



## APPLICATION FOR USING THE GROUNDS

This form must be completed in order to submit to the National Battlefields Commission (NBC) an application for holding an event in the National Battlefields Park. **Please note that completing this form does not constitute an approval.** To consult the *Policy for Using the Grounds* please go to:

<http://www.ccbn-nbc.gc.ca/en/about-us/reports-and-policies/> . **A non-refundable 40 \$ (taxes included) administration fee must be submitted with this application form.** A minimal delay of **30 days** is expected for the analysis of a request. This period begins upon reception of the administration fees.

### Instructions :

All mandatory fields marked with an asterisk must be filled out.

If you need more space, use an appendix sheet to complete your answer.

If you expect the event in question to be partly held in the streets of Québec City, you must send us the authorization issued by Québec City.

Be sure to provide all the mandatory information as well as the required vouchers and permits, if applicable.

The form can be forwarded online or by mail, fax or e-mail.

National Battlefields Commission  
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### INFORMATION ON THE ORGANIZER

Name of organization\* :

Address\* :

City\* :

Province\* :

Postal Code\* :

Is this a non-profit organization?\* (If so, you must forward a copy of the charitable or non-profit organization status) :

Name of person in charge\* :

Title\* :

Telephone\* :

Cell phone\* :

Fax :

E-mail\* :

## EVENT DESCRIPTION

<b>Name of event* :</b>			
<b>Type of event</b> (cultural, educational and civic, citizens' movement, film and photo shoots, sports) :			
<b>Admission fees :</b>		<b>Purpose :</b>	<b>Cost :</b>
<b>yes</b>	<b>no</b>		
<b>Desired location for holding the event in the park :</b>			
<b>Date of event :</b>		<b>Event start time :</b>	<b>Event end time :</b>
<b>Date set for the mobilization of the infrastructures</b> (date of arrival of one or more equipments) :			
<b>Date set for the demobilization of the equipment</b> (total removal of equipments) :			
<b>Target population :</b>			
<b>Number of people expected :</b>			
<b>Description of event :</b>			
<b>Is this a new event :</b>			
<b>yes</b>	<b>no</b>		
<b>Event security</b>		Note : You must attach a map showing volunteers and security agents' location during the event.	
<b>Agency</b>	<b>Volunteers</b>	<b>Others :</b>	<b>Number of responders :</b>
<b>Stage</b>		<b>Dimensions :</b>	
<b>yes</b>	<b>no</b>	<b>Purpose :</b>	
<b>Sound system</b>		Note : There is no power supply in certain areas of the park. The use of electricity is only authorized during major events intended for the general public.	
<b>yes</b>	<b>no</b>	<b>Description :</b>	
<b>Hours of use :</b>			
<b>Location :</b>			
<b>Sound testing :</b>			
<b>Number and duration :</b>			
<b>Tents – Big Tops – Booths</b>		Note : These installations must be held in place by counterweights not stakes. No installation is allowed inside the drip line.	
<b>yes</b>	<b>no</b>	<b>Location :</b>	
<b>Dimensions :</b>			
<b>Activities inside the tents</b> (description) :			

<b>Booths</b> <b>yes</b> <b>no</b>	Note : All booths must be secured with counterweights not stakes. No infrastructure can be installed under the vertical projection of tree crowns.
<b>Number of booths :</b> <b>Content :</b>	<b>Dimensions :</b> <b>Location :</b>
<b>Alcohol</b> <b>yes</b> <b>no</b>	Note : It is forbidden to drink alcohol on NBC grounds, except as provided. A licence issued by the <i>Régie des alcools, des courses et des jeux</i> (Québec) is required to sell or drink alcohol. If you wish to sell or distribute alcohol, please give us as much information as possible.
<b>Please provide detailed information :</b>	
<b>Food</b> <b>yes</b> <b>no</b>	Note : Sanitary and safety standards must be observed. It is necessary to hold a proper licence issued by the <i>Ministère de l'Agriculture, des Pêches et de l'Alimentation du Québec</i> .
	<b>Description :</b>
<b>Electricity</b> <b>yes</b> <b>no</b>	Note : There is no power supply in certain areas of the park.
<b>Generators</b> <b>yes</b> <b>no</b>	Note : Generators must be equipped with a spill kit.
<b>Total number</b>	<b>Location :</b> <b>Purpose :</b>
<b>Water</b> <b>yes</b> <b>no</b>	Note : There is no water supply in certain areas of the park.
	<b>Purpose :</b>
<b>Toilets</b> <b>yes</b> <b>no</b>	Note : The event organizer is responsible for installing a sufficient number of toilets.
<b>Total number :</b>	<b>Location :</b>
<b>Street closing</b> <b>yes</b> <b>no</b>	Note : No closing of the park is allowed. If it is unavoidable, a request must be submitted to the NBC for consideration and authorization. Charges will apply.
<b>Pyrotechnics</b> <b>yes</b> <b>no</b>	Note : A permit from the <i>Service de prévention contre l'incendie</i> in Québec City is required.
	<b>Location :</b>
<b>Parking</b> <b>yes</b> <b>no</b>	<b>Description of needs :</b>
<b>Posters and Banners</b> <b>yes</b> <b>no</b>	Note : Installations must be self-supporting; in no case should they be installed on the buildings, the vegetation, the monuments or on any other stationary equipment in the park. Sponsors' posters and banners must be limited and esthetic.
<b>Description of any posting, signage, or sponsor project, etc. :</b>	
<b>Sustainable development</b>	
<b>Measures to ensure sustainable development</b>	
The National Battlefields Commission requires from organizers that they minimize the environmental impact of the event they plan to hold and that, to this end, set up strategies aimed at enhancing environmental protection. That they supply a detailed plan showing that your organization has set up measures to reduce waste, ensure recycling, energy efficiency, set up parking restrictions, ensure the proper use and conservation of water, promote public transit and reduce greenhouse gas emissions.	

**Site maps :**

Please provide a site map with caption. The map must specify the dimensions and location of the infrastructures for the event, including the following :

- Fences
- Tents, big tops, booths
- Stages
- Posters and banners
- Sound system and loudspeakers
- Light towers
- Emergency evacuation zones
- Portable toilets and sinks
- Trash cans and recycling bins
- Points of entry / exit
- Volunteers / security agents' location and assigned tasks

**User fee for the grounds and third-party liability insurance :**

Please note that licence holders must provide evidence of third-party liability insurance for a minimum of \$2,000,000 according to the type of event. A higher amount may be required. The National Battlefields Commission and Her Majesty the Queen in right of Canada must be named as additional insured. Your certificate must be provided at least two weeks before the event is held.

Once we have received the application, the event will be assessed. If it is accepted, the price determined by our *Policy for Using the Grounds* will apply. (<http://www.ccbn-nbc.gc.ca/en/about-us/reports-and-policies/>)

**This duly completed form must be forwarded at least 30 days before the desired date for holding an event involving minor activities and 90 days before the desired date for important and major activities. Once we have analysed your request according to our *Policy for Using the Grounds*, we will inform you of our decision regarding the preliminary approval.**

**At that time you will also be informed of the requirements relevant to the event. These may include without being limited to : occupancy expenses, visits of the premises by the surveillance team and plans of the event.**

A detailed plan includes the following :

- Traffic management;
- Noise management
- Temporary structures
- First aid and public health
- Health-care facilities, toilets and installations
- Safety and emergency situation management
- Electricity and lighting, including energy performance measures
- Site management plan
- Site map approved by our monitoring team
- Waste management, including waste reduction and recycling

**Privacy statement and protection of personal information :**

**Reason for collecting information :** For purposes of event management on NBC grounds.

**Documents required :** The request for authorization to hold an event is voluntary. However, a duly completed request form is required to hold an event on NBC grounds.

**Statement of applicant**

**I attest that, to my knowledge, all the information provided in this form is true and accurate. I understand that an incomplete form could delay the processing of my request for authorization or cause it to be rejected. I also acknowledge that additional information could be requested of me. I understand that this application in no way constitutes an approval of the event or a guarantee that the premises are available.**

NAME OF ORGANIZER

DATE

**Our contact information :**

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