



**Special Event Application**  
**Parks Division**  
**Tourism, Culture, Arts and Recreation**

A **Special Event Permit** must be obtained for any activity carried out by an individual, group, organization, or association that, by its nature and scope, requires special provisions, such as, but not limited to, directional signs, tents, or equipment set-up, or is an event advertised to the public. Special events may include, but are not limited to, local or family functions (i.e. family reunion) and community and provincial events (e. g. community festival activities, organized outdoor events). Events organized for profit will be subject to review in order to determine whether they will be permitted within a provincial park. If approved, an event organized for profit will be subject to a detailed agreement between the Province and the event organizer. There is no fee required to obtain a special events permit. A special event application must be submitted at least 30 days prior to the proposed date of the event.

**Requirements**

- For events occurring between May and September applications must be submitted at least 45 days in advance.
- The application must include:
  1. Completed special events permit application form;
  2. Detailed outline of the proposed schedule of activities including times;
  3. A map of the locations you propose to use within the park;
  4. Detailed safety plan including types and locations of safety personnel, first aid/ambulance requirements, safety signage, emergency communications, etc.; and
  5. Proof of liability insurance (minimum \$1,000,000).
  6. An operational and traffic accommodations plan
- The proponent must ensure that the Parks Division is fully informed throughout the planning, preparation, and execution of the event. Please contact Parks Division at 709-637-2040 or [info@parksnl.ca](mailto:info@parksnl.ca).
- Submit the application to:

**Parks Division**  
**Dept. of Tourism, Culture, Arts and Recreation**  
**P. O. Box 2006, 84 Mount Bernard Avenue**  
**Corner Brook, NL A2H 6J8**  
**Or by Fax at 709-637-8060**

**Note:**

1. Some types of events may not be subject to approval. Examples include events that would involve a safety risk to participants/spectators or that have the potential to damage park facilities or resources.
2. Events that occur on highways/roadways under the jurisdiction of the Department of Transportation and Infrastructure must have approval from that department. The Department of Transportation and Infrastructure can be contacted at 729-2300. Parking of vehicles is normally only permitted in designated parking areas. A detailed operational and traffic accommodations plan will be required before approval for a special event permit will be considered.
3. Where food will be available for the event, the *Standard Health Guidelines for Temporary Food Establishments* will be applied. A copy of these guidelines can be found at [http://www.servicenl.gov.nl.ca/licenses/env\\_health/food/temp/temporary.pdf](http://www.servicenl.gov.nl.ca/licenses/env_health/food/temp/temporary.pdf)
4. Other permits, licenses, and permissions may be required from other provincial and/or federal authorities. These may include, but are not limited to, electrical permits, permits for offsite promotional signage and arrangements for sanitation services. The proponent is responsible for obtaining all required permits prior to the event.
5. A permit cannot be reassigned by the applicant to another party without the express written consent of the Department of Tourism, Culture, Arts and Recreation.
6. Please attach additional information if there is insufficient space on this form.
7. Registered, not for profit charitable organizations will have their charitable status verified by the Department of Tourism, Culture, Arts and Recreation.

1. Name of Group/Organization and/or Event Sponsor: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Charitable Registration Number (the applicant must be in good standing with the charitable registry):

\_\_\_\_\_

2. Is this a fundraising event? Yes      No      If yes, please name the organization(s) for which funds are being raised.

\_\_\_\_\_

3. Mailing Address:

P.O. Box/Street Address \_\_\_\_\_

City/Town \_\_\_\_\_

Province \_\_\_\_\_

Postal Code \_\_\_\_\_

4. Event Coordinator Contact Information:

Name \_\_\_\_\_

Home/Work \_\_\_\_\_

Cell \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

5. Other Contact Person (if applicable): \_\_\_\_\_

6. Name of Event: \_\_\_\_\_

7. Date(s) and Time(s) Desired: \_\_\_\_\_

8. Name of Park Required: \_\_\_\_\_

9. Description of Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Event Date and Time for Setup From: \_\_\_\_\_ To: \_\_\_\_\_

11. Event Date and Time for Cleanup From: \_\_\_\_\_ To: \_\_\_\_\_

12. Event Sponsor (s) \_\_\_\_\_

13. Estimated Number of People Involved in Event: \_\_\_\_\_

Participants: \_\_\_\_\_ Volunteers: \_\_\_\_\_ Spectators: \_\_\_\_\_

14. Will the Event take place on constructed facilities/trails/roads? Specify:

Activity and Location: \_\_\_\_\_

Activity and Location: \_\_\_\_\_

Activity and Location: \_\_\_\_\_

Activity and Location: \_\_\_\_\_

15. Trails, roads and facility areas to be used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

16. Please provide a detailed map (topographic preferred) showing the requested location(s) for the event. Please provide information on the main staging areas, start/finish areas, etc.

Map attached? Yes / No

17. Will traffic control, for either vehicle or pedestrian, need to be stopped or controlled at any time during the event? Please provide details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

18. Is the Event occurring in partnership with any other government or municipal jurisdictions (i.e. nearby

community)? If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. What safety measures will be in place to prevent or address injuries or accidents? (Please list any safety and information signage, Safety/first aid/ ambulance personnel in attendance, safety structures, etc.) Provide details under a "Safety Plan"

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Does the event involve equipment and/or facilities setup (i.e. tents, buildings, tables, fencing, barriers, signage, trail markings, sound equipment, staging, etc.) All structures erected for the event must be removed within 24 hours of the conclusion of the event. Provide details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. What temporary structures or facilities required to support the event will be brought in or built? (e.g. toilets, garbage facilities, tents, heating devices, fuel, etc.)? \_\_\_\_\_

\_\_\_\_\_

22. Will there be food vendors operating at the event? The appropriate permits must be obtained from the regional Government Service Centre.

\_\_\_\_\_  
\_\_\_\_\_

23. How will visitors to the site, who are not participating in the event, be impacted by the event and what efforts will you undertake to mitigate these impacts? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

24. Please detail the proposed method for advertising the event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

25. Provide information on fees for goods and services offered for sale.

\_\_\_\_\_  
\_\_\_\_\_

26. Will alcohol be sold or provided at the event? Yes / No

27. List other permits that will be required from other agencies.

\_\_\_\_\_

---

28. Have you previously obtained a permit for the same or similar event? If yes, please provide details:

---

---

29. Please provide information on your experience in organizing similar events: \_\_\_\_\_

---

---

30. Please provide any additional information below or attach on separate sheet:

---

---

---

---

---

---

---

---

---

---

**Please provide any other information related or connected to the event. This may include but is not limited to the following:**

- A list of all rules and regulations to be imposed by the sponsor and/or organizers of the event.
- A plan for traffic and pedestrian controls, site security, onsite communications and parking.
- A plan for garbage and sewage collection and disposal and other sanitary measures both during and after the event.
- If the event is being held at night, an explanation as to why this is required.
- Expected media coverage for the event.

**REQUIRED ATTACHMENTS TO APPLICATION:**

- Detailed outline of the proposed schedule of activities including times and locations to this application.
- A map of the locations you propose to use within the park.
- Detailed safety plan including types and locations of safety personnel, first aid/ambulance requirements, safety signage, emergency communications, training courses completed by event staff, etc.
- Proof of liability insurance. Attach a copy of valid policy.

**\*Please note that in order to fully evaluate the application, further information may be requested (i.e. a reclamation plan if required)**

**Cancellation**

If a permit is issued, please note that the permit may be cancelled immediately by the permitting authority if the Applicant or any participant or attendee or the group, organization, or event fails to comply with any

provision of *The Provincial Parks Act*, its related Regulations, or any of the terms and conditions of the permit, or the description of the event in the permit and/or this application. All costs associated with the cancellation by the permitting authority will be the sole responsibility of the Applicant. Any unauthorized structures or works left in the Park, may be removed by the Park Manager at the Applicant's sole cost.

**The Department shall not be liable for, and the Applicant and the related Group or Organization shall indemnify and save harmless the Department and its representatives, employees and agents against all losses, costs, charges, or expenses incurred by the Department and its representatives, employees and agents as a result of actions, claims or awards for compensation at law, equity or under any applicable legislation, made or brought by, against, suffered by or imposed upon the Department and its representatives, employees or agents including by a third party, as a result of or related to the use of the Park by the Applicant, related Group or Organization, event sponsor(s), employees, agent or volunteers.**

Issuance of a permit is in no way an endorsement by the Government of Newfoundland and Labrador of the event, activities or goals. The Applicant is responsible for all damages incurred to the park as a result of this event. A departmental representative and the event organizer will inspect the site upon conclusion of the event to assess for damages.

- ❖ I confirm that the information given in this application is, to the best of my knowledge and ability complete, true and accurate.
- ❖ I certify that neither the applicant nor its officers are involved in any litigation or in any proceedings before any government board, agency or tribunal which have not been disclosed in writing as an attachment to this application.
- ❖ I will provide all information required by the Department of Tourism, Culture, Arts and Recreation (TCAR) to complete the assessment of this event and I authorize TCAR to make any inquiries of such persons, firms, corporations or other government agencies as it deems necessary in order to reach a decision on this application.
- ❖ I authorize TCAR to consult with Government departments and agencies and other relevant third parties.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Your personal information is being collected in accordance with section 61(c) of the Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015) and will be used for the purpose of assessing a special event application. Any questions or comments can be directed to TCAR-ATIPP@gov.nl.ca or the ATIPP Coordinator at (709) 729-7000

Event Approved (    )

Rejected (    )

Permit No.: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Signature: \_\_\_\_\_

Director, Parks Division