

Expression of Interest in Conducting an Event Form

The following document is the first step in requesting use of our sites and facilities. In order for us to process your request promptly please complete all sections, attach any further information you deem of interest (site map, background information on your organization, etc.) and return it by mail or fax to:

**Urban Lands and Transportation Division
Special Events Support and Public Use Facilities Section
202-40 Elgin Street
Ottawa, CANADA
K1P 1C7**

FAX: (613) 239-5336

GENERAL INFORMATION

Name of proposed event:

Name of organization:

Contact person:

Address:

Telephone (office):

Telephone (home):

Cellular:

Fax:

EVENT RATIONALE:

**Is this a profit or non-profit event?
What is the anticipated attendance?
What is the purpose of your event?**

What would your event consist of?

When would you hold your event?

Set-up date(s) and schedule:

Actual event date(s) and schedule:

Removal of installations and schedule:

SITE SPECIFICS:

Referring to the chart below, what would be your preferred venue for this event?

NCC Parks and Pathways	A	B	C	D	E	F	G	H	I	J	K	L	Event Types
1. Astrolab Amphitheatre	X	X	X	X	X							700	II
2. Confederation Park	X	X	X			X						7,000	I, II, III
3. Hog's Back Park	X			X		X	X		X	X		2,000	II, III
4. Jacques-Cartier Park South	X							X				9,000	II, III, V, VI
5. Jacques-Cartier Park North	X	X	X			X	X					11,000	I, II, III, V
6. LeBreton Flats	X	X										20,000	I, II, III, V, VI
7. Leamy Lake Park	X			X		X	X	X				X 1,000	I, II, III, V
8. Major's Hill Park		X	X	X								8,000 to 10,000	III
10. Rockcliffe Park Gazebo				X		X		X		X		100	weddings only
14. Vincent Massey Park	X	X	X	X	X	X	X	X	X	X		1,000	I, II, III, VIII, IX
15. Ottawa River Parkway	X							X					IV
16. Colonel By Drive	X												IV
17. Queen Elizabeth Drive	X												IV
18. Gatineau Park Parkways	X												IV
19. Rockcliffe Parkway	X							X					IV
20. LeBreton Campground				X			X	X	X				VIII
21. Mackenzie King Drive	X	X	X	X			X			X		500	II, III, IX
22. Recreational Pathways (150 km)	X												V

LEGEND	TYPES OF EVENT PERMITS
A) Universal access	I Major
B) Electrical source	II Small-scale
C) Water source	III Public gatherings
D) Toilets	IV Parkway/Driveway use
E) Amphitheatre	V Recreational pathway use
F) Picnic site	VI Balloon launch
G) Picnic tables	VII Camping events
H) Parking facilities	VIII Camping (tents only)
I) Shelter	IX Picnics
J) Wedding site	X Weddings
K) Food concession	
L) Park capacity	
M) Types of events	

FURTHER INFORMATION

Will you require any of the following? If so, please attach details to this form:

- | | | |
|----------------------------|------------------------------|-----------------------------|
| Access to water | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Access to electricity | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Access to public washrooms | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Street/parkway closures | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Will you be using any of the following? If so, please attach details to this form:

- | | | |
|---|------------------------------|-----------------------------|
| Aircraft/hot air balloon, etc. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Animals | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Audio-visual equipment
(including amplification equipment) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Fireworks | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Rides/amusements | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Structures

Please provide details of proposed structures, e.g., toilets, marquees, tents, stages, rides, etc. Include number and size of individual structures:

Signage/Wayfinding

Please provide details of proposed signage. Include size, number, preferred locations, method of attachment, etc.:

Sponsorship and Marketing Signage

Please provide details of proposed publicity/promotion of the event and a list of sponsors:

Security

Please provide details of proposed security at the site:

Please provide details of proposed crowd- and vehicular-control measures:

Will you have any manned pedestrian crossings?
Will any alcohol be served on the site?

Emergency/First aid

Please provide details of first aid/emergency services and the emergency response plan that will be in place during the event:

Catering/Food Concessions

Please provide details of all catering arrangements. Include food vendors, self-catering, professional caterers, etc.:

Merchandising/Vendors

Please provide details on any merchandising/vending which will take place during your event:

Staffing/Monitoring

Please provide information on your organization's staffing plan for the event, including monitoring of the site:

Community Issues

How are noise issues being addressed? Are there any other issues that we should know about?

What communication tools will you use to inform nearby residents, municipal authorities and/or any other groups that may be affected by your event?

Sound Systems

Provide technical specification of stage and sound equipment (sound boards, multi-source systems):

Headliners

Please provide a list of stage performers:

The National Capital Commission will endeavour to respond favourably to your request. Please ensure that you have provided all the necessary information relating to the event.