



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

Event Purpose: Business Fundraiser Promotional Educational Other

Is this an existing event? Yes No

If yes, date of previous event: _____

Event Description (include a list of all anticipated activities. For weddings, please indicate if ceremony, reception, and photographs are all taking place at proposed location):

Temporary structures that you intend to install during event:

Tents Booths/Kiosks Stages Screens Portable Toilets Fencing
Entry/Exit Points PA / Speakers Generators Lighting Signs/Banners

Other: _____

Anticipated Attendance:

of Event Organizers: _____ # of Event Participants: _____

Target Audience (if applicable): _____

Other Details:

Will alcohol be served? Yes No

If yes, do you intend Sampling Selling

Will admission be collected for event? Yes No

Will vendors be present at the event? Yes No

Will there be music at the event? Yes No

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.

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.