



**Special Event Permit Application Form**  
**Parks Canada Agency – Newfoundland East Field Unit**

**Applicant Contact Information:**

Applicant Name: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Organization Details (if applicable):**

Organization / Company Name: \_\_\_\_\_

Is the organization non-for-profit?                      Yes                      No

Organization / Company Website: \_\_\_\_\_

**Event Details:**

Site of Proposed Event: \_\_\_\_\_

Specific Event Location Description (examples: trails, parking lots, historic buildings):

Date of Proposed Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Name (if applicable): \_\_\_\_\_

Event Type:      Wedding                      Recreational Activity                      Community Event  
                         Private Event                      Commercial Site Facility Rental                      Other



**Insurance Requirements:**

Proof of insurance policy or letter from insurance company indicating ability to obtain insurance MUST accompany this event application.

Required insurance must:

- cover a minimum of \$2,000,000.
- name "His Majesty, the King in right of Canada as represented by Parks Canada Agency" as additionally insured, to be carried throughout the duration of the production in the park/site.
- include "Parks Canada, 10 Barters Hill, John Cabot Building, St. John's, NL A1C 6M1" on the insurance certificate.

Proof of Comprehensive Liability Insurance

Letter from Insurance Company

**Please note, the following additional planning details may be requested or required at a later date depending on size and scale of event:**

- Traffic Management Plan
- Security and Emergency Management Plan
- Wildlife Response Plan
- Proof of First Aid and Public Health Management Plan
- Noise Management Plan

\*I understand that the processing time of these permits is a **minimum of six weeks** and agreements must be formalized prior to proposed event dates.

\*I acknowledge that the information provided in this application is accurate.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

**How to Submit Application:**

Please send completed form and required supporting documentation to [adminnefu-uget@pc.gc.ca](mailto:adminnefu-uget@pc.gc.ca).