



## APPLICATION TO ORGANIZE ACTIVITY OR USE SITE

### PLEASE

complete this  
application form

Applications for business licences will receive an answer within 15 working days following receipt of all the required documents and the completion of the environmental and cultural impact assessment

Applications for special events permits will be processed according to following periods: the deadline to submit an application for a new activity that will take place in the winter (between November 1 and April 30) is September 1. For an activity that will take place in summer (between May 1 and October 31), February 1.

**PLEASE RETURN THE APPLICATION TO**  
**[permits-lamauricie@pc.gc.ca](mailto:permits-lamauricie@pc.gc.ca)**

Thank you for your interest in organizing your activity at La Mauricie National Park. To assist you in presenting your application, please complete the form.

## TERMS

All activities are subject to Parks Canada's fees policy as well as the fees applicable at La Mauricie National Park, in particular entry fees and accommodation fees, as well as fees for the use and/or rental of infrastructures.

All activities are also subject to Parks Canada's communication policy.

All activity requests submitted will be subject to an environmental and cultural impact assessment.

Your request will be processed following receipt of the duly completed form, including all the documents mentioned as required. To be approved, certain conditions apply, which may vary depending on the nature of the request. Feel free to highlight how your activities contribute to helping Parks Canada protect and showcase the natural and cultural heritage of La Mauricie National Park.

We will review your request and let you know if the site is available, whether or not it is suitable for your event or activity and what documents and authorizations will be required before we can obtain final approval. Once this approval has been obtained, when holding their activity, the permit holder must agree to respect the conditions, if any, issued by the Parks Canada Agency.

## CONDITIONS

The request must be submitted early enough to allow the environmental impact study to be carried out, which may in some cases require a posting of 30 days before obtaining the result.

Parks Canada reserves the right to reject any application at its discretion. Parks Canada declines all responsibility for commitments made by the applicant to third parties in the event that the application is rejected.

Parks Canada collects fees set out in the Canada Gazette specific to activities carried out on its territory.

## CONTACT US

**Parks Canada – La Mauricie National Park**  
**La Mauricie and Western Quebec Field Unit**

### Permit Team

[permits-lamauricie@pc.gc.ca](mailto:permits-lamauricie@pc.gc.ca)

50 chemin du Lac Goulet  
St-Mathieu-du-Parc (Québec) G0X 1N0  
Canada

SECTION 1   ORGANIZATON INFORMATION					
ORGANIZATION NAME				LEGAL STATUS	
MAIN CONTACT PERSON		TITLE		EMAIL	PHONE
ORGANIZATION EMAIL (if different)		WEB SITE		FAX NUMBER	OTHER PHONE
MUNCIPAL ADDRESS		CITY		PROVINCE	POTSTAL CODE
POSTAL ADDRESS (if different)		CITY		PROVINCE	POTSTAL CODE
OTHER CONTACT PERSON		TITLE		EMAIL	PHONE
TITLE OR NAME OF THE ACTIVITY/EVENT					
DATE OF APPLICATION					
PERMITS # (if it is a renewal)					
IN CASE OF A RENEWAL GO DIRECTLY TO SECTION 2B					
SECTION 2A EVENT/ACTIVITY PROFILE					
ORGANIZATION'S MISSION					
EVENT/ACTIVITY DESCRIPTION					
OCCURRENCE		PUNCTUAL		RECURRING	FIRST EDITION
PUBLIC OR PRIVATE EVENT/ACTIVITY			PUBLIC		PRIVATE

SECTION 2B SCHEDULE AND USE OF PREMISES		
ACTIVITY/EVENT SCHEDULE (date, period, frequency, start time, end time)		
Planned postponement date		
TERRITORY USE (describe desired spaces, buildings and resources and their intended use)		
NUMBER OF PARTICIPANTS EXPECTED		
TARGET AUDIENCE AND/OR PROFILE OF PARTICIPANTS (age, level of physical fitness, level of experience, etc.)		
PRICING DETAILS FOR YOUR ACTIVITY/EVENT		
PRICE LIST ATTACHED	YES	NO
Are the revenues paid for a charitable, philanthropic cause? If yes which one?		
DATE AND DURATION OF SET UP		
DATE AND DURATION OF DISMANTLING		
NUMBER OF PEOPLE IN THE ORGANIZING TEAM (employees, volunteers, supervisors, etc.)		
SALES (alcohol, food, products, merchandise, etc.		

SECTION 3     DEPLOYMENT AND LOGISTIC REQUIREMENTS		
Describe the items checked with precision (number, capacity, dimension, location, type, function, etc.). If this is a permit renewal and the logistical needs are the same as the previous permit, proceed to section 4.		
No equipment required		
Marquees installation		
Kiosks installation		
Stage installations		
Audio-visual projection		
Audio system		
Parking		
Portable sanitary facilities		
Fences, crowd barriers		
Signage, signs, banners		
Generators		
Boats		
Motorized equipment		
Trailers		
Combustible use		
Drinking water requirement		
Supplying stations		
Cooking equipment		
Heaters		
Electricity needs		
Others		
MAP OR SKECTCH ATTACHED		YES
		NO

SECTION 4 VISIBILITY

COMMUNICATION PLAN (The person in charge of the activity may not issue press releases, publications or advertisements relating to the activity mentioning the participation of La Mauricie National Park, before having obtained the consent of Parks Canada with respect to to the preparation, form or content of these communication and/or advertising tools.)

COMMUNICATION PLAN ATTACHED	YES	NO
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PROMOTIONAL ACTIONS PLANNED

PRESENCE OF MEDIA OR V.I.P.

SHOOTING, FILMING

PARTNERS OR SPONSORS

SECTION 5 FURTHER INFORMATION

## Documents required by Parks Canada if activity is accepted

- **General liability insurance certificate providing coverage of 2 to 5 million dollars (1000 persons and + = 5 million dollars mandatory)**  
HER MAJESTY THE QUEEN IN RIGHT OF CANADA REPRESENTED BY THE MINISTER OF THE ENVIRONMENT, ACTING FOR THE PARKS CANADA AGENCY (La Mauricie National Park) must appear as the “co-insured party” or additional insured party on the applicant’s insurance
- **A copy of the certificate of incorporation or business registration**
- **Emergency/evacuation plan for the activity**  
  
If the organization does not have a plan, La Mauricie National Park can provide a model. The plan will be approved by the security department of La Mauricie National Park.
- **Detailed operational requirements and logistics plan**
- **Sanitary plan**
- **Proof of certification or competence of resource persons**  
(rescuers, instructors, guides, trainers, supervisors, etc.)
- **If applicable, a license from the provincial authorities for the sale or service of alcoholic beverages**

EMERGENCY AND SUPPORT PLAN

PERSON IN CHARGE OF EMERGENCY AND SECURITY	TELEPHONE	EMAIL
PLAN AUTHOR (If different from the person in charge)	TELEPHONE	EMAIL

SECTION 1 DESCRIPTION

DESCRIPTION (Context, route, course, distance, checkpoints, duration of stages)

LIST OF POTENTIAL HAZARDS AND INCIDENTS (injuries, falls, illnesses, conflicts with wildlife, etc.)

PROPOSED MITIGATION MEASURES TO REDUCE RISKS

SECTION 2 LOGISTIC AND SUPPORT

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EMERGENCY PUBLIC SERVICES INVOLVED

SUPPORT STAFF (Number, function, training)

ESCORT VEHICLES (Number and function)

OTHER HUMAN RESOURCES (Number, function)

SECTION 3 SAFETY, EMERGENCY AND FIRST AID EQUIPMENT

EMERGENCY KITS, FIRE EXTINGUISHERS, AED, EPINIPHRIN, ETC.



SECTION 4 COMMUNICATIONS

NUMBER AND TYPE OF DEVICES, DEPLOYMENT (Please note that the cellular signal is intermittent in the park)

CALL PROTOCOL AND TRANSMISSION OF INFORMATION, EMERGENCY NUMBERS, ETC.

SECTION 5 PROCÉDURES D'URGENCE ET D'ÉVACUATION

SECTION 6 INCIDENT FOLLOW-UP PROCEDURES

SECTION 7 OTHER INFORMATION

SANITARY PLAN

NOTE: PLAN TO BE PROVIDED ACCORDING TO THE CONDITIONS IN FORCE