



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

This form must be submitted 60 days before the event.

About the Form

Any individual or organization must complete this form and obtain authorization from the Municipality of Chelsea in order 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 appendices 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 Route 105 from Alonzo Bridge to Old Chelsea Road, as well as the entirety 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 the MTQ. **If you require information, contact 819-827-6228**

SECTION 1: ORGANIZATION OF THE EVENT

Name of the event: _____

Date of the activity: _____

Start and end time: _____

Name of the organization or organizing group: _____

Name of the person in charge: _____

Telephone: _____

Email address: _____

The preparations planned for: _____

The site clean-up planned for: _____

Type of activity: _____

Fundraising: _____

Fair: _____

Community recreation: _____

Sports activities: _____

Outdoor competition: _____

Open-air show: _____

Social activity: _____

Promotion: _____

Other: _____

Do you consider your event eco-responsible? _____

Do you plan to post advertising on the territory? _____

(If so, you must comply with the standards of By-law No. 639-05 section 4.10.3)

SECTION 2: DESCRIPTION OF THE ACTIVITY

The target audience - child, youth, adult, seniors or all: _____

Number of participants expected: _____

Duration of the event: _____

Start time: _____

On which site will your event take place? _____

Structures

Portable toilets : _____

Tents or canopies: _____

Stage: _____

Play structures: _____

Other: _____

Products for Sale

Canteen drinks or alcoholic beverages: _____

Will alcoholic beverages be allowed on the site? _____

If so, attach a copy of the RACJ permit

The use of B.B.Q. requires an ABC fire extinguisher min. 10 pounds. For canteens or any sale of food and alcohol, please attach a copy of your permits to your application. Make sure you are licensed if you plan to sell promotional items.

SECTION 3: SITE SECURITY

Will you have access to electricity? _____

If so, Hydro-Québec or generator: _____

Will there be a person in charge of security on the premises? _____

Name: _____

Telephone: _____

Email: _____

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A person in charge of first aid and CPR? _____

Name: _____

Telephone: _____

E-mail: _____

A person in charge of road traffic and parking? _____

Noise or music: _____

If so, please note that By-law No. 639-05 must be respected at all times

IMPORTANT: Is the MRC Police Department informed that you are holding an event? _____

Will the MRC des Collines Police Department be on site or assist with your event? _____

SECTION 4: EMERGENCY EVACUATION PLAN

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

INSURANCE

If you have an insurance policy in force, please attach it to this application. If you do not have one, you must purchase a Civil Protection Insurance Policy of a minimum of \$2 million per event.

SECTION 5: SIGNATURE

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

Signature: _____ date: _____

For: (name of the organization)
