

## General Rules for the Use of Parliament Hill

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Parliament Hill is the seat of Canada's Parliamentary democracy, a place where parliamentarians from across the country meet to make laws that affect the lives of every Canadian. Parliament is also a place to meet, a place to express views, a place to celebrate, and a place to visit.

Given the foregoing and the necessity to ensure it remains a safe and secure environment, it is necessary to establish general rules surrounding organized activities and events on Parliament Hill.

The objectives of these General Rules are to:

- Support and guide the Committee on the Use of Parliament Hill (the Committee) in the effective management of the use of Parliament Hill as it relates to requests to host events;
- Provide guidance to the public and event organisers so that they may gather in a safe and secure environment to express their views in peaceful demonstration or otherwise hold events;
- Preserve Parliament Hill as a safe and dignified space where parliamentarians and other participants in parliamentary business, or those on their way to such business, will not be obstructed; and
- Provide all users of Parliament Hill with the information they need to assist in preserving the physical integrity, historical value and the parliamentary prestige that this property is owed.

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### **Organizing Events on Parliament Hill**

Parliamentarians, government departments and agencies as well as members of the public must apply for a permit to hold an event on Parliament Hill by completing and submitting an <u>online application form</u>. It is recommended that the form be submitted ten (10) working days prior to the date of the event. Greater notice is required for larger events.

Permits for events may be issued for a maximum of a one (1) month period.

Permits for the use of Parliament Hill are issued by the Committee on the Use of Parliament Hill.

### Permits which are granted by the Committee are non-transferable.

#### The Committee

- may contact event organisers seeking further clarification on details of their application;
- will strive to notify the event organiser(s) in writing as to the status of the application, with authorizations granted or denied within a reasonable period of time following receipt of the application; and
- reserves the right to change the conditions of the permit and / or cancel the event at any time.

The Parliament of Canada is not liable for any loss or inconvenience which may result from any changes or cancellation.

The following are key guidelines for event organisers planning an event on Parliament Hill.

#### **Hours of Operation**

Events on Parliament Hill are to be held between 7:00 a.m. and 9:00 p.m., inclusive of set-up and tear-down times.

#### **Positioning**

Although events are predominantly held within the boundaries of Parliament Hill, which is confined to the Main Walkway in front of Centre Block (Centennial Flame) and the West and East Lawns. These Rules also include the exterior front of the Senate of Canada Building.

Please find a <u>live feed from Parliament Hill</u> and a current view of the Hill grounds.

## **Use of Electricity**

Requirements must be sent to the committee when applying. Fifteen amps are available upon request.

#### **Vehicle Access and Parking**

Vehicle access is restricted <u>for delivery and pick up only</u> for approved articles used in support of the event. All vehicles must be pre-authorized by the Committee and registered a minimum of one (1) working day prior to the event. Authorized and registered vehicles must undergo a security screening at the Vehicle Screening Facility located at Bank and Vittoria Streets. Occupants of the vehicle(s) must be prepared to display a valid government-issued photo identification as well as the Committee's approval letter.

Note: Parking on Parliament Hill is not available and / or authorized at anytime.

The following <u>link</u> has several private and city parking lots located nearby.

## Washrooms

Accessible public washrooms are located behind the West Block Building at 111 Wellington - west of the Visitor Welcome Centre. See last page for Map.

#### Litter

It is the responsibility of the event organiser to ensure that any litter generated as a result of the event is picked up. The Committee does not supply the tools and / or equipment to perform the pickup.

#### **Music and Sound Levels**

Music & sound levels must be kept to a level that does not interfere with parliamentary business and / or other events. A maximum of two (2), 300 watt speakers will be authorized for use. Other requests listed on the application will be assessed based on the projected event attendance and the number of speakers / wattage requirements.

Use of amplifiers is prohibited during the Changing of the Guard (during the summer daily, from 10 a.m. to 10:30 a.m.) or during the Dominion Carillonneur musical concert (from September through June, Monday to Friday, from 12:00 p.m. to 12:15 p.m. and in July and August, Monday to Friday, from 11:00 a.m. to 12:00 p.m.)

#### **Signs and Banners**

In order to protect the safety and security of visitors to the Hill, protect the integrity of the lawns, and maintain line of sight for security personnel, certain restrictions apply.

- All signs and banners must be hand-held and may not be left on Parliament Hill unattended.
- Signs or banners must be made of cardboard or cloth / nylon.
- All types of signs or banners must be supported by cardboard or materials which will not cause a risk of injury or pose a danger. Supports must be no larger than 2.5 cm by 2.5 cm (1 in x 1 in). These supports must not exceed 2.0 m (78.7 in) in length. These supports cannot have pointed or sharp ends.
- Banner size is limited to 400 cm (157.4 in) in length and 150 cm (59.0 in) in height.
  Plastic foam core signs can be used but are limited to 1.0 cm (0.4 in) in thickness, 41.0 cm (16.1 in) in width, and 61.0 cm (24 in) in length.
- Obscene messages or messages that promote hatred or violence are prohibited.
- Signs or banners that display explicit graphic violence or blood is prohibited.

Note: Organisers may be requested to share images they plan to display before approval.

## Flags

- All Flags must be hand-held and may not be left on Parliament Hill unattended.
- Flag size is limited to 400 cm (157.4 in) in length and 150 cm (59.0 in) in height.
- Flags may have poles or flagstaffs but must not exceed 2.5cm by 2.5cm (1 in x 1 in) and 2.0 m (78.7 in) in length and must be made of materials which will not cause a risk of injury or pose a danger. These poles or flagstaffs cannot have pointed or sharp ends.
- Flags may not be affixed to any structures, mast or planted in the ground.
- Obscene messages or messages that promote hatred or violence are prohibited.

Note: Organisers may be requested to share a photo of proposed flags before approval.

#### **Structures**

In order to preserve the integrity of the lawns and maintain line of sight for security personnel, structures of any kind are prohibited unless pre-authorized by the Committee.

It should be noted that if the Committee permits an event, structures such as canopies of 10x10, risers / stages measuring 4' x 8' x 2' and / or a podium may be provided <u>at a cost to the requester</u>. Arrangements must be made directly by the requester to a Ceremonial and Protocol Services Agent after approval.

#### **Props and Furniture**

For security reasons and to preserve the physical integrity of the buildings and lawns, props such as backdrops, billboards, screening apparatus or other such displays are prohibited unless pre-authorized by the Committee. It is the responsibility of the organizer to provide comprehensive details as to why such items are necessary and how they would be safely deployed.

Chairs and tables of any sort are also prohibited unless pre-authorized by the Committee. These items are to be provided <u>at a cost to the requester</u>. Arrangements must be made directly by the requester to a Ceremonial and Protocol Services Agent after approval.

## **Prohibitions and Restrictions**

#### **Admission Fees**

Admission fees for any / all events taking place on Parliament Hill are prohibited.

### **Advertising**

Use of the grounds for commercial advertising is prohibited. Signs or banners displaying for-profit organizations or sponsors are prohibited, including logos on handouts or on items such hats and t-shirts.

#### Alcohol

Selling, serving or consuming alcoholic beverages is prohibited.

#### **Animals**

Persons with pets must comply with the City of Ottawa Animal Care and Control By-law.

#### Ralloons

Balloons or the use of any other inflatable articles is prohibited unless pre-authorized by the Committee.

#### **Barbecues**

Barbecues or the use of any other cooking equipment is prohibited unless pre-authorized by the Committee.

## **Blocking Passage**

In the setup of equipment approved by the Committee, event participants, guests or delivery vehicles must not hinder the passage of parliamentarians, employees, pedestrians or emergency vehicles within Parliament Hill as defined in <u>Positioning</u>.

#### Camping

The Public Works Nuisances Regulations prohibits residing, camping, and sleeping on Parliament Hill.

## **Commercial Operations / Transaction**

Any trading by exchanging one commodity for another, monetary or otherwise, is prohibited.

#### Drones

Recreational drones are prohibited.

#### Fires

Fires and / or flames are prohibited. Electric and or battery-operated candles during vigils may be used.

## **Fireworks**

The use of fireworks is prohibited.

#### **Fixtures**

For security reasons and to preserve the physical integrity of the buildings and lawns the hanging, affixing, and / or attaching of any item to the buildings, grounds, walkways, pillars, statues, monuments, trees, fences or other structures is prohibited. Likewise, piercing the ground on Parliament Hill, is prohibited.

## **Portable Washrooms**

Portable washrooms are prohibited unless pre-authorized by the Committee. Guests are asked to use the accessible, public washrooms located at the Visitor Welcome Centre behind the West Block Building.

#### Food

The sale of food is prohibited. The distribution of food is prohibited unless pre-authorized by the Committee.

## **Fundraising**

Fundraising is prohibited.

### **Sports**

Sporting events are prohibited unless pre-authorized by the Committee or in relation to a government sponsored or protocol related event.

#### Weapons

Weapons and other devices dangerous to public peace are prohibited. Ceremonial swords and daggers are restricted but may be considered by the Committee with a demonstrated plan on why they are necessary and how such items will be always secured.

Note: Organisers may be requested to share a photo of proposed weapons before approval.

#### Weddings

Wedding ceremonies and receptions are prohibited. Wedding photos may be taken but photoshoot pre-authorization is necessary.

#### **Special Provisions**

#### **Drones**

The airspace over Parliament Hill is a no-fly zone. Parliament Hill and the area within a 1.2Km (0.74 mile) radius belong to two restricted airspaces (CYR537 and CYR538). Before entering CYR537, pilots must request authorization by submitting an <a href="mailto:application-form">application form</a> to the Parliamentary Protective Services at <a href="mailto:requestscyr537demandes@pps-spp.parl.gc.ca">requestscyr537demandes@pps-spp.parl.gc.ca</a>

### **Filming**

Commercial filming is prohibited unless pre-authorized by the Committee.

#### Flag Raisings

Event organisers must inform and seek permission from the Committee should they wish to raise any flag(s) at their event.

Note: Organisers may be requested to share a photo of proposed flag to be raised before approval.

Arrangements must be made directly by the requester to a Ceremonial and Protocol Services Agent after approval for the rental of a temporary flagpole.

#### Illumination of the Peace Tower and other Parliamentary Buildings

Illumination of the Peace Tower and of other Parliament Precinct Buildings are reserved for the commemoration of events of national significance to Canada and or depicts the history of Canada.

The Peace Tower is Canada's preeminent War Memorial and serves as a commemoration to those fallen soldiers who fought and died in the service of Canada. Therefore, to preserve the meaning, dignity and purpose of the Peace Tower, requests to illuminate the Peace Tower are to be considered in the context that it is first and foremost, a War Memorial.

## **Liability**

All visitors to the Hill shall respect the property in its entirety. Those failing to abide by these rules will be asked to leave the premises and may be removed in accordance with the <u>Trespass to Property Act, R.S.O. 1990</u>.

In the event of physical damage of any sort to the grounds, buildings or fixtures on Parliament Hill, the total cost of the damage including any associated repair, replacement, or cleaning (including excessive garbage or garbage disposed outside of designated receptacles) shall be the responsibility of the individual or group to whom permission to use the Parliament Hill was granted or of the person who caused the damage.

The Parliament of Canada and its employees will not be held responsible for any injury, including death, or loss or physical damage incurred by the event organizer and participants or other persons by reason of events permitted on Parliament Hill.

The event organizer shall indemnify and save harmless the Parliament of Canada and its employees from any losses, damages, costs, expenses (including reasonable solicitor / client fees and administrative fees and disbursements), and all claims, demands, actions and other proceedings made, sustained, brought, prosecuted, threatened to be brought or prosecuted in any manner based upon, occasioned by or attributable to any injury to or death of a person or environmental effect or damage to or loss of property arising directly or indirectly and whether by reason of anything done as a result of any willful or negligent act or delay on the part of the event organizer or the event organizer's employees or volunteers in the conduct of the event, except that the Parliament of Canada shall not claim indemnification under this section to the extent that the injury, death or damage has been caused by its employees.



# Accessibility to Parliamentary Precinct Buildings Accessibilité aux édifices de la Cité parlementaire

