



## Special Event Application Form

### Quebec Field Unit

The purpose of this application form is to gather initial information about the special events that will take place at

Information in the form will allow Parks Canada to conduct an initial review of the event proposal. If the event obtains conceptual approval, the organizer may have to provide additional information. Information in this form may be sufficient for smaller events.

The processing time for an application varies depending on the nature of the event, but an initial examination is carried out within two weeks of receipt of the duly completed form. The application must be submitted at least 60 days before the date of the event. Parks Canada reserves the right to reject any application if this deadline is not respected.

Special event application must be thoroughly reviewed by Parks Canada staff; so allowing sufficient time for assessment is an important part of the process. Parks Canada will be evaluating the event application according to the principles outlined in Management Bulletin 2.6.10 Coordinators Guide for Recreational Activity & Special Event Assessments, in the following order :

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1. Facilitate Opportunities for Meaningful and Enjoyable Visitor Experiences
  2. Respect Natural and Cultural Resource Protection Goals
  3. Promote Understanding and Appreciation
  4. Value and Involve Local Communities
  5. Respect the Character of Place

Before issuing a special event permit and in order to determine the terms and conditions specified in the permit, the Field Unit Superintendent must take into account the effects of the event on: the natural and cultural resources of the site; the safety, health and enjoyment of visitors or residents of the site; the preservation, control and management of the site.

BASIC DATA		
Section 1 – Applicant Details		
Legal name of the individual (s) / company / organization :		
Is your organization not-for-profit? <b>Yes</b> <b>No</b>		
Note: If so, proof of charitable or non-for-profit organization status must be provided		
Contact name:		
Contact title:		
Adress:		
<i>Mailing address* (if different from above): *use the address of the head office for company</i>		
Email:		
Website :		
Phone:	Cell phone :	Fax:

**BASIC DATA**

**Section 2 – Event Description**

**Event name :**

**Event type** (check all that apply) recreational activity  
 community event private event (wedding, reception, etc.)  
 commercial site / facility rental

**Event Description :** include purpose (e.g. business, fundraising, promotional, educational, etc.) and a list of all planned activities (if possible, attach the proposed schedule). For weddings, indicate if the ceremony, reception and photographs will all taking place at the proposed location :

**Site map :** Include a draft version of the event site map to the application form. Clearly indicate the proposed location of all temporary structures and facilities that you plan to install on site during the event. This includes, but is not limited to, the following (check all that apply): Note: an official site map will be required if your event is approved..

Tents	Stands/kiosks	Stages/screens	Portable Toilettes	Entry and exit points
Sound system	Generators	Lighting towers	Fencing	Signs and banners

Other:

where the event will take place.  
 Be as specific as possible. Attach a site map indicating the specific area(s) of use during the event.

Set-up date(s) :

Start time:

End time:

<b>Section 2 – Event Description</b>			
Event Date(s) :	Start time:	End time :	
Tear down date(s) :	Start time :	End time :	
Number of participants expected :		Target audience :	
Is this a new event? Yes      No		Date of previous event (if applicable) :	
<b>Section 3 – Event Infrastructure</b>			
Parking :      Yes      No		Details :	
Tents/shelters :      Yes      No		Details – dimensions, location, purpose of these tents :	
Sound system/amplification :      Yes      No      Details – location, purpose :			
Starting and ending times of use:		Sound check or rehearsal times:	
Alcohol :    Yes      No    If so :                      Tasting                      Selling			
Provide details on how the alcohol will be served or consumed. Please note that the sale and consumption of alcohol is regulated by provincial legislation (see the <i>Régie des alcools, des courses et des jeux</i> ).			

Stands/sale booths :                      Yes    No		
Location(s) :	Dimensions :	Article :
Electricity :    Yes    No	Purpose :	
Generator :    Yes    No		
Planned locations :	Purpose :	
Toilets :    Yes    No		
Note: The number of toilets will be established according to the event location and the expected number of participants (employees, volunteers and spectators included).		
Portable toilets :	Total number :	Planned locations :
Yes    No		
Water :    Yes    No		
First aid :                      Yes    No <i>(If yes, specify)</i>		
Music :                      Yes    No <i>(If yes, specify)</i>		
Emplacement alternatif (intérieur) :                      Yes    No <i>(If yes, specify)</i>		
Stationnement supplémentaire :                      Yes    No <i>(If yes, specify)</i>		
Other:		
Other:		

#### **Section 4 – Large-scale Event**

A large-scale event is considered to be any public or private event for which the total number of people expected (employees, spectators and volunteers) exceeds 300 people, when equipment must be installed, when the entire site must be used or when the use of the site is spread over several days. For these types of activities, Parks Canada reserves the right to require additional planning details which may include, but are not limited to: traffic management, safety and emergency management, wildlife response, wildlife management, first aid and public health management, noise management.

#### **Section 5 – Insurance**

You will be required to obtain public liability insurance in such amounts and on such terms as a prudent operator should maintain with “Her Majesty the King, in Right of Canada, as represented by the Minister of Environment for the purpose of the Parks Canada Agency” as an additional named insured. Minimum coverage of \$2 million per incident is required but this amount may change depending on the size and scope of your event. For more information, see the document " Special Event Insurance Coverage Requirements", available upon request.

#### **Section 6 – Contact us**

Please return this completed form as well as all supporting documents by email to the attention of the Manager, Historic Sites and Visitor Experience  
Québec Field Unit  
418-648-7115  
[info.fortifications@pc.gc.ca](mailto:info.fortifications@pc.gc.ca)

#### **Section 7 – Next steps**

Your application will be reviewed and you will be advised if the site is available, whether it is suitable for your event or not, and what documents and permissions will be required before any final approval. Parks Canada takes no responsibility for any third party commitments entered into by the applicant if an application is denied

An initial review will be done within two weeks of receiving the completed form.

After studying all aspects of your application, Parks Canada will assign a contact person who will inform you, if appropriate, of the preliminary approval of your application. At that time, we will also tell you what other documents will be required. Final approval of your event will not be confirmed until Parks Canada has received and approved in writing all the required documentation.

**Section 8 – Applicant Declaration**

**I HEREBY VERIFY AND CONFIRM**, that all information provided is true and accurate, that I will comply the Special Event Permit conditions, and further, that I,

shall at all times indemnify and save harmless  
 CANADA, Her Successors and assigns against and from all actions, suits, damages, losses, charges, expenses, claims and demands whatsoever (including necessary legal costs) which may hereafter be brought or made against CANADA, or which CANADA may sustain, pay or incur at the instance of a third party as a result of or in connection with or arising out of this licence or anything done or maintained hereunder, or arising out of the use and occupancy of Crown lands by the aforementioned.

<b>Applicant Signature</b>	
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<b>Date</b>	
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**For office use only**

<b>Date completed application received</b>	
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<b>Received by</b>	
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**GOVERNMENT OF CANADA PRIVACY NOTICE**

*The Government of Canada is committed to respect your privacy. All personal information created, held or collected by the Parks Canada Agency is protected under the federal Privacy Act. This means that you will be informed of the purpose for which it is being collected and how to exercise your right of access to that information. You will be asked for your consent where appropriate.*

<https://www.canada.ca/en/treasury-board-secretariat/topics/access-information-privacy.html>