

Event Permit Application Form

About this form

You can use this form to apply to conduct an event in a National Capital Commission owned Park, Parkway or Pathway. Please note that completion of this application does not constitute an approval.

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.

SECTION 1 – APPLICANT DETAILS

COMPANY/ORGANISATION NAME*

IS YOUR ORGANISATION NOT FOR PROFIT?*

No Yes

NOTE: IF YES, A COPY OF CHARITABLE OR NOT-FOR-PROFIT STATUS MUST BE SUPPLIED

CONTACT NAME*

POSITION*

STREET ADDRESS*

CITY*

PROVINCE*

POSTAL CODE*

TELEPHONE NUMBER*

CELLULAR PHONE NUMBER

FAX NUMBER

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 nominate alternative venues.

1ST PREFERENCE

2ND PREFERENCE

3RD PREFERENCE

SECTION 2 – EVENT DESCRIPTION (CONTINUED)

IF YOUR APPLICATION IS FOR A STREET BASED EVENT, PLEASE LIST THE STREET(S) YOU WOULD LIKE TO CLOSE FOR YOUR EVENT.
NOTE: All events must receive City of Ottawa approval, Ottawa Police Approval and RCMP Approval. The NCC, at its discretion could recommend that an event be subject to a SEAT meeting. This meeting is convened by the City of Ottawa in consultation with all stakeholders involved.

EVENT DATE(S)*

EVENT START TIME*

EVENT FINISH TIME*

EVENT SET-UP DATE(S)*

EVENT TEAR-DOWN DATE(S)*

ANTICIPATED ATTENDANCE*

TARGET AUDIENCE (EG. 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"/> OTHER (SPECIFY BELOW) | <input type="checkbox"/> ALCOHOL | <input type="checkbox"/> ART/CRAFT |

ACTIVITY TYPE (CHECK ALL THAT APPLY) *

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

SECTION 3 – EVENT INFRASTRUCTURE

NOTE: All structures need to be weighted as pegging is **not** permitted. The structures must be away from tree drip lines.

1. STAGE

YES NO BUILT RISER TRUCK MOUNTED OTHER

SIZE(S)

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

YES NO **NOTE:** All tents/shelters should be weighted not pegged, and they must be away from tree drip lines.

SIZE(S)

LOCATION(S)

PURPOSE

ENTERTAINMENT INSIDE TENTS? (PLEASE DESCRIBE)

4. BOOTHS

YES NO **NOTE:** All booths should be weighted not pegged, and they must be away from tree drip lines.

SIZE(S)

LOCATION(S)

NUMBER OF BOOTHS

PURPOSE (EG. INFORMATION, FOOD, ART/CRAFT)

5. ALCOHOL

NOTE: Alcohol consumption is not usually permitted on our lands. Please provide as many details as possible. Also note that sale and consumption of alcohol will require a liquor license obtained through the City of Ottawa.

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** **NOTE:** Generators will need to be supplied by the requestor or proponent.

TOTAL NUMBER	LOCATION(S)
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PURPOSE

8. TOILETS

NOTE: Adequate toilet facilities including universally accessible units will need to be supplied by the requestor or proponent. You will also need to provide hand wash stations.

TOTAL NUMBER	LOCATION(S)
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PURPOSE

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. This will be required if preliminary approval is given.

<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> ROAD CLOSURE(S) <input type="checkbox"/> LANE CLOSURE(S)
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11. PYROTECHNICS

<input type="checkbox"/> YES <input type="checkbox"/> NO	SET UP LOCATION(S)
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SECTION 4 – ENVIRONMENTAL SUSTAINABILITY

Environmental Sustainability Measures

The National Capital Commission encourages all event organisers to minimise the environmental impact of their events and to implement strategies to improve the environmental, social and economic benefits from events.

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

SECTION 5 – SITE PLAN

Please include with your application a site plan of the proposed event venue, which must show the relative size and proposed position of all event infrastructure, including:

- | | | |
|-------------------------------|-------------------|--------------------------------------|
| * Barricades | * Stages | * Portable Toilets and Wash 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

You will be required to obtain public liability insurance for a minimum coverage of \$2,000,000 with the National Capital Commission listed as co-insured. Your Certificate of Insurance will need to be provided at least 2 weeks prior to the event. Your event will be assessed Land Use fees in accordance with our fee structure. These fees will be communicated to you once you receive your preliminary approval and should be received at least 2 weeks prior to the event.

SECTION 7 – CONTACT US

Please return this completed form with any supporting documents to:

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

E-mail: info@ncc-ccn.ca
Fax (Urban Lands): 613-239-5336
Fax (Greenbelt): 613-239-5337
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. **The National Capital Commission takes no responsibility for any third party commitments entered into by the applicant if an application is declined.**

SECTION 8 – WHAT HAPPENS FROM HERE

Our Application review process takes 30 days for smaller events and 60 days for major events. Once we have reviewed all aspects of the application and have assessed the risks, we will contact you to let you know if you have received preliminary approval.

We will, at that time, inform you of the further requirements of 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 | * Power/Lighting, including efficiency measures |
| * Noise Management | * Venue Management Plan/Park Management |
| * Temporary Structures | * Site plans that must be approved by our monitoring team |
| * First Aid and Public Health | * Waste Management, including waste minimisation and recycling |
| * 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 management of activity on NCC land.

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

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, any approval granted may be void. 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.

x

APPLICANT NAME

DATE

Event/Activity Permits - Fee Structure

Permits and Venues	Fees Jan 1 st 2012 (plus applicable taxes)	Fees Jan 1 st 2013 (plus applicable taxes)
Urban Parks <ul style="list-style-type: none"> • Nepean Point * • Confederation Park • Jacques-Cartier Park • LeBreton Flats Park • Major's Hill Park ** • Rockcliffe Park 	\$400 + \$300/day (x2 for commercial)	\$800 + \$300/day (x2 for commercial)
Other Urban Parks <ul style="list-style-type: none"> • Hog's Back Park • Leamy Lake Park • Vincent Massey Park 	\$300 + \$300/day (x2 for commercial)	\$400 + \$300/day (x2 for commercial)
Public Gathering <ul style="list-style-type: none"> • Urban parks (refer to above listing) • Other urban parks (refer to above listing) 	\$150 \$100	\$300 \$200
Wedding Ceremonies <ul style="list-style-type: none"> • Rockcliffe Park • Mackenzie King Estate 	\$400 for three hours (\$100 per additional hour), plus HST \$400 + GST and QST for three hours	
Urban Parkways <ul style="list-style-type: none"> • Exclusive use • Non exclusive (Sunday Bikedays) • Partial rolling closure 	\$1,000 \$800 \$500	\$1,400 \$1,400 \$500
Gatineau Park <ul style="list-style-type: none"> • Partial closure 	\$200	\$200
Recreational Pathways	\$150	\$200

* currently unavailable due to construction

** national scope events only

Event/Activity Descriptions

Major Event

Public or private event where the total projected attendance exceeds 1,000 people, where equipment is installed and exclusive use of a site is needed.

Small-scale Event

Public or private event where the total projected attendance does NOT exceed 1,000 people, where equipment is installed and where exclusive use of the site is required (or a portion thereof).

Public Gatherings

Public activity where site infrastructures are not required, where equipment is not to be installed on the site and where the site does not need to be used exclusively. The site is usually used for a short period of time as a meeting place to prepare for an activity such as a march

Wedding Ceremonies

The Rockcliffe Park Pavilion can be reserved for wedding ceremonies (maximum: four hours), as can Mackenzie King Estate (non-exclusive). They are available from mid-May to the end of October.

Events on Recreational Pathways/Trails

Public event that requires the use of a portion of a recreational pathway or trail for activities of a non-competitive nature such as walk-a-thons, cycle-thons, blade-a-thons, etc. (The Gatineau Park trail network will allow for events of a competitive nature in approved locations only.) For reasons of public safety, the exclusive use of the recreational pathway network is not permitted. Contact the the NCC for specific guidelines on the use of the recreational pathway network, the Gatineau Park trail network or the Greenbelt trail network.

Events on the Rideau Canal Skateway

Public events that require the use of the Rideau Canal Skateway for activities that are compatible with the intended use of the Skateway. Contact the Urban Core Parks contact to obtain the specific guidelines on use of the Rideau Canal Skateway. Busking activities are not permitted on the Rideau Canal Skateway.

Events on Parkways/Driveways

Public event which requires partial or complete closure of a parkway or driveway to hold activities such as parades, cycling and running races, walks, etc.