



Special Event Application Form

Rideau Canal National Historic Site of Canada

The purpose of this application is to gather initial information about proposed special events occurring within the Rideau Canal National Historic Site of Canada. 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: 3-6 weeks

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, Ontario 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 the: natural and cultural resources, the safety, health and enjoyment of persons visiting or residing and the preservation, control and management of the Rideau Canal. 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.

Section 1- Applicant Details

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

Is your organization not-for-profit? **Yes** **No**

Note: if yes, a copy of charitable or not-for-profit status must be supplied.

Contact Name:

Contact Title:

Street Address:

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

E-Mail Address:

Website:

Phone:

Cell:

Fax:

Section 2 – Event Description

Event Name:

Event Type (check all that apply) Recreational Activity Community Event Private Event
(weddings, reception, etc.) Commercial Site/Facility Rental

Event Description: include purpose (e.g., business, fundraiser, promotional, educational, etc.) and a list of all anticipated activities (if available, attach proposed schedule of activities). For weddings, please indicate if ceremony, reception, and photographs are all taking place at proposed location:

Section 2 – Event Description (continued)

Site Plan: Include a rough copy of your event site plan with this application form. 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 (circle 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:

Indicate the area of the Rideau Canal where your event will take place. Please be as specific as possible. Attach a site plan highlighting specific area(s) of use during the event:

Set-up Date(s):	Start Time:	End Time:
Event Date(s)	Start Time:	End Time:
Tear Down Date(s)	Start Time:	End Time:
Anticipated Attendance	Target Audience	
Is this a new or existing event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Previous Date (if applicable):	

Section 3 – Event Infrastructure

Parking <input type="checkbox"/> Yes <input type="checkbox"/> No	Details:
Tents/Shelters <input type="checkbox"/> Yes <input type="checkbox"/> No	Details – size, location, purpose of tents:
PA/Sound Amplification: <input type="checkbox"/> Yes <input type="checkbox"/> No Details – location, purpose:	

Start and end times of use:		Sound check/rehearsal times:	
Alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you intend to have: <input type="checkbox"/> Sampling <input type="checkbox"/> Selling			
Please provide details on how alcohol will be served/consumed. Note that the sale and consumption of alcohol is governed by provincial liquor laws			
Booth/Vendor Kiosks: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Location(s)	Size(s)	Purpose	
Power: <input type="checkbox"/> Yes <input type="checkbox"/> No Generator <input type="checkbox"/> Yes <input type="checkbox"/> No		Purpose:	
Planned Location(s)	Purpose		
Toilet Facilities: <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)			
Section 3 – Event Infrastructure (continued)			
Portable Toilets Planned <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Number	Planned Locations	
Water: <input type="checkbox"/> Yes <input type="checkbox"/> No			
First Aid: <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, provide details)			
Music: <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, provide details)			
Alternate (indoor) location: <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, provide details)			
Additional parking: <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, provide details)			
Other:			
Other:			
Section 4 – Large Events			
A public or private event is considered a large event when the total projected attendance (including staff, spectators and volunteers) exceeds 50 people, where equipment is installed and the extensive use of the site is required. 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 & Public Health Management, Noise Management			
Section 5 - Insurance			
You will be required to obtain public liability insurance in such amounts and on such terms as a prudent operator should maintain with “His Majesty the King, in Right of Canada, as represented by the Minister of Environment for the purpose of the Parks Canada Agency” as an additional 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.			
Section 6 – Contact Us			

Please return this completed form and any supporting documentation to:

Benjamin Gales
Visitor Services Officer
Rideau Canal National Historic Site
613-410-8722
benjamin.gales@pc.gc.ca

Section 7 – What Happens Next

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.

Once we have reviewed all aspects of your application, you will be assigned a contact with Parks Canada, and that person will let you know if you have received preliminary approval. At that time, you will be informed of what additional documentation is required. Final approval of your event will only be confirmed when the required documentation has been received and approved in writing by Parks Canada.

Section 8 – Applicant Declaration

I HEREBY VERIFY AND CONFIRM that all information provided is true and accurate, that I will comply with the special event 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.

Applicant Signature

Date

For Office Use Only

Date completed application received

Received by

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>