

POLICY

FOR USING THE GROUNDS

MANAGED BY

THE NATIONAL BATTLEFIELDS
COMMISSION

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Introduction

The National Battlefields Commission (NBC) is responsible for the management of Battlefields Park as well as Des Braves Park and St. Denis Terrace. Preserving and developing a historical and urban site of this calibre remain the main goals of the NBC, which is strongly committed to sensitizing people to the park's importance in the history of the country and of Quebec City. It is at the root of Canadian history and the heart of important events in Quebec City. This site is where history and nature meet, a place for entertainment and relaxation, and also a special place for celebrations. Battlefields Park is a priceless historic and urban park, and its location near Old Quebec makes it a natural attraction where diverse events can be held. This is why the NBC receives a great number of requests every year from different organizations for permission to occupy its grounds for various activities.

This document has been prepared to inform the organizations wishing to use Battlefields Park, Des Braves Park, or St. Denis Terrace, of the regulations governing the NBC grounds. These regulations will help in planning the presentation of major, important, and minor events while taking into consideration the characteristics of the site, the preservation of the environment, and the uses outlined by the NBC. Organizers of events should conform to these regulations, which apply to all of the sites managed by the NBC.

This document is also a reference tool for NBC managers so that they can answer any questions that they may be asked after they have ascertained that the proposed activities will not have any negative impact on the natural or man-made characteristics of the park; thus, **strict criteria are applied in the selection process of a request**. However, certain criteria may have been omitted in this document. The NBC reserves the right to study each application, to evaluate its impact on the sites which it manages, and to decide whether the event will be held or not. If need be, in order to make a specific decision, the application may be submitted to the NBC board of directors.

1. Nature of activities permitted by the Commission on its sites

Battlefields Park can be subdivided into different sites. Each site is described in the appendices to this document. These sites are first and foremost public spaces. Festivities or other activities must be suited to the representative part which the park plays in the overall landscape, and to the park's nature character, and its mission.

1.1 Cultural Activities

Activities falling under this heading encompass festivals, concerts, and other shows on stage (with the exception of the regular summer activities at the Edwin-Bélanger bandstand) as well as exhibitions and symposiums. The holding of such activities requires setting up an infrastructure, and sometimes the exclusive occupation of a part of the park (site) or even the whole park.

1.2 Education and Community Activities

These activities, generally organized by educational institutions or community groups, include picnics and outdoor classes, but also all non-competitive activities, such as pedestrian rallies. The holding of these activities does not require the installation of an infrastructure, nor exclusive occupation of a part of the park (site), except on rare occasions. Insofar as possible, it is not necessary to close the park.

1.3 Public Gatherings

This category includes public demonstrations (e.g.: union demonstrations, political gatherings, etc.) which can take place in certain parts of the park, as well as any activity involving a gathering which starts in a park area and moves out of it (e.g.: marches). The holding of these activities does not require the installation of any infrastructure, except on rare occasions.

1.4 Film Shoots and Photography Sessions

These activities sometimes require the occupation of a specific part of the NBC park, and often occur during the same day.

1.5 Sports Activities

These activities include all sports activities such as championships, competitions, and leisure sports. The holding of these activities can require the installation of an infrastructure and sometimes the exclusive occupation of a part of the park.

Major Activity:

The NBC considers a **major activity** to be any activity that has the scope of the Quebec Winter Carnival, the Quebec's National Day, the Quebec Horse Show, the Canada Day and the Quebec City Summer Festival and that has **one** of the following characteristics:

- More than 10,000 visitors are expected to attend during the whole activity;
- The activity requires the installation of one or more infrastructures;
- The activity exclusively occupies a part of the park.

Important Activity:

The NBC considers an **important activity** to be any activity that has the scope of the *Timbre de Pâques*. The duration of the event is also considered, and it has **one** of the following characteristics:

- Fewer than 10,000 visitors are expected to attend during the whole activity;
- The activity requires the installation of an infrastructure;
- The activity exclusively occupies a part of the park.

Other activities are considered to be **minor**.

Forbidden Activity:

The following activities are generally forbidden on the Battlefields Park grounds:

- Camping in any way(except, on rare occasions – for example, the Snow Jam and Take the Capital by Storm, military exercises);
- Commercial activities (fairs, exhibitions, flea markets, shows with an admission fee, etc.) when they are not an integral part of an activity whose primary character is non-commercial;
- Activities which require the closing of the park or which have a significant impact on NBC revenues (parking) and limit public visiting (for example, a bicycle race).
- Any activity not meeting the NBC's approval criteria.

2. Procedure for obtaining an occupation permit

Permission to occupy a part of the park for the activities previously stated must be requested from the NBC in order to obtain its approval of all activities comprised in an event.

The required procedure is as follows:

The person making the request must send a **written application** to the NBC Secretary, stating the nature of the activity, its place and date (or dates and times), which the person will respect, taking into consideration, in the case of a major or important activity, the assembling and dismantling of the infrastructure as well as the cleaning of the park, the number of participants or spectators expected to attend, and all the details of the publicity and display panels proposed. Plans of the site may be required according to the nature, scope, and location of the special activity. Verifying the availability of the site before presenting a request is recommended.

In the case of a **major or important activity**, the initial request must be sent at least **THREE** months prior to the holding of the activity.

In all other cases, the initial request must be sent at least **ONE** month prior to the holding of the activity to the following address :

Michel Leullier, Secretary
The National Battlefields Commission
390 de Bernières Avenue
Quebec, Qc G1R 2L7

For information, contact:
Jean St-Pierre
Telephone: (418) 648-4655
Fascimile: (418) 649-6152
E-mail: jean.st-pierre@ccbn-nbc.qc.ca

3. Approval criteria regarding permit applications

3.1 Respecting the mandate and priorities of the Commission: preserving and developing the Battlefields Park

Battlefields Park, St. Denis Terrace, and des Braves Park are first and foremost public spaces. When they are used, the NBC must take into account the compatibility of each activity with the park landscape, its natural character, and its mission. Care must be taken to ensure that no activity hinders regular NBC activities or deprives park-users from using the park, its services, or their participation in its activities, such as the activities which it promotes.

The NBC is aware that activities have repercussions on its grounds as a whole. Its main goal is to minimize any damage in order to ensure the long-term well-being of its sites and green spaces. The NBC must therefore ensure, before authorizing the holding of an activity on one of its sites, that there will be little or no negative repercussions on the park's natural environment or on the surrounding environment. Thus, activities which permanently damage NBC territory, grounds, installations, roads, or paths, or which hinder services offered (for example cross-country skiing paths) are excluded from the Battlefields Park.

To avoid creating a negative impact, **the management of attenuating measures requires careful planning and the full collaboration with users before, during, and after the activity as such.**

The activities requested must not penalize the NBC, nor the Plains of Abraham, nor the rest of the park grounds.

3.2 Characteristics of the Activity

The effects of an activity on a park are related to certain characteristics of the activity. The NBC must take into account the following aspects:

- the season in which the activity takes place;
- weather conditions before, during, and after the activity;
- the duration of the activity: a long activity stretching over several days can have a negative effect on the use of the parks by citizens, vacationers, and tourists wishing to use the parks for recreational and leisure activities;
- automobile and tourist bus traffic, notably at Cap-aux-Diamants, and access to free parking on Ontario Avenue;

- the type, location, and number of pieces of equipment and the infrastructure required;
- preparing for the activity, setting up and dismantling of on-site installations;
- the number of visitors, their activities, and the duration of their visits;
- the execution of its own public services;
- economic benefits to Quebec City and the surrounding region.

3.3 Support Capacity of the Site

The support capacity of a site is determined by the total number of people capable of accessing the location at a given time, taking into account its natural characteristics, its set-up, environmental protection, and security requirements. This factor must be strictly respected in order to minimize any negative effect on the environment or deterioration of the site. Potential users may consult an NBC representative to determine the capacity of a site for a given activity.

The application of these guidelines will greatly contribute to ensuring that when a site is chosen it has sufficient capacity to accommodate the planned activity.

3.4 Environmental Capacity

The NBC takes into consideration the nature of the locations in the area of the site before giving permission to hold an activity. Thus, a major activity will have fewer negative effects on a surrounding environment consisting of offices or businesses than if it consists mainly of private residences.

3.5 Park Mission

Certain parts of the park managed by the NBC have acquired a particular mission over the years, such as the Great Plain, an ideal place for sports activities. The NBC must make sure the activity is compatible with the park's mission and its various sectors before granting an occupation permit.

3.6 Activity Priority

The NBC gives priority to public non-profit activities. If two or more activities require the use of the same site, priority is given in the following order:

1. activities organized by the NBC or in partnership with the NBC;

2. activities of national or international scope, or activities organized by governments (federal, provincial, or municipal);
3. recreational, athletic, educational, social or cultural activities;
4. family, community, or individual activities.

4. Guidelines for a properly held activity in the park

The NBC has established guidelines for activities held in the park. These guidelines are listed here, whether it be for any activity in general, for major, important or winter activities. In all cases, the organizers must also sign an agreement authorizing the use of the site for the activity.

4.1 For All Activities

Holders of an occupation permit must, in particular:

- respect the zones to which they are allocated for the event; a site plan must be supplied and pre-approved;
- respect NBC recommendations concerning protection of the vegetation and park furnishings (e.g.: climbing up trees or on picnic tables is forbidden);
- respect applicable federal, provincial, and municipal laws and regulations which are in effect in the park;
- inform the NBC without delay of any incident which constitutes a violation or disregard of any law, particularly an environmental or Canadian Labour Code law – Part II dealing with health and security standards;
- execute, after having notified the NBC and having obtained its permission, and at the occupation permit holder's expense, any work needed to rectify, repair and clean up after any damage, and stop any activity which breaks any law, particularly an environmental or Canadian Labour Code law – Part II;
- obtain the NBC's approval before modifying the site before, during, and after the activity, and **restore the site to its original condition to the satisfaction of the NBC**, and notably to make a financial contribution to the NBC for the fertilization and aeration of the grass after the event;
- take into account that no closing of the park is permitted; if closure cannot be avoided, an application must be submitted to the NBC for study and authorization, if deemed appropriate;
- give the NBC representative the contact person's name, telephone number(s) (business, cellular, facsimile, and emergency telephone numbers), and E-mail address so that he or she can be contacted at any time (24-hour access) during the activity;
- implement and maintain all appropriate security measures during the activity to protect both the public and NBC property, to the satisfaction of the person in charge of the Park Security Service;

- maintain a continuous watch (24-hour watch) over the site infrastructures. This surveillance will be at the occupation permit holder's expense;
- ensure that the officers and employees of the NBC, the Quebec City Public Protection Service, the Quebec City Public Works Service, as well as any other person designated by the NBC, can move freely in the part of the park being used;
- avoid using heavy equipment on the lawns, but if need be, these vehicles must be equipped with flotation tires (low-pressure balloon tires) in order to avoid damaging the lawns. If necessary, use rubber carpets or other acceptable procedures in order to minimize damage and establish a signposted access-way. This information must be supplied with the plan and approved before access can be granted;
- keep the park entries, roads, and walkways free of any obstruction, unless special permission has been granted (e.g.: walkway behind the Discovery Pavilion, and the walkway of the Cross of Sacrifice).

4.2 For Major or Important Activities

In addition to the aforementioned requirements, requests for an occupation permit must meet the following criteria:

Installation and Set-up

- In case of a major or important activity (e.g.: cultural activities) which requires the installation of an infrastructure, permit applicants must, before the deadline determined by the NBC, supply the NBC representative with a plan of the site to be approved, indicating the number, dimensions, and location of the infrastructures, use and need of installations, a list of available activities, placing of banners and panels, as well as the location of temporary barriers used to protect certain park zones; as required, and insofar as possible, the NBC representative will supply to-scale plans.
- During the set-up of the infrastructure, it is forbidden to place posts, stakes, or pegs near the roots of trees, on asphalt walkways, or on decorative surfaces as well as on delicate or exceptional surfaces, or on wall coverings.
- The attachment of guy wires, cables, and wires of any kind to the trees, furniture, lamps, buildings, monuments, or any other permanent structure is strictly forbidden.
- The installation of lighting equipment in the trees is forbidden, with the exception of the NBC's own festive lighting.

- No infrastructure may be installed beneath the trees' tops and within the perimeter of the trees' leaves. Moreover, all subterranean wires must be detected, at the occupation permit holder's expense, to avoid damaging NBC subterranean installations.
- No installation may be installed directly on the lawns if it prevents air from circulating. In order to protect the lawns, platforms must be erected and raised to a height of at least **100 to 150 mm** (4 to 6 inches) from the ground and left open at their extremities in order to permit air circulation.
- The installation of trailers on lawns must be justified with proof of their necessity, and a list of each installation must be supplied for approval.
- Installations at the park's east entrance (George VI – Cross of Sacrifice area) must be minimal and aesthetically pleasing.
- Any damage which occurs to the properties must be repaired at the occupation permit holder's expense.

Use of the "Site of Great Events"

- The NBC offers diverse services (electricity, communication, aqueducts, and sewers), as shown in the appendix, accessible to the holder of an occupation permit. According to his or her needs, the holder of an occupation permit must inform the NBC of the service wells he or she requires at least **fifteen (15)** work days prior to the expected date of use, and the services required for each well must be indicated. The NBC will be able to make the required services available (there is the possibility of using wells PS-1 à PS-6 et PR-1 à PR-13).
- The requirements and norms for using the Site of Great Events, explained in the User's Guide (appended), which will be given to the holder of an occupation permit, must be respected throughout the duration of the activity, and the costs accruing to its use will be paid by the holder of an occupation permit upon billing. This includes, among other costs, the costs related to electricity, and to the turning on, running, and shutting off of the aqueduct. Recognized standards of hygiene and cleanliness must be respected, and the holder of an occupation permit must conform to applicable laws and regulations governing the use of food stands.
- Each service well on the Site of Great Events must be restored to its original state of cleanliness and working order. If this is not done, the NBC will require that the necessary repairs be carried out to its satisfaction.

- It behoves the holder of an occupation permit to ensure that all electrical equipment brought to the site and plugged into NBC's control panel be in good working order and that it meet all security requirements, as well as all codes and regulations in effect.
- In order to prevent the premature wearing out and deterioration of the well installations, and to ensure that the wells remain in good working order, that norms are respected, and that no damage is done to the installations, the NBC electrician, or any other person designated by the NBC, will supply the required guidelines **before** each use of the wells to the representative designated by the holder of an occupation permit. He or she will also verify the conformity of the installations **during** their use, and he or she will inspect the installations **after** their use. Costs related to this obligatory service will be billed to the holder of an occupation permit in accordance with the rates determined by the applicable collective agreement as well as any social benefits included therein.

Control of Access to the Site

- For the security of visitors, fences and temporary barriers must be installed in areas specified by the NBC representative in order to protect certain vulnerable zones indicated on the plans, including notably service wells, flower beds and gardens, etc. These barriers must be portable.
- It behoves the holder of an occupation permit to ensure the security of infrastructures and other equipment he or she erects. The NBC does not assume responsibility for any damage, theft, acts of vandalism, etc., which might occur to the infrastructure or equipment installed for the activity. Moreover, the holder of an occupation permit must ensure the security of the participants and the locations during the activity. He or she must inform the *Sûreté municipale de Québec* of the event and specify its concerns with respect to the security of the locations. The NBC will take charge of informing its own security service.

Waste

- It behoves the holder of an occupation permit to remove from the site and its immediate surroundings – before, during, and immediately after the activity – any waste and debris produced by use of the property.
- The holder of an occupation permit must ensure that sufficient garbage containers are available during the activity to respond to the participants' needs. He or she will be responsible for cleaning the site daily at his or her own expense, which involves removing waste from the containers, and cleaning up and removing debris from the park.

- Should the clean-up not be completed to the satisfaction of the NBC, the latter may hire a clean-up team to remove the garbage and waste, for which it may charge a minimum fee of \$100 per hour. To this may be added the amount of actual expenses incurred, all of which sums may be deducted from the contract security deposit.

Universal Accessibility, Toilets, and Sinks

The holder of an occupation permit must see to the needs of the people attending the activity. This must be done in the following way:

- ensure universal access from all of the park's entry points during the activity;
- ensure easy access on the site and between the attractions (that is, leave sufficient space between the tent stakes);
- ensure that guy wires, cables, banners, attractions, etc. do not create obstacles to users and specifically to handicapped people using the pedestrian walkways of the site;
- install and maintain universally accessible toilets on location; they must be situated in areas which are easily accessible from a hard surface.

For activities on sites with no public washrooms, the holder of an occupation permit must install a sufficient number of well-maintained portable toilets and sinks. In general, one toilet per group of 400 people is required. The actual number of these installations depends on the nature of the activity, on the site plan determined for the activity, and the average duration of public visits.

Displays

- All temporary displays indicating the directions, signalling, the activity itself, commercials or sponsors must be submitted to the NBC prior to their installation for its information; display panels and banners must be freestanding and in no case installed on building, vegetation, monuments or any other equipment installed in the park, unless authorized prior to their installation.
- Sponsors' displays on the NBC territory must be limited and aesthetically pleasing.
- The holder of an occupation permit using the Site of Great Events may obtain his or her own sponsors, but the displays must be located within the authorized zone. For a holder of an occupation permit using any part of the Plains, the displays must be limited to sponsors doing business with the NBC only.

Sales

- The number of lucrative activities used by the different organizations to finance an event on the Commission's grounds must be limited and of minimal scope in relation to the main activity, and must be within the authorized areas. It is forbidden to sell event-related products outside the authorized fenced perimeter.
- The selling of merchandise, objects or products (e.g.: event-related products sold to finance the event), food and alcoholic beverages is permitted on condition that this operation is an integral part of and essential to the financing of the authorized activity. The holder of an occupation permit must obtain the NBC's approval, obtain the appropriate licenses, and ensure that laws and standards governing the security of the site and the environment are followed. They must also comply with Health Canada regulations as well as with provincial, regional, and municipal laws and regulations.
- The wearing of a button or another obligatory identifying object is a permitted means of financing an activity in a restricted or fenced area.
- Unless agreed upon to the contrary with the NBC, the concessionaire *Les Gestions Resto-Bil* has exclusive rights to sell consumer products (food, beverages, and souvenirs) in the Cap-aux-diamants Governors stand and in the immediate surroundings.
- No alcoholic or non-alcoholic beverages may be served in glass bottles or in cans. Only plastic cups are permitted anywhere on the grounds under NBC management during major or important activities.
- It behoves the holder of an occupation permit to ensure that all sellers associated with the activity comply with the site plan approved by the NBC.
- The user must ensure that NO stain results from the spillage of oil, grease, or other food waste onto any park surface. Waste must be taken from the site and eliminated properly in accordance with applicable regulations. The dumping of grease, oil, and other food waste into manholes or sewers is strictly prohibited and punishable by fine. Waste improperly disposed of will be taken from the park at the occupation permit holder's expense. To minimize the damage caused to the grass or other hard surfaces of the park, the holder of an occupation permit must supply BASINS to all the sellers with a business related to the activity in the park. How well these rules are respected will be assessed from the time installations are assembled until they are dismantled and removed, and this assessment will be reflected in the reimbursement of the security deposit.

Parking

The NBC limits the number of vehicles on all its grounds, since the main attraction of these sites is that they give visitors a chance to escape the hustle and bustle of urban life by providing them some green space. When these sites become **parking lots**, they no longer serve their intended purpose.

- The holder of an occupation permit will notify the NBC, at least **ten (10)** days before the use of the site, of its needs with respect to parking during the assembly of the installations for the activity, the activity proper, and dismantling after the activity. The NBC will determine a limited number of parking spaces available in the park and will indicate where parking is permitted. Authorized vehicles must be equipped with stickers (designating the activity), failing which penalties will be applied.
- Vehicules transporting merchandise or equipment for the event may make deliveries by using roads reserved for such vehicles. A calendar indicating the frequency of deliveries and the road to be used must be given to the NBC prior the activity to inform the NBC of comings and goings on the site. Insofar as possible, the holder of an occupation permit will be equipped with an appropriate light vehicle like an ATV, with a trailer, or a small golf cart to transport the merchandise to the desired location on the site. If these vehicles travel on the reserved roads, they must be registered and insured. With respect to setting up and assembling the infrastructures, the NBC must be notified prior to the activity to minimize traffic on the grass.

Acts by organizations using the Commission's grounds must not cause a loss of revenues nor a reduction in parking spaces for the NBC.

4.3 For Winter Activities

Occupation in a park during the winter requires certain precautions when there are installations or infrastructures and when the activity must accommodate a great number of visitors. Damage may be significant notably due to the walking of visitors, the corrosive action of salt, material breaking during the installation or dismantling of the infrastructures, or through the repeated freezing and thawing of natural surfaces. **In addition to meeting the aforementioned requirements**, holders of an occupation permit must therefore respect the following instructions:

- the type of infrastructure, its placing as well as the manner of assembling (e.g.: by means of heavy machinery) must be clearly specified in the plan of the activity site for it to be approved by the NBC;
- in winter, structures must be cleared after each snowfall, i.e., underneath platforms, to allow the air to circulate;

- hard surfaces which must be cleared of snow as well as the borders of lawns and the locations of constructed elements (walls, sidewalks, sewer grates, etc.) must be marked out with stakes before the beginning of winter;
- the use of salt for melting ice is strictly prohibited; only sand used sparingly but in an adequate amount ensuring the safety of visitors is permitted;
- heightened protective measures must be put into place, both for the safeguarding of natural elements (flower beds, large bushes, young trees) and constructed elements (benches, street lamps, low lights, etc.);
- all lawns used must have a layer of snow compacted by authorized equipment to a minimum of **20 cm** (8 inches) thickness. In case the amount of snow is insufficient, it will be possible to use an ice cannon or to have snow delivered by truck. Only clean snow may be brought to the location;
- insofar as possible, the cover of snow in the park must be left intact, and after the activity, the snow must be put back in place;
- concerning the use of services supplied on the Site of Great Events, if the aqueduct is used, the holder of the occupation permit must ensure that the water does not freeze in the pipes, as explained in the User's Guide. He or she must take all precautions in this regard. In case of breakage, he or she is responsible for the damage;
- it is essential that the NBC representative and the contact person designated by the holder of the occupation permit or other authorized people meet on the site, on the day the snow is removed from the streets and the snow on the lawns is compacted, before the work begins, to direct and supervise the operations and to clearly instruct the operators of the restrictions and practices pertaining to the removal of snow from the NBC grounds.

4.4 NBC Visibility

The use of a part of the park is an undeniable advantage for the organizer of an activity or event.

Taking into account the value of said use and services rendered, if the case arises, and in return for same, the holder of an occupation permit is expected to offer visibility to the NBC and the Canadian government and/or allow the NBC to benefit from the participants' presence at the activity.

This visibility will be determined beforehand, specified in the agreement of use, and will be in function of the nature of the activity or the event.

In all cases, it is an essential condition that the holder of the occupation permit:

- acknowledge the NBC's contribution, beginning with the Canadian government's contribution, and ensure that this partnership be displayed, for example, in advertisements, official programs, other partners' display panels on the site, press releases, etc. (means to be agreed upon);
- allow the NBC to set up installations which ensure its visibility on the site, notably at the site limits (to its choosing) such as welcoming panels on the Plains of Abraham with its name and logo;
- allow the NBC, as it sees fit, to set up a stand promoting its services and activities.

5. Legal and financial considerations

For the holding of an activity, the NBC can require financial and legal guarantees from the applicant for an occupation permit.

5.1 Performance Bond

The person requesting an occupation permit must obtain at his or her expense a performance bond for a minimal amount which will be determined by the NBC according to the type and scope of the event, as a guarantee to restore the location to its original condition to the satisfaction of the NBC. The NBC reserves the right to increase this amount if the activity jeopardizes the condition of the site more significantly. The applicant for an occupation permit must designate the NBC as the beneficiary and he or she must maintain the guarantee throughout the duration of the activity, including the period reserved for assembling and dismantling installations. For **winter** activities, the applicant for an occupation permit must maintain the guarantee until a fixed date, agreed upon by both parties, to allow the completion of the work after the spring thaw and to the satisfaction of the NBC. The NBC will not issue an occupation permit **until the performance bond has been received**.

The NBC reserves the right to keep the bond, wholly or in part, in the event that the holder of the occupation permit or his subcontractors do not conform to the regulations described in this document during the holding of the activity, or if it has reason to believe that breakage or significant damage might result from said departures from these regulations.

The holder of an occupation permit is responsible for all damage done to the NBC property during the activity. If such damage occurs, the NBC can use the amount of the guarantee to cover the costs of repair. The damage is then assessed, after the holding of the activity, by an NBC representative and the representative designated by the holder of the occupation permit, who will agree on the repair work to be done. The NBC must be informed beforehand of all entrepreneurs and subcontractors hired, directly or indirectly by the holder of the occupation permit, to execute the work, and the entrepreneur or subcontractor must respect all the applicable requirements indicated in this document.

If, following the holding of an activity, the amount needed to repair damages exceeds that of the performance bond, the NBC will bill the outstanding amount to the holder of the occupation permit. No permit will be subsequently issued as long as the bill has not been settled in whole.

5.2 Insurance Requirements

To enjoy access to the site, the holder of an occupation permit must supply the NBC with proof of civil liability insurance covering all damage to property, all bodily harm or any death caused by or resulting directly or indirectly from the use of the locations by the holder of an occupation permit, his or her workers, the subcontractors of the activity, or the public present on this occasion. The insurance policy must designate the NBC as an additional insured party.

The amount of the insurance policy must cover a minimum of two million dollars. However, this amount may be higher depending on the level of risk related to the holding of certain activities.

The holder of an occupation permit agrees to indemnify and unhesitatingly support the NBC's with regard to all claims resulting directly or indirectly from the use of the site, from the holding of the activity, or from the public's presence on this occasion.

5.3 Cost of Electricity and Use

The current costs of electricity used and all other costs related to the use of the site during the event are the responsibility of the holder of the occupation permit.

Conclusion

In developing the policy for using the park, the NBC, concerned with safeguarding the natural elements as much as the man-made property and urban setting, has chosen to provide itself with a management tool allowing it to manage the holding of activities or events more effectively in Battlefields Park.

Besides giving event organizers rules to follow, allowing them to hold their activities in the best of conditions while respecting the protection of the park, the policy also outlines, with the help of precise criteria, the type of activity or event which may be accommodated favourably.

The NBC could thus help host activities on the Plains in the heart of Quebec City, while preserving a park of exceptional quality and ensuring its durability for future generations.

APPENDIX 1

PROFILE OF THE BATTLEFIELDS PARKS AND SITES MANAGED BY THE NATIONAL BATTLEFIELDS COMMISSION

SITE OF GREAT EVENTS

1

Description of the site, history, and mission	<p>As its name indicates, this is mainly used for large-scale events. It's a large space situated behind the Discovery Pavilion and the Drill Hall.</p> <p>From 1884 to 1938, the Arsenal Laboratory, a division of the Quebec Cartridge Factory could be found here. 100 to 200 women worked in alternating shifts to make cartridges and shells. From 1940 to 1941, the Military Huts were constructed on this site to house Canadian soldiers and German prisoners during World War II. After the war, more than 126 needy families were sheltered in them due to the housing crisis raging in Quebec.</p> <p>Development work was carried out in 2000 and 2001, affecting the management of drinking water services, sewers, electricity, communications, and cable network. The creation of a holding bassin in this large amphitheatre ensures better channeling of rain water of huge down-pours.</p> <p>These services benefit users in this part of the Plains and mainly during major activities such as the Quebec City Summer Festival, Quebec Horse Show, Quebec's National Day and Quebec Winter Carnival</p>
Accommodation capacity	<p>The Site of Great Events can accommodate a maximum of 200,000 people.</p>

RESERVOIR

2

Description of the site, history, and mission	<p>This is a large green space in front of the Joan of Arc Garden and near Martello Tower 1.</p> <p>The Ross Rifle Factory used to be here, but was demolished in the beginning of the '30s to make room for the 33-million gallon municipal reservoir.</p>
Accommodation capacity	<p>The reservoir area can accommodate a maximum of 40,000 people.</p> <p>Quebec City may require special verifications to be done before the reservoir is used (capacity environment)</p>

EDWIN BÉLANGER BANDSTAND

3

Description of the site, history, and mission	<p>The bandstand is located on the Plains of Abraham along the same axis as Cartier Street, within walking distance from the <i>Musée national des beaux-arts du Québec</i>. A large green space surrounds the bandstand, and nearby is the Service Pavilion, Centennial Fountain, and the sundial. The Astronomical Observatory was formerly located here.</p> <p>Constructed from 1991 to 1992 and christened in honour of Captain Edwin Bélanger, who conducted the capital's major orchestras (including the Royal 22nd Regiment Band), the bandstand is a unique stage in a strategic location highlighting the Plains' cultural value.</p> <p>The site topography is that of a natural amphitheatre with both sides serving users' needs.</p>
Accommodation capacity	<p>The bandstand itself can accommodate 60 people, and is flanked by a natural slope of green space. It has a maximum capacity of approximately 13,000 people on its north side, and room for 3,000 people on its south side.</p>

THE GREAT PLAIN

4

Description of the site, history, and mission	<p>Also called the « Playing Field » and originally called the « Plains of Abraham », this location is the original Battlefields Park which was created in 1908 and is located in front of the <i>Musée national des beaux-arts du Québec</i>. Charles Lindbergh landed on this same spot in 1928 when he brought medication to a colleague who was hospitalized nearby. The 1st National Eucharistic Congress took place here in June, 1938. This is also where the platform serving the Tricentennial celebration of Quebec City was located.</p> <p>A jogging path in the shape of a horse racing track predating the creation of the Commission when the grounds were used for military exercises, can be found here. This location also has a rollerskating path and football and soccer field. Many other sports activities also take place here in a most appealing environment.</p> <p>Ever since its creation, this site has served its mission as an immense urban playground.</p>
Accommodation capacity	The Great Plain can accommodate a maximum of 300,000 people. Flat ground.

APPENDIX 1

BEHIND THE *MUSÉE NATIONAL DES BEAUX-ARTS DU QUÉBEC*

5

Description of the site, history, and mission	This site has a slope forming a natural amphitheatre situated behind the <i>Musée national des beaux-arts du Québec</i> and has a surface area of 1,000,000 sq ft.
Accommodation capacity	This site can accommodate approximately 75,000 people.

CAP-AUX-DIAMANTS

6

Description of the site, history, and mission	<p>This name was given to the promontory by Jacques Cartier because he thought he had discovered diamonds there.</p> <p>Tourists cannot come to Quebec without visiting this place, which has a breathtaking view of the Saint Lawrence River from east to west of Lévis from the Governors Observation Point.</p> <p>The site is especially used for its scenic view, film shoots, and some educational activities, mainly on the history of the remains of the temporary citadelle (fortifications).</p>
Accommodation capacity	<p>The Cap-aux-Diamants can accommodate approximately 20,000 people.</p>

APPENDIX 2

OTHER SITES MANAGED BY THE NATIONAL BATTLEFIELDS COMMISSION

APPENDIX 1

SAINT DENIS TERRACE

7

Description of the site, history, and mission	<p>A spot with a spectacular and breathtaking view of Quebec City, the <i>Château Frontenac</i>, the Saint Lawrence River, and the Island of Orleans.</p> <p>Restful area to admire the view.</p>
Accommodation capacity	<p>This site can accommodate 2,000 people.</p>

DES BRAVES PARK

8

Description of the site, history, and mission	<p>Des Braves Park, situated at the end of the avenue bearing its name, welcomes citizens looking for nature and relaxation.</p> <p>The des Braves Monument stands on the former site of Dumont Mill, owned by Jean-Baptiste Dumont, a Quebec City merchant in the 1750s. The monument is dedicated to the brave soldiers of the battle of Sainte-Foy of 1760 and was erected by the <i>Société Saint-Jean-Baptiste de Québec</i> in 1860.</p> <p>Situated in a residential district, most visitors to the park come from the surrounding neighbourhood; some small-scale educational and community activities are held there.</p>
Accommodation capacity	Des Braves Park can accommodate approximately 30,000 people.

APPENDIX 3

APPLICATION FORM FOR AN OCCUPATION PERMIT

The National Battlefields Commission
390 de Bernières Avenue
Quebec, Qc G1R 2L7
Telephone: 418-648-2540
Fascimile: 418-648-3638

**APPLICATION
FORM FOR AN
OCCUPATION
PERMIT**

MANAGEMENT OF THE SITES

Section reserved for the applicant

Name: _____	Place or location of the activity: _____ _____ _____
Address: _____ _____ _____	
Postal Code: _____	
Telephone: _____	From: ____ / ____ / ____ Day Month Year
Fascimile: _____	
E-mail: _____	To: ____ / ____ / ____ Day Month Year
Nature of the activity: _____ _____ _____ _____ _____	Does the activity require the installation of any infrastructure ? yes <input type="checkbox"/> (attach a list of equipment) No <input type="checkbox"/>
	Anticipated number of participants <input type="text"/>
We accept the general and particular regulations contained in the Policy for using the Parks .	
_____ Applicant's signature	Date: ____ / ____ / ____ Day Month Year

Section reserved for The National Battlefields Commission

Occupation permit application:	Accepted <input type="checkbox"/> See the site plan, and general and particular regulations Refused <input type="checkbox"/>
Comments: _____ _____ _____ _____ _____	
_____ Michel Leullier, secretary	Date: ____ / ____ / ____ Day Month Year