
Application to hold an event or activity on the Chelsea's territory (formal authorization)

This form must be submitted 60 days before the event.

About the Form

Any person or organization must complete this form and obtain authorization from management of the Municipality of Chelsea to hold an activity or an event in a park, on a road or street belonging to the Municipality of Chelsea.

Please note that completing this form is not an approval.

Important:

- 1- Make sure you have completed all fields correctly before submitting your application
- 2- Do not forget to attach the necessary annexes to analyze your application

You can return the form by mail, fax, e-mail or in person.

**Municipality of Chelsea
100 Old Chelsea Road
Chelsea, Quebec J9B 1C1
Fax: 819-827-2672
Email: loisirs@chelsea.ca**

Please note that for events taking place on Route 105 from Alonzo Bridge to Old Chelsea Road, as well as the entire stretch of Old Chelsea Road, are owned by the Québec Ministry of Transportation (MTQ). If your event is to be held entirely or partially on one of these areas, you must make your request directly to MTQ.

If you require information, contact 819-827-6228

SECTION 1 : ORGANIZATION OF THE EVENT

Applicant information	
Contact person	
Title	
Address	
Mobile phone number	
Email	

Event Information	
Event Name:	Name of Lead Organization :
Event Start Date:: (AAAA/MM/JJ)	Event End Date: (AAAA/MM/JJ)

PROJECT

Project Description (maximum 100 words):

Check the type of activity

- | | | | |
|---------------------------------------|---|--|--|
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Community recreation | <input type="checkbox"/> Outdoor competition | <input type="checkbox"/> Social events |
| Community | | | |
| <input type="checkbox"/> Fairs | <input type="checkbox"/> Sports activities | <input type="checkbox"/> Outdoor shows | <input type="checkbox"/> Commercial activities |
| <input type="checkbox"/> Celebrations | <input type="checkbox"/> Roadblocks | <input type="checkbox"/> Running / Walking | <input type="checkbox"/> Other : |

Do you consider your event to be environmentally friendly? Yes No

The set-up of the site is scheduled on: (AAAA/MM/JJ)

The take down of the site is scheduled for: (AAAA/MM/JJ)

Do you plan to advertise on the territory (you must post according to the standards of the municipal by-law n° 639-05)

- Yes No

If yes, please indicate the platforms

- Press conference Newspapers Internal (membership) Social media
 Others :

Description of the clientele and/or participants

- 0-5 years old
6-12
13-17
18-59
60 years and over
People with disabilities
Families
No target audience
Other (please specify): _____

What is the expected number of participants : _____

The desired site (note that if the sites are on private land, written authorizations from the owners are required)

- Site # 1 : _____ Public Private
Site # 2 : _____ Public Private
Site # 3 : _____ Public Private
Site # 4 : _____ Public Private
Site # 5 : _____ Public Private
Site # 6 : _____ Public Private

Do you plan to install structures (specify number e.g.: 2 toilets)?

- Porta Potty _____ Estrade _____ Other games _____ Food Trucks _____
 Tents _____ Bouncy castle _____ Barricades _____
 Stage _____ Giant games _____ Other specify: _____

A municipal official could visit the site once set-up is complete, to ensure compliance.

Do you plan to sell products on the site?

- Yes No

If yes, please specify

- Food Non-alcoholic beverage Alcoholic beverage Promotional items
 Other :

If you check yes to alcoholic beverages, please attach a copy of your permit

: _____

https://www.racj.gouv.qc.ca/fileadmin/documents/Accueil/Formulaires_et_publications/Formulaires/Alcool/RACJ-1042.pdf

If check yes to foods please attach a copy of the permit : _____

https://cdn-contenu.quebec.ca/cdn-contenu/adm/min/agriculture-pecheries-alimentation/alimentation/permis-restauration-vente-detail/FO_demande_permis_sans_but_lucratif_evenements_MAPAQ.pdf

Do you plan to use B.B.Q.?

- Yes No

If yes, how many? _____

Please note that an ABC fire extinguisher (Minimum 5lb) is mandatory for each B.B.Q.

Do you plan to install an outdoor fireplace?

- Yes No

If yes, indicate how many? _____

Please note that an ABC fire extinguisher (Minimum 5lb) is mandatory for each fireplace. (No open fires will be accepted)

Do you plan on playing music ?

- Yes No

If so, you must respect the standards of the municipal by-law n° 639-05

SECTION 2 : ON SITE SECURITY

Do you plan to use energy sources?

- Yes No

Si oui, indiquez via quelle source

- Hydro-Québec Generator Others : _____

Are you planning a road closure?

Please note that certain authorizations may be required. (MRC Police, Municipality, MTQ, NCC, Sureté du Québec, etc.)

Path / road	
Path / road	
Path / road	

A signage plan issued by a professional engineer is required. Please add your plan in section 3 of the attached form.

Emergency contacts

Responsible for event security

Person in charge	
Cellular phone number	
Email	

Responsible for first aid and CPR?

Person in charge	
Cellular phone number	
Email	

Road traffic coordinator

Person in charge	
Cellular phone number	
Email	

Person in charge of parking

Person in charge	
Cellular phone number	
Email	

IMPORTANT: Is the MRC police department informed in writing of the project/event?

Yes No N/A

Following your communications, will they be present at the site?

Yes No N/A

SECTION 3 : EMERGENCY EVACUATION PLAN

Do you have a valid proof of liability insurance?

Yes No

INSURANCE: If you have an insurance Policy in formce please attach it to this application. Int, Then you must ubtain a Civil Protection Insurance Policy of at least \$ 2 million per event.

Site map (you may attach a map to this application)

All the elements indicated in your requests must be visible on your site map.

What is your emergency evacuation plan? (You may attach a plan to this application)

Your evacuation plan must consider all possible emergencies (fire, tornado, torrential rain, etc.)

SECTION 4 : SIGNATURE

I, _____ declare that the information provided in this form is, to the best of my knowledge, true and complete.

I understand that the municipality assumes no responsibility for the actions taken during the said event/activity.

Signature: _____ Done at _____ on this _____ 2025

For : _____

(Name of the organization)