



## Application for the use of sites at Parks Canada

NAME OF THE ORGANIZATION OR THE ORGANIZER:			
Date of the application:			
PRIMARY CONTACT	TITLE	EMAIL	
ADDRESS	CITY	PROVINCE	POSTAL CODE
TELEPHONE (DAY)	MOBILE PHONE	FAX	
Other contact/resource person:			

Title or name + Description of the activity	
Purpose of the activity	
Type of project <small>Examples: Festival, concert, business activity, exhibition, fund-raising activity, sports event, target audience of the event</small>	
Organization's mission Legal structure	
Public or private event	
Number of participants expected Per day/in total	
Event date(s) and schedule <small>(e.g. from June 20 to September 15, from Tuesday to Sunday)</small>	
Project lifespan	
Start time: Finish time:	
Space(s) required	



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Buildings used	
Installation of big tops, stages? How many, size? Audio-visual projection? Sound system? Lighting? Restrooms? Parking?	
Electricity requirement? Generators?	
Transportation?	
Security provided?	
Activities offered during the event?	
Alcohol sales/service? Food sales? Sale of merchandise? Specify.	
Date and approximate duration of field preparations (work, arrangement, etc.)  Date and approximate duration of disassembly	
Are entry or participation fees charged? If so, what are the fees?	
Are the revenues payable to a philanthropic charitable cause?	
Communication plan/broadcasting of the event?  Where will the event be promoted?	



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Planned promotion activities?	
Major partners or sponsors of the event	
Presence of the medias or VIPs	
Number of people in the organizing team (employees, volunteers, coaches)	
Specific requirements Additional information	

### Documents required by Parks Canada if the activity is accepted

- Certificate of public liability insurance of 2 to 5 million dollars for any event held on its sites.
  - 1,000 or more people = 5 million mandatory
  - “His Majesty the King, in Right of Canada, as represented by the Minister of Environment for the purpose of the Parks Canada Agency” must be designated as a “Co-insured” or additional insured on the applicant’s proof/insurance certificate
- Activity emergency/contingency plan
- Resolution of the organization’s board proving the signing authority of the person who will sign the lease (if necessary)
- List of suppliers, sponsors, or exhibitors
- Detailed operational requirements and logistics

### Terms and conditions

- Analysis of the application is made within 15 days of its receipt. To be approved, certain conditions apply, which may vary according to the nature of the application. For each site, a lease, a special activity permit or a commercial permit is issued.
- Permit fees: \$106.50
- Rental fees: depending on the project and the nature of the event or activity.

### Contact and request for the use of sites at Parks Canada

Please complete the form and email it to [permis-lhn-ugmoq@pc.gc.ca](mailto:permis-lhn-ugmoq@pc.gc.ca). Specify the requested site in the subject line.