For outdoor events, review the Outdoor Events Information Package prior to filling out the event application form, as well as all the following information. Knowing the requirements in advance will help greatly in the planning and execution of your event.

STEP 2

COMPLETE THE ONLINE [EVENT APPLICATION FORM](#)

Once you have consulted with Conference & Catering Services, you should have enough information to begin filling out the application form. The form can be accessed here:

<https://umanitoba.ca/form/event-application-form>.

We recommend reviewing the following information before proceeding.

Contact [Conference & Catering Services](#) during the application process if you need clarification or more information to complete your application.

Event Application Form:

Page 1 – Introduction

- When filling out the online form, should you find that you need to find more information before continuing, you may save your work in progress and come back to it once you have the information in hand.

Page 2 – Terms and conditions for use of university space

- Read and acknowledge acceptance of [Terms and Conditions for booking facilities at UM](#) and [Use of University Premises Policy](#).

Page 3 – Safer Social Event Team (SSET) information for event organizer

- Information provided on the [Safer Social Event Team](#).

Page 4 – Contact info

- Provide name of hosting organization and event representative's contact information.
 - Representative MUST have a "umanitoba.ca", "myumanitoba.ca" or "umsu.ca" email address.
 - Address provided to be a home address.

Page 5 – Event info

- Provide details about the event (event name, location, date, type, specifics).

Page 6 – Alcohol

- If no alcohol is to be served, proceed to page 8.
- If event is serving alcohol, complete the requested information.
- Read and acknowledge acceptance of [Alcohol Policy for functions to be Held Under an Occasional Permit](#).
- Provide name and contact information of the Occasional Permit holder:
 - must have a "umanitoba.ca", "myumanitoba.ca" or "umsu.ca" email address.
 - Must have taken and completed the [Smart Choices Training](#) by providing the training certificate number.

Page 7 – UMSAFE (UM Student Alcohol Function Education)

- Conference & Catering Services administers the UMSAFE training program, mandatory for all staff involved in the presentation of your licensed event (includes bartenders, bar helpers, ticket sellers and volunteer security). They will assist you with setting up the training session. Review the [UMSAFE Manual](#) for your reference.

Page 8 – Catering

- If no catering is involved, proceed to page 9.
- If catering is required, read and complete the [options and requirements](#).

Page 9 – Entertainment

- Indicate if music (live or recorded) and dancing will be part of your event.
- Review the [Events with Entertainment](#) information re additional fees.

Page 10 – Security

- Some events will require a third-party security company for the event. Conference & Catering Services staff will advise if required during Step 1.

IF YOUR EVENT IS **NOT** BEING HELD OUTDOORS, SKIP TO **PAGE 13** TO SUBMIT YOUR APPLICATION.

OUTDOOR EVENTS (pages 11 and 12)

Review the [Outdoor Events Guide](#) prior to completing the following two pages of the Event Application form.

Page 11 – Outdoor events

- If event is being held outdoors, complete the required information.
 - A rain location.
 - Information related to hosting a barbeque and/or bonfire.
 - NOTE: A site plan may be required for your event.

Page 12 – Outdoor events (MORE)

- If event is being held outdoors, complete the required information.
 - Indicate equipment and supplies needed for the event.
 - Note: O&M may charge for services and equipment via FOAP or Customer ID#
 - Contact Physical Plant (Operations & Maintenance) by phone ([204-474-6288](tel:204-474-6288) or [204-474-6281](tel:204-474-6281)) or email tatjana.blazevska@umanitoba.ca for assistance/guidance.

Page 13 – Submit your application

- Once submitted, the information is distributed to all relevant par-es for review and acceptance. You may also preview your application prior to submission.
- We will endeavor to confirm your event in a timely manner, but please ensure the application is submitted as far in advance of your event date as possible, and **no less than 15 business days before the event**.
- You will be contacted if more information is required.

CONTACTS/SUPPORTS:

Conference & Catering Services (for initiating the process, general information and support): Room 230, UMSU University Centre Phone: 204-474-8336 Email: conference_catering@umanitoba.ca Web: Event Planning	Physical Plant - Operations & Maintenance (for assistance with required equipment and services for outdoor events): 89 Freedman Cres Phone: 204-474-6288 or 204-474-6281 Email: tatjana.blazevska@umanitoba.ca Web: O&M - Customer Service Centre
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RESOURCES:

[Event Application Guide – How to Book an Event at UM](#)
[Terms and Conditions for Use of University Spaces](#)
[Safer Social Event Team \(SSET\) Info for Event Organizer](#)
[Alcohol Policy for functions to be Held Under an Occasional Permit](#)
[LGCA Occasional Permit information](#)
[Smart Choices Certification](#)
[UMSAFE Training Manual](#)
[Events with Food](#)
[Catering Waiver](#)
[Temporary Food Service Establishment Guidelines](#)
[Events with Music and Dancing \(SOCAN and RE:SOUND\)](#)
[Physical Plant Work Request Form](#)
[Event Setup Request Form](#)

OUTDOOR EVENT-RELATED RESOURCES:

Outdoor Events Guide	UM Fire Safety website
Events with a Barbeque	Physical Plant Work Request Form
Events with a Bonfire	Event Setup Request Form
City of Winnipeg Open Air Fire Permit Information	Site Plans for Outdoor Events
Open Air Fire Permit Application Form	

RELATED UNIVERSITY POLICIES AND PROCEDURES:

[Campus Alcohol Policy and Procedure \(governing documents\)](#)

OUTDOOR EVENTS GUIDE

Depending upon the size and scope of your event, there may be a lot to do. Start early!!! Make sure you leave yourself enough time to obtain all necessary paperwork – some general timeframes are included in this checklist.

- Review the following U of M documents before you start the application process:
 - [Campus Alcohol Policy](#)
 - [Campus Alcohol Procedure](#)
- The entire process from submission of application to approved application must be completed no later than **15 business days** before the event
- No more than two events with alcohol and one bonfire will be approved in total on any given day
- Approval is on a first come, first served basis
- All events must finish by 12:00 A.M.
- Organizers are responsible for all hard costs related to the use of the space. Conference & Catering will advise the organizer of the amount due.
- You must be a signing authority for the student organization to submit an outdoor spaces application. No proxies allowed! LGCA requires this too if you will apply for an Occasional Permit.
- Noise restrictions are generally in effect during the day for areas adjacent to buildings. Specific information can be obtained from Conference & Catering.
- Only recognized UMSU groups are eligible for insurance. UMSU issues the Certificate of Insurance.
- In general, you are responsible for bringing or providing items for your event.
- No motor vehicles are allowed to drive or park on grassed areas
- If an area is damaged, garbage is not removed, or the site is left dirty, Physical Plant will restore the areas to an acceptable condition, and the event organizer will have to pay the costs.
- You may need to obtain permits from external organizations:
 - Events with Alcohol require an [Occasional Permit](#) from the LGCA
 - Events with Bonfires required an [Open-Air Fire Permit](#) from the Fire Department
 - Events with either Bonfires or BBQ require a Fire Extinguisher from [Environmental Health and Safety](#)
 - Events with Non-Catered or Donated Food require a [Temporary Food Handling Permit](#) from the Public Health Department, as well as completion of the [Catering Waiver](#)

Please note that your event may be cancelled if weather conditions do not permit (e.g., a bonfire cannot be held if there is a City of Winnipeg fire ban).

General Planning Tips:

- Decide when you want to hold the event and what type of event it will be • Create a budget
- Make sure you have sufficient funding
- Create a plan for the event
- Make sure you have identified and completed all the necessary paperwork
- Make arrangements for equipment and supplies
- Make sure you have staffed the event adequately
- Arrange your food and beverages
- Advertise your event