

GULF ISLANDS NATIONAL PARK RESERVE
SPECIAL ACTIVITY PERMIT APPLICATION – NON-PROFIT ORGANIZATION

Please find attached an application package to be completed in order for you to hold your event in Gulf Islands National Park Reserve. Please note that if you are **only** participating in routine park activities (hiking, camping, kayaking, etc.) and are adhering to the park's group size policy, a permit is not required.

This package includes:

- An application form (Form A)
- The terms and conditions (Form B)
- Insurance requirements (Forms C & Insurance Certificate [to be provided by your insurer])

Should you have any questions regarding the application process, please feel free to contact the office at (250) 654-4000 or by email at gulf.islands@pc.gc.ca.

FORM A
ACTIVITY PERMIT APPLICATION
GULF ISLANDS NATIONAL PARK RESERVE

Date of application: _____

Name of organization: _____

Address: _____

Telephone: _____ FAX: _____ Cell: _____

Email: _____

On-site contact: _____

Type of Organization: Registered Charity Non-Profit Society Educational

Principals of Organization: (attach separate sheet if necessary)

First Name:	Last Name:	Title:
Telephone:	Cell Phone:	Fax:
First Name:	Last Name:	Title:
Telephone:	Cell Phone:	Title:

Date of event:

(Please specify if this is a multi-day event) _____

Start time _____ End time _____

Location of event: (Identify park area and specific location within the park reserve. Provide as much information as possible; include a site map)

Description of activities:

Number of people attending: _____

PLEASE NOTE GROUP SIZES AND DAY USE LOCATIONS: maximum overnight group size of 12, maximum day-use group size of 15 at all locations except Sidney Spit, Winter Cove, Georgina Point, East Point and Roesland. **Larger groups may be permitted at these locations with prior approval (Maximum 50-60 depending on the location).** Greenburn Lake, Winter Cove, Narvaez Bay, Taylor Point, Mt. Warburton Pike, Russell Island, Roesland/Roe Lake, Bennett Bay, Tumbo Island, Dock Islet and Lot 65 (Little Samuel) are day-use areas only. Camping is permitted at designated sites only in all other areas of the park reserve.

Description of equipment being used:

- Cooking Equipment _____
 - Tents _____
 - Banners _____
 - Booths _____
 - Chairs _____
 - Garbage collection _____
 - Porta-potties _____
 - Other _____
-
-
-

FORM B
GENERAL TERMS & CONDITIONS
ACTIVITY PERMIT: NON-PROFIT ORGANIZED GROUP
GULF ISLANDS NATIONAL PARK RESERVE

1. You will be the primary contact on site for Parks Canada staff;
2. Ensure your guests remain on designated trails, day use areas and camping areas;
3. Parking is permitted in designated parking lots only, and parking spaces are limited to 2 spaces only for events with larger groups to allow use of site by other visitors;
4. Additional roadside parking requirements should be controlled by a parking attendant, ensuring adequate access for emergency vehicles;
5. The RCMP should be informed ahead of time of any potential roadside parking;
6. Ensure all vehicles remain on designated roadways, (driving on park property for loading and unloading equipment is not permitted);
7. First aid attendant is recommended;
8. Quiet hours in the park are between 10p.m. and 8a.m.;
9. Fires are not permitted in the Gulf Islands National Park Reserve except in designated fire rings at McDonald and Prior Centennial campgrounds (the use of CSA approved propane fire rings also allowable at these locations) except during fire bans imposed during periods of Extreme fire danger. When such bans are in effect, they will be posted on the park reserve's website;
10. You are responsible for site clean-up and the removal of all garbage that may result from the event.
11. The consumption of liquor is not permitted;
12. All areas of the site at which your event is being held are to remain accessible to other park reserve users at all times;
13. Group size will be a maximum of 12 people for overnight, including guides except at Sidney Spit. Maximum day use group size will be 15 at all locations except at Sidney Spit, Winter Cove, Roesland, Georgina Point and East Point. Larger groups may be permitted at these locations with prior approval (maximum 50 – 60 people depending on the location). Greenburn Lake, Winter Cove, Narvaez Bay, Taylor Point, Mt. Warburton Pike, Russell Island, Roesland/Roe Lake, Bennet Bay/Georgeson Is., Tumbo Island, Dock Islet, and lot 65 (Little Samuel) are day use only. Camping is permitted at designated sites only in all other areas of the Park;

14. Groups are required to practice low impact camping and other activities in designated areas only. Stay on designated trails. Garbage must be packed out (not buried).
15. Notes on wedding ceremonies and other group events:
 - Maximum of 2 parking spaces to be used for large groups; a shuttle service should be arranged to allow for other visitors to use parking services.
 - Maximum of 12 chairs and 1 small table can be set up for guests at ceremonies. Any set-up needs to be temporary and easy to take down.
 - Ceremonies can take place in a designated time period to a maximum of one hour.
 - Other considerations for group permit applications include the availability of washroom facilities and group gathering areas.
 - Book your event well ahead; the approval process can take time for larger group events.

Additional special instructions for the following high use locations:

Roesland (North Pender Island):

- Group activities are to be held in the open field area near the main retaining wall and lower cabins;
- Roe Islet is limited to groups of eight people or less at one time in order to ensure protection of natural and cultural resources.

Winter Cove (Saturna Island):

- Group activities are to be held in the mowed day-use area located near the parking lot.

East Point (Saturna Island):

- Ceremonies or group activities can take place on the mowed area (emergency helipad landing); however, the permittee is responsible for ensuring the area is cleared should an emergency helicopter landing be required at any time before or during the ceremony.

Georgina Point (Mayne Island):

- Group activities can take place in the open field area of the site away from the rocky shoreline as well as by the light tower or at any of the mowed areas.

I have read and agree to the terms and conditions of the agreement.

Name (please print)

Signature

Date

Superintendent

Date

FORM C
INDEMNIFICATION
GULF ISLANDS NATIONAL PARK RESERVE

If your application is approved, you will be required to provide proof of third-party liability insurance policy for \$2 million prior to receiving your activity permit. The policy must satisfy the requirements listed below:

- Through the duration of this permit, the permittee will, at the sole expense of the permittee, take out and maintain comprehensive general liability insurance in the amount of \$2 million. Such insurance will provide that the permittee and Her Majesty the Queen in Right of Canada (hereafter referred to as "Her Majesty"), as additional Insured, are indemnified against all legal liability arising from the death of or injury to any person as well as the loss of or damage to any property, to the extent that liability for these things is connected with the permittee's use of Gulf Islands National Park Reserve.
- The permittee's insurance will also provide that in the event of the death of or injury to an employee of one of the Insured under the policy by an event for which the other Insured is or may be liable, such insurance will indemnify the Insured against whom the claim is made or may be made in the same manner as if separate policies had been issued to each Insured.
- The permittee's insurance shall provide for cross liability, that is to say, that the insurance will indemnify each Insured in the same manner as though separate policies were issued in respect of any action brought against either of the Insured by the other Insured.
- The permittee's insurance will be issued in a form and by an insurance company or companies satisfactory to the Superintendent and will provide for a minimum of thirty (30) days notice by such company or companies to the permittee and to Her Majesty of cancellation or amendment of such insurance. The permittee will provide the Superintendent with the originals, duplicate originals or certified copies of the policies together with written proof, satisfactory to the Superintendent, that the premiums therefore are paid as they become due and payable.

INDEMNIFICATION CLAUSE – Designated representative of organization to sign:

Organization Name

per _____
Name and Title of representative authorized to bind the organization

shall at all times indemnify and save harmless HER MAJESTY THE QUEEN IN RIGHT OF CANADA against and from all actions, suits, damages, losses, charges, expenses, claims and demands whatsoever (including necessary legal costs) which may hereafter be brought or made against HER MAJESTY THE QUEEN IN RIGHT OF CANADA by a third party as a result of or in connection with or arising out of this permit or the activities of the Organization under this permit, or connected with the the use and occupancy of Gulf Islands National Park Reserve by the Organization, including negligence.

Signature

Date

SAMPLE OF INSURER'S CERTIFICATE OF INSURANCE

This is an **EXAMPLE OF CERTIFICATE INFORMATION ONLY**. Please have your insurance company provide the required information on their letterhead for Parks Canada. **Do not submit this form as it will not be accepted.**

INSURER

Name _____

Address _____

BROKER

Name _____

Address _____

INSURED

Name _____

Address _____

ADDITIONAL INSURED

Her Majesty the Queen in right of Canada as represented by Parks Canada Agency as represented by the Chief Executive Officer.

Parks Canada
2220 Harbour Road
Sidney BC V8L 2P6

This document certifies that the following policies of insurance are at present in force covering all operations of the Insured, in connection with the contract made between the named insured and Parks Canada Agency:

POLICY

Type	Policy Number	Inception Date	Expiry Date	Limit of Liability	Deductible

Each of these policies includes coverages/provisions as specified in the Insurance Coverage Requirements in this document which form part of this contract and each policy has been endorsed to cover Her Majesty as an Additional Insured. The Insurer agrees to notify Her Majesty and the permittee in writing 30 days prior to any material change in, or cancellation of any policy or coverage.

Name of Insurer's Officer or Authorized Employee_____
Telephone Number_____
Signature_____
Date

ISSUANCE OF THIS CERTIFICATE SHALL NOT LIMIT OR RESTRICT THE RIGHT OF PARKS CANADA TO REQUEST AT ANY TIME DUPLICATE CERTIFIED COPIES OF SAID INSURANCE POLICIES.