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## Special Event Application Form

### Quebec Waterways Unit

Under the terms of the Historic Canals Regulations (DORS/93-220), any activity on the Parks Canada waterways must have obtained a prior approval. This approval takes the form of a special event permit.

The purpose of this application is to gather initial information about proposed special events occurring within land or on the waters of one of the Parks Canada historic canals in Quebec in a historic canal or land in Canada is required to apply to Parks Canada waterways. The completed application form will provide information for Parks Canada to do an initial review of your event proposal. If the event is given conceptual approval the event organizer may be required to provide additional information. For smaller events, this form may provide sufficient information.

Processing Time of your request is influenced by its analysis, in particular in relation to the requirements relating to impact analysis, consultations, functional examination and issuance of the permit.

Special event applications 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:

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

The Director, Waterways shall, before issuing a permit for a special event and in order to determine the terms and conditions specified in a permit, take into account the effects of the activity on cultural resources, natural resources, structures, equipment and objects in the historic canal; the safe navigation of vessels and the safe operation of locks, dams and bridges in the historic canal; the safety of persons in the historic canal; wildlife and the eggs and habitat of wildlife in the historic canal; and the historic character of the canal.

Deadlines for making a reservation:

See the Guide for organizing an activity at Parks Canada's historic canals in Quebec

**Section 1 – Applicant Details**

**Full Legal Name of Individual(s)/Company/Organization:**

**Is your organization charities?**     Yes                       No

Note: if yes, a copy of charitable status must be supplied.

**Name of the signing authority of the company or organization (attach a resolution of the Board of Directors):**

**Title of the signing authority of the company or organization:**

**Street Address:**

**Mailing Address\*** (if different from above):    *\*use head office address for corporations*

**E-Mail Address:**

**Website:**

**Phone:**

**Cell:**

**Fax:**

**Name of the responsible person who will be present on the day of the activity:**

**Responsible person cell:**

**Responsible person email:**

**Section 2 – Event Description**

**Event Name:**

**Event Type** (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Recreational activity                    | <input type="checkbox"/> Community event                       |
| <input type="checkbox"/> Private event (wedding, reception, etc.) | <input type="checkbox"/> Commercial site / Installation rental |
| <input type="checkbox"/> Priced access. Price :                   | <input type="checkbox"/> Free public access                    |
| <input type="checkbox"/> Controlled access                        | <input type="checkbox"/> Open to all                           |

**Event Purpose:** include purpose (e.g., business, fundraiser, promotional, educational, etc.)

**Event Description:** include a list of all anticipated activities, services providers, and proposed schedule of activities.

**Programming items** (check every answer that applies)\*:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Activity on the banks<br>Guided/discovery tour | <input type="checkbox"/> Activity on the path<br><input type="checkbox"/> Artwork<br><input type="checkbox"/> Sports event<br><input type="checkbox"/> Screened<br><input type="checkbox"/> Information/Demonstration<br><input type="checkbox"/> Arts and crafts<br><input type="checkbox"/> Boating | <input type="checkbox"/> Nautical activity<br><input type="checkbox"/> Company or team building<br><input type="checkbox"/> Competitive <input type="checkbox"/> Non-competitive<br><input type="checkbox"/> Picnic<br><input type="checkbox"/> Food sales/service<br><input type="checkbox"/> Other (specify): |
|---|---|---|

Note: The applicant is responsible for seeking and obtaining the appropriate permits from the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec (MAPAQ) in the case of the service or sale of food, and the Régie des alcools, des courses et des jeux (RACJQ) in the case of the service or sale of alcohol. The permits must be received and a copy must be provided to Parks Canada at least one week before the activity.

**Site Plan:** Please clearly identify the proposed locations of any temporary structures and facilities that you intend to install on site during your event. This includes, but is not limited to (check all that apply). Note: a more formal site plan may be required if your event is approved.

- Tents  Booths/Kiosks  Stages/Screens  Portable  Toilets  Entry/Exit Points  
 PA/Speakers  Generators  Lighting Towers  Fencing  Signs/Banners  
Other (Garbage cans and recycling, first aid, emergency evacuation areas, barriers, signage):

Note: An official site map may be required if your event is approved. The installations that have to be fixed to the ground must be held in place by means of counterweights or stakes not exceeding 12 inches in length. An installation plan must be submitted and Parks Canada retains the right to look at these installations.

At minimum, the official plan must include:

- o name of author
- o event name
- o event date
- o legal and/or municipal address
- o location of event hatched in black
- o structures and equipment set up areas identified
- o approximate scale
- o north arrow
- o egress
- o garbage & recycling receptacles
  - and may need to include:
- o emergency fire/ambulance parking
- o first aid facilities
- o traffic control personnel
- o aid stations
- o timing of event set-up, take down, expected timing of arrivals and departures (if possible)

**Indicate the area** of one of the Parks Canada historic canals in Quebec where your event will take place:

- Lachine Canal National Historic Site  
 Chambly Canal National Historic Site  
 Saint-Ours Canal National Historic Site  
 Sainte-Anne-de-Bellevue Canal National Historic Site  
 Carillon Canal National Historic Site

Specify the place on the canal:

<b>Set-up Date(s):</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>Event Date(s)</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>Tear Down Date(s)</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>Anticipated Attendance:</b>	<b>Target Audience:</b>	
Is this a new or existing event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Previous Date (if applicable):	
<b>Promotion:</b> Description of your promotion plan including timelines, media involved and target publics:		
<p><b>Publication on Parks Canada platforms:</b> Please respond to this section if you would like your event to be published on Parks Canada platforms.</p> <p>Name and contact information of responsible of communications:</p> <p>Web site to share:</p> <p>Social media to share:</p> <p>Event description to be published in French and English:</p> <p><b>Please attach photographs that we can use on our various media platforms with, if necessary, its credits.</b></p>		
<b>Section 3 – Event Infrastructure</b>		
<b>Boat</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <small>Note: The rates in force for launching and lockage apply. Please take the navigation operating hours into account in your planning. An emergency response plan for the marine component of your activity may be required.</small>	Types and numbers:  Launching sector:  Method of launching:	
<b>Tents/Shelters</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <small>Note: Shelters must be held in place by means of counterweights or stakes not exceeding 12 inches in length and must meet the requirements of the municipal fire protection service as regards fire retardant materials.</small>	Details – size, location, purpose of tents:	
<b>PA/Sound Amplification:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Details – location, purpose:	
<small>Note: Parks Canada harmonizes with the municipal regulations in force, including the instructions on noise during outdoor events. The sound level currently allowed, including PA tests, is 80 dBA within 35 metres of the sound source. A power supply is only available in a few locations and user fees apply.</small>		
<b>Start and end times of use:</b>	<b>Sound check/rehearsal times:</b>	

<b>Alcohol:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No      if yes, do you intend to have: <input type="checkbox"/> Sampling <input type="checkbox"/> Selling		
Note: It is prohibited to consume alcohol on Parks Canada property unless specifically authorized in connection with an activity. Please note that a RACJQ (Régie des alcools, des courses et des jeux) permit is required, and a copy must be submitted to Parks Canada at least one week before the event.		
<b>Booth/Vendor Kiosks of third parties:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Location(s)	Size(s)	Purpose
<b>Power:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Note: A power supply is only available in a few locations and user fees apply. The permit applicant may have to be self-sufficient in terms of electricity.		<b>Purpose:</b>
<b>Generator</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Note: Generators must be provided by the permit applicant. To reduce the risk of contamination, certain conditions apply and will be communicated to the Applicant.		
Planned Location(s)	Purpose	
<b>Toilet Facilities:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Note: toilet capacity will be based on location of event and anticipated number of event attendees (including staff, volunteers, and spectators). They must be delivered and removed on the day of the activity or must be secured so as to not be moveable if they are not monitored. The promoter is responsible for any act of vandalism and must, at his own expense, remove the toilets from the sailing area and pay for cleaning if necessary.		
Total Number	Planned Locations	
<b>Water:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Note: No access to drinking water is available. The promoter must provide alternative means for his water needs.		
Equipment and number (e.g. tank, other):		
Location(s):		
Description of the use of water:		
<b>First Aid:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No      (if yes, provide details)		
<b>Music:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No      (if yes, provide details)		

<p><b>Food cooking appliances:</b>      <input type="checkbox"/> Yes <input type="checkbox"/> No    (if yes, provide details)</p> <p>Note: Barbecues are considered open fires and are not accepted on the site unless they are authorized in a special event permit. Parks Canada may require the promoter to provide an SSIM authorization for the use of combustion devices. The promoter must ensure that briquettes / propane tanks are removed and located outside the site, according to the standards in force.</p>		
<p><b>Pyrotechnics</b>      <input type="checkbox"/> Yes   <input type="checkbox"/> No                    (if yes, provide details)</p> <p>Note: An emergency response plan must be provided. The term pyrotechnics refers to any process producing visual and sound effects resulting from a pyrotechnic deployment.</p>		
<p><b>Is a path detour required:</b> <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, please attach a detailed detour map (including signage and traffic management methods on the path) as well as a communication plan.</p> <p>Note: The activity must not interfere with regular operations of the site. Path detours are inadvisable and complete closures are not accepted. If necessary, the permit holder is responsible for implementation of the detour, the traffic signs, traffic management and the coordination of the detour with the municipalities. The detour map and the traffic signage must be submitted to Parks Canada with this application. Any visual or verbal communication with the public must be made in both official languages. Parks Canada may require the presence of traffic control personnel for safety reasons.</p>		
<p><b>Safety:</b> An emergency response plan is required for any sports or boating activity, and may be required for other activities according to the number of participants or the level of risk.</p>		
<p><b>Other:</b></p>		
<p><b>Section 4 – Large Events</b></p>		
<p>A public or private event is considered a large event when the total projected attendance (including staff, spectators and volunteers) is considerable and/or where equipment is installed and the extensive use of the site is required and/or for safety reasons. For these types of events, Parks Canada reserves the right to request additional planning details that could include, but are not limited to: Traffic Management, Security and Emergency Management, Wildlife Response, First Aid &amp; Public Health Management, Noise Management</p>		
<p><b>Section 5 - Insurance</b></p>		
<p>You will be required to obtain public liability insurance in such amounts and on such terms as a prudent operator should maintain with <b>“His Majesty the King, in Right of Canada, as represented by the Minister of Environment for the purpose of the Parks Canada Agency”</b> 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. Additional information is available in the “Special Event Insurance Coverage Requirements” document, available upon request.</p>		
<p><b>Section 6 – Contact Us</b></p>		
<p>Please return this completed form and any supporting documentation to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Parks Canada Agency Quebec Waterways Unit a/s Visitor Experience 105 McGill Street, 6<sup>th</sup> Floor Montréal (Quebec) H2Y 2E7</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Email : infocanalqc@pc.gc.ca Telephone : 514 283-6054</p> </td> </tr> </table>	<p>Parks Canada Agency Quebec Waterways Unit a/s Visitor Experience 105 McGill Street, 6<sup>th</sup> Floor Montréal (Quebec) H2Y 2E7</p>	<p>Email : infocanalqc@pc.gc.ca Telephone : 514 283-6054</p>
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<p><b>Section 7 – What Happens Next</b></p>		
<p>Your application will be assessed and you will be advised about venue availability, venue suitability, documentation and approvals required before final approval for your event can be confirmed. Parks Canada takes no responsibility for any third party commitments entered into by the applicant if an application is denied.</p>		

After considering all aspects of your request, Parks Canada will assign a resource person to you, who will advise you, if necessary, of the preliminary approval of your request. 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 necessary documents.

After **proposed deadlines**, Parks Canada will continue to evaluate the proposals but cannot guarantee that the analysis of requests will be carried out within the required deadlines or guarantee the availability of its sites and resources.

**Section 8 – Applicant Declaration**

**Checklist :** Before signing the form, be sure to attach the following documents to the application, where applicable:

	Provided	Forthcoming	Non-applicable
Resolution of the Board of Directors for Signing Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MAPAQ and/or Alcohol Permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detour and Signage Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Response Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainable Development Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**I HEREBY VERIFY AND CONFIRM** that all information provided is true and accurate, that I will comply with the special event permit conditions, if issued, and further, that I, print name., 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>	
<b>Date</b>	

**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>