



Application for the use of Parliament Hill

Version 2023.2

Applications must be submitted at least 10 business days before any event.
[General Rules on the Use of Parliament Hill](#)

Section A: Organizer and/or organization's contact information *(required)*

Organizer *(first and last name):*

Date of birth: *(YYYY-MM-DD)*

Title *(title or position within the organization; leave blank if not applicable):*

Email: **Phone number:**

Name of organization *(if applicable):*

Address of organizer/organization *(street address, city, province, postal code):*

Section B: On-site contact information *(required)*

The on-site contact is the holder of the event permit and **MUST** be on site for the entire event (can be a different person from the organizer). **This role is not transferable.**

First and last name: **Contact number:**

Sponsoring parliamentarian's name *(if applicable):*

Section C: Event information *(required)*

Event title: **Event type:**
Event date: *(YYYY-MM-DD)* to *(YYYY-MM-DD)*

Hours of the Hill are between 7 a.m. and 9 p.m.

Start time *(including setup):* *HH:MM (24 hrs)*

End time *(including tear down):* *HH:MM (24 hrs)*

Number of expected attendees/participants:

Detailed description of planned activities (please print clearly if handwritten – if additional space is needed, please use the “Additional information” box at the end of this form.):

I/We will perform the following activity (check all that apply):

Speeches Chanting/singing Dancing Praying Exercising

Other (please print clearly if handwritten):

Use of equipment

I/We will have the following (check all that apply):

Microphone Speakers Signs/Banners Flags Battery/electric candles

Use of electricity

I will be using electrical equipment that is not compatible with a standard household electrical outlet.

Other (please print clearly if handwritten)

I/We would like to request the following structures and/or furniture (check all that apply):

Standard riser/stage (8' length x 4' depth x 2' height) Podium 10' x 10' canopy

Table(s): (indicate how many)

Chair(s): (indicate how many)

If approved, these items will be provided via a ceremonial and protocol services agent at a cost to the organizer. **No other structures or furniture will be authorized for use.** (Rental, delivery and installation cost may vary).

Section D: Vehicle information (as applicable)

Will you require vehicle access for delivering or picking up any approved equipment? Yes No

If **yes**, please submit the following information as soon as possible, at least 24 hours prior to your event:

Year:

Colour:

Make:

Model:

Licence plate #:

Province of issue:

Is this a rental vehicle?

Yes

No

Driver's name:

Passenger #1:

Passenger #2:

Passenger #3:

Passenger #4:

Supplying the above vehicle information does not guarantee approval.

ALL approved and registered vehicles must undergo a security screening at the vehicle screening facility located at Bank and Vittoria streets. **ALL** passengers must be prepared to display a valid government-issued photo identification.

NO visitor parking is available on Parliament Hill. All access is reserved for deliveries and pick-ups only.

Section E: Application declaration *(required)*

By completing and signing this application, I/we the organizer acknowledges having read and understood the General Rules on the Use of Parliament Hill and agree to abide by its requirements and those of our permits, if granted. I/we assume responsibility for the on-site contact (permit holder) and confirm that they are aware of these rules and acknowledge their responsibility while on Parliament Hill. **Should this application not be signed, the committee reserves the right to not issue a permit.**

Organizer signature:

Date:

Please click below to send completed application, or download and send later to Hill-Colline@parl.gc.ca.

For general inquiries:

Use of the Hill Program Coordinator – Parliament Hill Canada

613-240-3264 (Business days: Monday to Friday 8 a.m. – 4 p.m.)

Hill-Colline@parl.gc.ca

Additional information *(if applicable)*

For internal use only

Application status: