

#108345

SPECIAL EVENT GUIDELINES

Organizers are to co-ordinate adequate supervision to ensure the safety, well being, and comfort of all participants and the efficient operation of special event activities. Supervision should be jointly arranged between event organizers and the administration of the participating schools.

An event organizer must provide sufficient toilet and hand wash facilities for the expected number of people, type of event, length of event, and type of food and beverage service available. The number of toilets and hand wash stations required for an event are to be based on City of Winnipeg document [Temporary Food Service Establishment and Special Event Guideline - Guidelines for Public Toilets and Hand Wash Facilities](#).

For more specific information related to any of the division facilities, organizers are to contact the Supervisor of Facilities & Maintenance who will supply the information. Maximum numbers of people to be accommodated at the event will be based on the available division facilities, according to the requirements of the City of Winnipeg.

City of Winnipeg Guidelines can be found at:

[Temporary Food Service Establishment and Special Event Guideline](#)

Revision of Former ECE and OP11009

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