

# Event Permit Application Form

### About this form

You can use this form to apply to conduct an event in a park, parkway or pathway owned by the National Capital Commission (NCC). Please note that completion of this application form does not constitute an approval. **A non-refundable \$45 (tax included) administration fee must be submitted with this application form**, with the exception of picnic reservations at Vincent Massey Park and wedding reservations at the Rockcliffe Pavilion.

### How to complete this form

1. Ensure that all fields have been filled out correctly before submitting your application. Mandatory fields are marked with an asterisk (\*).
2. Once completed, you can submit this form by facsimile, email or mail (see NCC contact information in section 7).

## SECTION 1 – APPLICANT DETAILS

**COMPANY/ORGANIZATION NAME\* (A COPY OF BUSINESS ENTITY OR CERTIFICATE OF INCORPORATION MUST BE SUPPLIED)**

**DOES YOUR ORGANIZATION HAVE A NON-PROFIT OR CHARITABLE STATUS?\***

No     Yes    IF YES, PLEASE PROVIDE THE CHARITABLE OR NON-PROFIT NUMBER:

<b>CONTACT NAME*</b>	<b>POSITION*</b>
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**STREET ADDRESS\***

<b>CITY*</b>	<b>PROVINCE*</b>	<b>POSTAL CODE*</b>
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<b>TELEPHONE NUMBER*</b>	<b>CELLULAR PHONE NUMBER</b>	<b>FAX NUMBER</b>
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**EMAIL ADDRESS\***

## SECTION 2 – EVENT DESCRIPTION

**EVENT NAME\***

**EVENT TYPE (CHECK ALL THAT APPLY)\***

COMMUNITY EVENT   
  COMMERCIAL EVENT (FOR-PROFIT)   
  FREE   
  TICKETED OR RESTRICTED ENTRY

**PROPOSED VENUE FOR YOUR EVENT\***  
**NOTE:** Your preferred venue may not be available or suitable for your proposed event. Please identify up to two alternative venues.

**1ST PREFERENCE**

**2ND PREFERENCE**

**3RD PREFERENCE**

**SECTION 2 – EVENT DESCRIPTION (CONTINUED)**

IF YOUR APPLICATION IS FOR PARKWAY OR RECREATIONAL PATHWAY USAGE, PLEASE SPECIFY THE PORTION/SEGMENT OF PARKWAY OR PATHWAY DESIRED FOR USE.

PARKWAY OR RECREATIONAL PATHWAY NAME:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

PARKWAY OR RECREATIONAL PATHWAY NAME:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

EVENT DATE(S)\*

EVENT START TIME\*

EVENT FINISH TIME\*

EVENT SET UP TIME AND DATE\*

EVENT TEAR DOWN TIME AND DATE\*

ANTICIPATED ATTENDANCE ON NCC SITE(S)\*

TARGET AUDIENCE (E.G. FAMILY, YOUTH, COMMUNITY)\*

EVENT DESCRIPTION (100 WORDS OR LESS)\*

IS THIS A NEW OR EXISTING EVENT?\*  NEW  EXISTING

PREVIOUS DATE (IF APPLICABLE)

PREVIOUS LOCATION (IF APPLICABLE)

EVENT ELEMENTS (CHECK ALL THAT APPLY)\*

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> PA                    | <input type="checkbox"/> MERCHANDISE     | <input type="checkbox"/> ROAD CLOSURE |
| <input type="checkbox"/> LIVE ENTERTAINMENT    | <input type="checkbox"/> FOOD            | <input type="checkbox"/> INFORMATION  |
| <input type="checkbox"/> ANIMALS               | <input type="checkbox"/> ALCOHOL         | <input type="checkbox"/> ART/CRAFT    |
| <input type="checkbox"/> OTHER (SPECIFY BELOW) | <input type="checkbox"/> AMUSEMENT RIDES |                                       |

ACTIVITY TYPE (CHECK ALL THAT APPLY) \*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> FESTIVAL  | <input type="checkbox"/> FUNDRAISER    | <input type="checkbox"/> RUN/WALK  |
| <input type="checkbox"/> CONCERT   | <input type="checkbox"/> PARADE        | <input type="checkbox"/> COMPETITIVE <input type="checkbox"/> COMMUNITY ENGAGEMENT |
| <input type="checkbox"/> PICNIC <input type="checkbox"/> WORK <input type="checkbox"/> COMMUNITY | <input type="checkbox"/> COMMEMORATION | <input type="checkbox"/> SPORTING EVENT  |
| <input type="checkbox"/> OTHER (SPECIFY BELOW)   |  | <input type="checkbox"/> COMPETITIVE <input type="checkbox"/> COMMUNITY ENGAGEMENT |

### SECTION 3 – EVENT INFRASTRUCTURE

**NOTE:** All structures must be set up away from tree drip lines.

#### 1. STAGE

YES    NO   
  BUILT    STANDS    TRUCK MOUNTED    OTHER

DIMENSIONS

LOCATION(S)

PURPOSE

#### 2. PA/SOUND AMPLIFICATION

YES    NO   
 **NOTE:** Power is **not** available in all of our parks, parkways or pathways.

LOCATION(S)

PURPOSE

TIME(S) OF USE

SOUND CHECK/REHEARSAL TIMES

#### 3. TENTS/SHELTERS

**NOTE:** All tents/shelters must be set up away from tree drip lines.

YES    NO   
 TENT TYPE:    POP-UP    REGULAR ANCHORED TENT  
 QUANTITY PER TYPE:

DIMENSIONS

LOCATION(S)

PURPOSE

ENTERTAINMENT INSIDE TENTS? (PLEASE DESCRIBE)

#### 4. BOOTHS

YES    NO   
 **NOTE:** All booths must be set up away from tree drip lines.

DIMENSIONS

LOCATION(S)

NUMBER OF BOOTHS

PURPOSE (E.G. INFORMATION, FOOD, ART/CRAFT)

#### 5. ALCOHOL

**NOTE:** Please provide as many details as possible. Also note that sale and consumption of alcohol will require a liquor license obtained through the municipal authority.

YES    NO   
 IF YES, DO YOU INTEND TO HAVE THE FOLLOWING:    SAMPLING    SELLING

PROVIDE DETAILS

#### 6. POWER

YES    NO   
 **NOTE:** Power is **not** available in all of our parks, parkways or pathways.

PURPOSE

### SECTION 3 – EVENT INFRASTRUCTURE (CONTINUED)

#### 7. GENERATORS

YES  NO

TOTAL NUMBER

LOCATION(S)

PURPOSE

#### 8. TOILETS

**NOTE:** Adequate toilet facilities, including universally accessible units and handwashing stations, are to be supplied by the requestor or proponent.

TOTAL NUMBER

LOCATION(S)

#### 9. WATER

YES  NO

**NOTE:** Water is **not** available in all of our parks, parkways or pathways.

PURPOSE

#### 10. TRAFFIC

**NOTE:** Any application for a road closure or special event clearway will require a detailed traffic management plan.

YES  NO

ROAD CLOSURE(S)  LANE CLOSURE(S)

#### 11. PYROTECHNICS OR OPEN-AIR FIRES

YES  NO

LOCATION(S)

IF YES, PLEASE PROVIDE DETAILED INFORMATION (E.G. BOMBSHELL SIZE, FIRE PIT SET UP):

### SECTION 4 – ENVIRONMENTAL SUSTAINABILITY

#### Environmental Sustainability Measures

The NCC encourages all event organizers to minimize the environmental impact of their events and to implement strategies to improve the environmental, social and economic benefits from their events.

Please include details of the measures you will implement to ensure that your event will be managed to protect the environment. This could include initiatives including waste reduction and recycling, energy efficiency, minimizing transportation distances, parking restrictions, water use and conservation, cycling facilities and promotion of public transport.


### SECTION 5 – SITE PLAN

Please include a site plan of the proposed event venue, which must show the dimensions and proposed location of all event infrastructures, including:

- |                             |                  |  |
|-----------------------------|------------------|--|
| -barricades                 | -stages          | -portable toilets and handwashing stations |
| -tents, shelters and booths | -signs / banners | -garbage and recycling bins                |
| -lighting towers            | -PA, speakers    | -entry and exit points                     |
| -emergency evacuation areas |                  |  |

### SECTION 6 – LAND USE FEES AND LIABILITY INSURANCE

A public liability insurance coverage is required with a minimum coverage of \$2,000,000 and the NCC has to be listed as additional insured. The Certificate of Insurance will need to be provided at least 2 weeks prior to the event. Your event will be assessed in accordance with the NCC's land use fee structure. These fees will be communicated to you at least 2 weeks prior to the event, once you receive the site reservation confirmation and considerations.

### SECTION 7 – CONTACT US

**Please return this completed form with the supporting documents to:**

Contact Centre  
National Capital Commission  
202–40 Elgin Street  
Ottawa, Ontario K1P 1C7  
**Phone:** 613-239-5000

**Email:** [info@ncc-ccn.ca](mailto:info@ncc-ccn.ca)  
**Fax** (Urban Lands and Greenbelt): 613-239-5336  
**Fax** (Gatineau Park): 819-827-3337

Your application will be assessed and you will be advised about venue availability, venue suitability, documentation and approvals required before final approval can be granted for your event. Events taking place in Ottawa are subject to *Special Events on Public and Private Property By-Law* (No. 2013-232). **The NCC takes no responsibility for any third party commitments entered into by the applicant if an application is declined.**

### SECTION 8 – NEXT STEPS

Our application review process starts after the \$45 administrative fee is received. The review period is no later than 90 days prior to the date of a high-impact event, 60 days prior to a medium-impact event, or 30 days\* prior to a low-impact event. The assessment of low- and medium-impact events during the peak period from April to August will be subject to a review period of 60 days. Once we have reviewed all aspects of the application and have assessed the risks, we will inform you of our decision. We will, at that time, inform you of further requirements for your event. This could include, but is not limited to, land use fees, site capacity, site visits with our monitoring team, event plans (as per below).

A detailed event plan will include:

- |                                      |   |
|--------------------------------------|---|
| -insurance details                   | -security and emergency management                            |
| -traffic management                  | -venue or park management plan                                |
| -noise management                    | -site plans   |
| -temporary structures                | -waste management, including waste minimization and recycling |
| -first aid and public health         |   |
| -health services, toilets, amenities |   |

This final approval will come in the form of a permit. The permit will only be valid once we have received the insurance certificate, payment and the signed copy of the permit in our offices prior to the event.

### SECTION 9 – PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

**Purpose of Collection:** For activity management on NCC land.

**Documents to Supply:** Event application is voluntary; however, a completed application form is required for holding an activity on NCC land.

### SECTION 10 – APPLICANT DECLARATION\*

I declare that all the information in the application is, to the best of my knowledge, true and correct. I also understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading may void the application. I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application. I understand that this application, in no way, represents approval of the event and/or a guarantee of the availability of the site.

<b>X</b>	
<b>APPLICANT NAME</b>	<b>DATE</b>