

Festivals and Events Manual



A resource document for
Event Organizers

City of St. Thomas

May 2023

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I. INTRODUCTION

The City of St. Thomas Special Events Committee was formed in order to work with organizers to produce successful events. The Committee strives to help co-ordinate and maintain high standards, which are applicable and beneficial to all the parties involved in a special event. The Committee reports to Council with any changes to this manual. This manual correlates to the Special Events Permit Application.

This manual is designed to help you navigate through all requirements and essentially, present a safe and successful event in the City of St. Thomas. All organizers should review this manual and fulfill all requirements pertinent to each event prior to filing the application with the City Clerk's Department. This manual is designed to outline areas of responsibility for the festival or event organizer in St. Thomas so that all terms and conditions can be clearly understood and complied with. An application must be submitted to the Committee even if it is an annual event. All information and materials submitted for the application shall be made available to the public.

NOTE: Applications must be received in the City Clerk's Department at least 12 weeks prior to the event.

It is recommended that when multiple events have proposed the same location(s) and time, that the applications be treated on a first come-first serve basis.

The Corporation of the City of St. Thomas is at your service to help you in every way possible to make your event a success. If you have any immediate questions or comments about the process, please contact the City Clerk's Department at (519) 631-1680 ext 4100. Additional contact information for specific departments and areas can be found within the manual.

II. DEFINITION OF SPECIAL EVENTS

A special event is an event open to the public that takes place on City property. This can include events taking place primarily on private property, but that affect pedestrian or traffic flow, due to a higher volume of vehicles or people to a specific area. Information required from organizers could include zoning, road access and traffic flow management, public health regulations and contact with the Police Department.

A major event is more than eight hours and has projected attendance over 200, while other events are less than eight hours and have a projected attendance under 200.

The primary types of special events include the following, or a combination of both:

- 1) **Street/Sidewalk Events:** events that take place on City streets and/or sidewalks. Examples could include walkathons, running races, festivals, etc.
- 2) **Events that take place in City owned parks, facilities and properties.** Examples could include festivals, community picnics, concerts, exhibits, etc.

III. POLICIES AND PROCEDURES FOR ALL EVENTS

a) **FOOD AND BEVERAGE**

Contact: Southwestern Public Health - 519-631-9900 ext. 1297 ssaini@swpublichealth.ca

If food or beverages are being served, Southwestern Public Health must be notified of the event details two weeks prior to the event. Special event organizers are required to submit the Special event organizer notification form at

<https://app.swpublichealth.ca/Forms/SpecialEventOrganizerNotificationForm>. Food vendors are required to submit the Special event vendor notification form at

<https://app.swpublichealth.ca/Forms/SpecialEventVendorNotificationForm>.

Vendors are responsible for ensuring there is at least one person during the event who has a valid food handler certification, each event has the necessary facilities, all food and drinks come from approved sources, and that it is safely delivered to the consumer. Refer to Appendix “A” of this manual for guidelines for organizers and food vendors at special events.

b) **PERSONAL SERVICES**

Contact: Southwestern Public Health – 519 631-9900 ext. 1297 ssaini@swpublichealth.ca

If personal services are being offered to the public at the event, Southwestern Public Health must be notified of the details at least two weeks prior to the event. Personal services include but are not limited to barbering, manicures, pedicures, esthetics, tattooing and body piercing. You are required to meet the requirements under the Personal Service Settings Regulation. Some requirements include adequate handwashing and equipment re-processing, provision of disinfectants and plan for infection control and prevention.

c) **TENTS AND TEMPORARY STRUCTURES**

Contact: Planning & Building Services – 519-631-1680 ext. 4160 Email: adicicco@stthomas.ca

Fire Department – 519-631-0210 Email: kdestun@stthomas.ca

Southwestern Public Health - 519-631-9900 ext. 1325 Email: nhofstetter@swpublichealth.ca

If you plan to set up a tent, as per the Ontario Building Code 1997, a tent or group of tents is exempt from the requirement to obtain a building permit under Section 8 of the Act and is exempt from compliance with the Code provided that the tent or group of tents are:

- a) Not more than 60m² (645 ft²) in aggregate ground area,
- b) Not enclosed with sidewalls,
- c) Not attached to a building, and
- d) Constructed at least 3m (10 ft) from other structures (measured from the stake line).

Please note that if the tent or group of tents is not exempt, a building permit will be required, which will include a prescribed fee from Planning and Building Services.

Planning and Building Services request details regarding the tent size, seating arrangement, location of exits, whether or not alcohol is being served, number of washroom facilities available (location of

privies if required) and certificate of verification that the tent and all tarpaulins used have been flame proofed in accordance with CAN/ULC-S109 or NFPA 701.

Additional fire inspection criteria applies to tents and air-supported structures over 30m² in area.

If you plan to set up a temporary stage, lighting, or sound structure for your event please contact the Planning and Building Services Department.

NOTE: There is a no staking policy within City parks. No cooking is permitted in tents occupied by the public.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas.

There are also smoking restrictions under the Smoke Free Ontario Act that may apply to special events, depending on where they are situated.

Organizers are encouraged to contact the Tobacco Enforcement Officer at Southwestern Public Health for details on how to meet these requirements.

d) SERVING OF ALCOHOL

Contacts: Parks, Rec and Property Management Dept - 519-633-7112 Email: mrhun@stthomas.ca
Alcohol & Gaming Commission of Ontario - 416-326-8700 or www.agco.on.ca
Smart Serve Ontario 1-877-620-6082 or www.smartserve.org

Event organizers must abide by the City of St. Thomas Municipal Alcohol Policy which can be obtained from the Parks, Recreation and Property Management Department.

Organizers must also comply with the Alcohol and Gaming Commission of Ontario (AGCO) and are responsible for notifying and providing any pertinent information required under the AGCO guidelines for obtaining a Special Occasion permit. This can be obtained at any Liquor Board of Ontario outlet. Organizers must adhere to the Liquor Licence Act and its regulations for the event, as well as ensure access is given to Police and AGCO inspectors for the purposes of inspections. Tip sheets on Special Occasion Permits can be found on the AGCO website.

A copy of the liquor permit must be supplied to the Corporation of the City of St. Thomas, Parks, Recreation and Property Management Department or if utilizing the services of a caterer with all the required endorsements to provide off-premises beverage services, organizers shall supply a letter from the licensee confirming date/time/locations/services as well as a copy of the establishment's endorsement.

The area where alcohol is being served has to have a 36" (0.9m) high partition/barrier. Please note that there is a **no staking policy** in all of the City's Parks, Recreation and Property Management facilities.

Event organizers will be required to purchase party liability alcohol insurance and provide a copy to the Corporation of the City of St. Thomas, Parks, Recreation and Property Management Department.

No alcohol will be allowed on City streets, sidewalks, or in non-designated areas without the approval of St. Thomas City Council. Extensions to the hours of alcohol services for events may be considered by City Council for unique and/or special circumstances or celebrations.

e) MUNICIPALLY SIGNIFICANT EVENT

Contacts: Alcohol & Gaming Commission of Ontario - 416-326-8700 or www.agco.on.ca
City Clerk's Dept, City Hall - 519-631-1680 ext. 4100 customerservice@stthomas.ca

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must first obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the separate request to the City Clerk's Department. Please note that such approval may take several weeks.

f) MUSIC / NOISE

Contact: City of St. Thomas - 519-631-1680
SOCAN - 1-800-557-6226 or www.socan.ca

The use of sound reproduction devices during special events is authorized between the hours of 10:00 a.m. and 11:00 p.m. The volume of said devices is not to be intolerably high so as to unreasonably disturb the peace and comfort of any person in any dwelling house, apartment, hotel or other type of residence. The definition of "Intolerably High" will be at the sole discretion of the City of St. Thomas and will generally be defined as a noise level exceeding 90 decibels at a residential point of reception.

On a complaint driven basis, City of St. Thomas staff may monitor and document the decibel levels with a decibel sound meter during the event. Non-compliance could result in the immediate cancellation of the current event and cancellation of future events held by that Special Event organizer.

For events not taking place in a City facility, it is the responsibility of the organizers to obtain any applicable musical licencing through SOCAN. If your event is taking place at a rented City facility, a SOCAN charge will be applied to your permit invoice. A SOCAN licence gives you the freedom and flexibility to use virtually any music you want for your business or public event – legally, ethically, and easily. Without SOCAN, you would have to get permission and negotiate a royalty with every songwriter, lyricist, and music publisher whose work you intend to play.

g) ANIMALS

Contacts: Roads and Transportation - 519-631-0368 ext 5130 mvriens@stthomas.ca
Southwestern Public Health - 519-631-9900 ext. 1297 ssaini@swpublichealth.ca

Southwestern Public Health must be notified of the event details two (2) weeks prior to the event if there will be a Petting Zoo or animals available for public access. Petting Zoos or animal displays must comply with the Ministry of Health and Long-Term Care recommendations and guidelines to prevent disease and injury associated with petting zoos in Ontario
https://www.health.gov.on.ca/en/pro/programs/publichealth/oph_standards/docs/reference/Petting_Zoos_2018_en.pdf.

If event organizers wish to have animals at their event that are not permitted in the Animal Control By-Law 71-2011 as amended (e.g. horses, ponies, etc...), an Application for Temporary Exemption to the By-law must be approved by City Council. This application is available from the Special Events Committee Secretary or from the Environmental Services Department - Roads and Transportation. There is a cash fee required with the application. Please note that such approval may take several weeks.

Pet owners will be prohibited from bringing their animals to a public park during events where signs are erected prohibiting animals. Persons with disabilities are permitted to be accompanied by their service animal but must keep that animal with them at all times in areas/premises which are open to the public, when accessing goods and services provided by the City of St. Thomas, unless suspended by other legislation.

h) ROAD CLOSURES / TRAFFIC FLOW CHANGES / PARKING

Contacts: Roads and Transportation - 519-631-0368 ext. 5130 mvriens@stthomas.ca
St. Thomas Police Services - 519-631-1224 ext. 4276 jcosby@stps.on.ca

Road Closures / Traffic Flow Changes

Road closures require a Right of Way Occupancy Permit and City Council approval. Please note that there is a fee for obtaining a Right of Way Occupancy Permit. Once your Special Events Application has been approved, the Manager, Roads and Transportation will prepare a report for Council approval and will contact you. Please note that preparing the report and obtaining Council approval may take several weeks.

Adequate provision for bus service is essential when planning an event route. A City street that is a public transit route shall not be closed for an event unless there is an acceptable parallel road that can be used as an alternate public transit route.

Marshals, volunteers and special event staff are not permitted to direct traffic. Pursuant to the Highway Traffic Act, only the Police can direct traffic.

If your event involves any major arterial or minor arterial classification of road than you must consider having the roadway closed, having the police present or changing the location of your event. Having the police present involves paying to have off-duty officers present for the duration of your event.

Temporary detour and/or advance warning signs may be required by City staff or Police to divert traffic away from the vicinity of the event. If required, they shall be erected, maintained and removed by City staff. It is the responsibility of the event organizers to ensure that all streets that intersect with the closed portion of the road are completely barricaded at both ends of the closure at all times. It is the responsibility of the event organizer to ensure that trained volunteers are positioned at both ends of the road closure at all times to assist emergency vehicles and those with legitimate business through the barricaded area and that a 6 meter passageway is kept clear of obstacles at all times within the road closure so that emergency vehicles can proceed through unimpeded.

It is the responsibility of the event organizer to provide details of the event to residences, businesses, churches and any other institution or organization that may be impacted by the event a minimum of 10 days in advance of the event where reasonably possible. Furthermore, the event organizer will work with business representatives, etc., to minimize any inconvenience the event may cause. Funeral homes shall be notified 48 hours prior to the event.

Parking

If an event is going to impact Municipal Parking Facilities (both on and off City streets) the organizer must contact the Environmental Services Department - Roads and Transportation to arrange a parking plan. All event parking will be arranged to ensure the safe flow of traffic before, during, and after the event. City staff and City Council must approve exclusive use of public parking lots.

Please note that accessible parking spaces in parks are to remain unobstructed and available for their intended use during events.

Sidewalk Sales

It is the responsibility of the applicant to ensure that each business within the limits of the proposed sidewalk sale receives adequate prior notification and is given the opportunity to participate. It is the responsibility of the applicant to install, maintain and remove any barricades that may be required by City staff or the St. Thomas Emergency Services. No tables or barricades shall be permitted within 6.0m (20ft) of an intersection. There must be a minimum of 1.5m (5ft) of clear sidewalk space maintained at all times. Access must be maintained at bus stops for buses loading and discharging passengers. Merchants participating in the sidewalk sale shall be restricted to the sidewalk within the boundary lines of their establishment as extended across the sidewalk. Merchants wishing to use sidewalk space in front of an adjacent establishment as part of their display requires the written approval of that establishment's proprietor.

It is the responsibility of the applicant to ensure that any litter generated as a result of the sidewalk sale is picked up and disposed of properly.

Demonstrations

Demonstrations having less than 150 participants shall be restricted to the sidewalk. Demonstrations having more than 150 participants may use part of the roadway. City staff or a Police officer shall determine the extent of the road use. Demonstrations having less than 150 participants conducted outside a non-internationally protected property shall be restricted to the sidewalk on the opposite side of the street. Demonstrations having more than 150 participants conducted outside a non-internationally protected property may use part of the roadway adjacent to the sidewalk on the opposite side of the street. The St. Thomas Police shall determine the precise parameters of the demonstration and whether the use of the street is required. If no sidewalk exists, the demonstration shall not be permitted within 15m (49') of the establishment. The St. Thomas Police and or City staff may make exceptions for small demonstrations or when it is more practical for the participants to be in front of the establishment.

Signs or banners, other than plastic foam core signs, must be made of cardboard or cloth/nylon. Plastic foam core signs must be limited to 1.0cm (0.39") in thickness, 15.0cm (5.9") in width and

40.0cm (15.7”) in length. All types of signs or banners must be supported by cardboard or softwood supports no larger than 2.5cm by 2.5cm (1” x 1”). These supports must not exceed 2.0m (6.6’) in length. The ends of the supports must not be pointed or sharp.

i) **MUNICIPAL FACILITIES**

Contacts: Parks, Rec and Property Management Department: 519-633-7112 mrhun@stthomas.ca
(Office located at the Joe Thornton Community Centre, 75 CASO Crossing)
Environmental Services – Waste Management: 519-631-1680 ext. 4258 mshannon@stthomas.ca
Parks and Recreation – Property Mgmt, Hydro: 519-631-1680 ext. 4280 mbyl@stthomas.ca
Electrical Safety Authority - 1-877-372-7233 or www.esasafe.com

The Parks, Recreation and Property Management Department must be contacted to discuss the event if the event is being held at a municipal facility, including arenas, parks and fields. For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved. If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot. If renting a pavilion or facility, you must sign an Outdoor Facility Permit or Indoor Non-Ice Facility with the Parks, Recreation and Property Management Department and pay any required fees and deposits.

Garbage Receptacles and Picnic Tables

Garbage Receptacles are available at no-charge by obtaining an equipment rental permit through the Parks Recreation and Property Management Department. The pick-up/delivery is the responsibility of the event organizer. A damage deposit will apply:

of Garbage Receptacles Damage Deposit

| | |
|-------|-------|
| 0-10 | \$50 |
| 10-20 | \$60 |
| 20-30 | \$75 |
| 30-50 | \$150 |

Picnic Tables may be rented, pending availability, at a charge of \$5 per table. An equipment rental permit must be obtained through the Parks Recreation and Property Management Department. The pick-up/delivery is the responsibility of the event organizer. A damage deposit will apply:

of Picnic Tables Damage Deposit

| | |
|-------|-------|
| 0-10 | \$75 |
| 10-20 | \$100 |
| 20-30 | \$200 |
| 30-50 | \$300 |

Please Note: Tables and receptacles must be identified as a request on the permit application. Availability is at the discretion of the Parks Recreation and Property Management Department. All picnic tables and garbage bins must be returned no later than 48 hours after your event. It is the

responsibility of the event organizers to clean up the site and remove all garbage immediately following the event.

Recycling Containers and Collection

Event organizers are encouraged to have recycling programs in place where Blue Box recyclables (consistent with City of St. Thomas program List 1-3 below) are being generated. Recycling containers and collection can be arranged through the Environmental Services Department.

The City will provide an appropriate number of recycling containers (95 gallon roll carts) for use during the event and will arrange for the removal of recyclable materials from a designated location (which may include curbside for smaller events) after the event. For those events who wish to collect organic material, the City will provide use of 35 or 63 gallon roll carts for the collection of the material. The City will be responsible for the collection of the organic material from the carts placed in the designated collection area. There is no charge associated with the collection of recyclables and compost materials for special events.

Event organizers need to inform the City of the range of waste materials being generated. City representatives will work with event organizers to ensure the recycling containers are on site and appropriately distributed around the event. Generally, this will require the special event organizers to place the recycling containers adjacent to the garbage containers where possible.

| List #1 Commingled Containers | List #2 Commingled Paper Products | List #3 Organic Products (includes but not necessarily limited to) |
|---|--|--|
| <ul style="list-style-type: none"> • Metal Food & Beverage Cans • Glass Jars and Bottles • Plastic bottles and containers • Aluminum Pie Plates and Foil • Tetra Pak (drink boxes) • Gable Top containers(Milk Cartons) • Spiral Wound Cardboard Cans(Pringle Cans) • Drink cups(coffee, pop) | <ul style="list-style-type: none"> • Newspapers • Flyers • Boxboard (cracker, cereal, boxes) • Fine paper • Envelopes • Magazines • Telephone Books • Corrugated Cardboard(flattened in 2ft x 2ft x 1ft bundles) | <ul style="list-style-type: none"> • Fruits & Vegetables • Grains (pasta, bread, cereal) • Dairy Products(cheese, yogurt) • Coffee Grounds & Filters • Tea Bags • Egg Shells • Meat (including bones) • Soiled Pizza Boxes • Paper drink trays • Used tissues and paper towels • Paper bags and cellulose lined paper bags (flour, sugar, popcorn) • Paper ice cream carton • Paper plate • Paper takeout food containers • Corn cobs and husks |

Hydro and Electrical Requirements

The event organizer must ensure that adequate electrical supply capacity is available to run the event and must confirm with the supply authority what the electrical requirements will be for the event.

Please note that all equipment and extension cords must be in good condition and approved by an accredited certification body under the Ontario Electrical Safety Code or have been inspected by the

Electrical Safety Authority (ESA). Please note that there are fees associated with ESA permits and can vary depending on the size of the event and the electrical requirements.

Hydro pedestals at Pinafore Park and a hydro panel are available for rent, if required from the Parks, Recreation and Property Management Department.

j) PINAFORE PARK

Contact: Parks, Rec and Property Management Department - 519-631-7112 mrhun@stthomas.ca

Pinafore Park hosts a large number of special events every year, including some of the highest attended. Special events in Pinafore Park require specific contact with the Parks, Rec and Property Management Department to discuss the event, layout and parts of the park being used. Events in Pinafore Park require an onsite meeting to be scheduled with the Parks, Rec and Property Management Department for an inspection and to help facilitate resources. There may be more information required including an event schedule, key contacts and emergency planning.

k) ACCESSIBILITY

Contact: City Clerk's Department - 519-631-1680 ext. 4100 customerservice@stthomas.ca
Municipal Accessibility Advisory Committee – 519-631-1680 ext. 4125 jhindley@stthomas.ca

Organizations planning an event with one or more employees have legal requirements to meet on accessibility. This includes seasonal and part-time employees. Organizations with more than 20 employees must report to the government of Ontario on how they are meeting these requirements.

The government of Ontario has produced a Guide to Accessible Festivals and Outdoor Events, found on the City of St. Thomas Special Events Permit page. More information can also be found on the Accessibility page of the City's website. **Please note:** it is the responsibility of the event organizers to ensure that their organization is in compliance with the Accessibility for Ontarians with Disabilities Act.

l) OTHER SERVICES / RESOURCES

Police Service / Security

Contact: Police Service - 519-631-1224 ext. 4276 jcosby@stps.on.ca

Privately licensed security may be required for events, particularly with regards to serving alcohol and the Alcohol and Gaming Commission of Ontario (AGCO). The rules and regulations dealing with private security are outlined in the Private Security and Investigative Services Act of Ontario.

The St. Thomas Police Service will work with event organizers to ensure a safe and effective plan is in place for their event. Discussion will revolve around the responsible service of alcohol, security measures, traffic control, and/or paid duties in place, persons in charge, contact numbers, etc. The event organizer may be required to meet in person with a representative from the St. Thomas Police Service after the initial contact has been made. Paid duty information, application and cost can be found by visiting the St. Thomas Police Service website at <http://www.stps.on.ca>.

First Aid

Contact: St. John's Ambulance - 519-633-2290 st.thomas@sj.ca

It is required that event organizers provide certified first-aid services on site during the operating hours of the event through a qualified agency such as St. John Ambulance, when there is an expected attendance of more than 200 people. Documentation providing proof that First Aid services have been retained is required to be submitted to the Special Events Committee.

Well-trained and well-equipped, St. John Ambulance volunteers are at countless public events to give first aid care when emergencies occur. By being there, St. John volunteers are “first on the scene” in the critical minutes until medical assistance arrives.

Ambulance / Emergency Medical Services

Contact: Elgin-St. Thomas EMS - 519-637-3098 info@memseo.com

Elgin-St. Thomas Emergency Medical Services are to be notified of the event details and appropriate measures are to be arranged in order to ensure a safe and well organized event.

Fire Department / Fireworks

Contact: Fire Department: 519-631-0210 kdestun@stthomas.ca

The Fire Department is to be notified of the event details and appropriate measures are to be arranged in order to ensure a safe and well run event. An inspection must be completed before the event. All events must meet the requirements of the Ontario Fire Code.

If there will be fireworks as part of the event, you must submit a permit for exhibition fireworks to the Fire Department.

St. Thomas & District Chamber of Commerce

Contact: 519-631-1981 Email: mail@stthomaschamber.ca

The St. Thomas & District Chamber of Commerce is interested in details on special events and activities that might impact local business. The Chamber is a specialist in communication to the business community across the City, and throughout the surrounding area. If your activity could bring opportunities for local business or affect their operation in any way, keeping the Chamber informed is beneficial to everyone. Additional information can be found on the Chamber website at www.stthomaschamber.on.ca.

Downtown Development Board (DDB)

Contact: 519-633-5248 Email: ddb@stthomas.ca

The Downtown Development Board (DDB) is interested in details on special events and activities, especially events held in the downtown. “Our goal is to promote and beautify Downtown St. Thomas.” More information on the DDB can be found at www.downtownstthomas.com.

Tourism Services

Contact: Railway City Tourism, EDC – 519-631-1680 ext. 4132 tourism@stthomas.ca

Railway City Tourism can assist special events on a variety of fronts. The website www.railwaycitytourism.com is a dynamic site where events can be posted and a news feed can inform. Any content from event details to news releases to promo photos can go up on the website. Additionally, Facebook, Twitter, Flickr and Youtube can be used to present special events materials. Finally, the L & PS Station is home to the tourism office, and if there are posters, brochures, or any other physical media relating to the event, they can be housed in and distributed from the office.

Lotteries

Contact: Treasury Department - 519-631-1680 ext. 4105 ashaw@stthomas.ca.

Any intent to operate a lottery in the City of St. Thomas must first comply with all Provincial, Regional and Municipal regulations in order to be considered for approval. Lottery licencing refers to lottery schemes permitted by a licence under the *Criminal Code of Canada*. Typically, these may include bingos, raffles, break open tickets and social gaming events held by charitable or religious organizations. More information on applying for lottery licencing with the City of St. Thomas can be found on the City's web site under Lottery Licencing.

Washroom Facilities

Contact: Planning & Building Services – 519-631-1680 ext. 4160 adicicco@stthomas.ca

Event organizers are responsible for providing sufficient number and type of water closets (toilets) and hand sinks to support the event. Washrooms in existing buildings may be utilized if they are open and accessible. Where existing washrooms do not meet the required water closet count, sanitary privies or chemical toilets may be provided to make up the shortfall.

The number of water closets required is specified in the Ontario Building Code (OBC) where applicable. Where the OBC is not applicable, the Special Events Committee shall determine the number of water closets required based on the event location, duration, whether or not food and/or alcohol is being provided and any other factor as the committee may deem just.

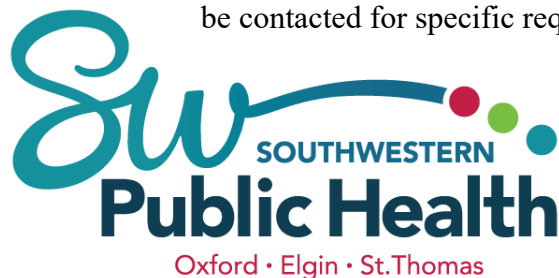
It is recommended that Building Services be consulted prior to completing the Special Event Permit Application.

m) INSURANCE

Contact: Treasury Department - 519-631-1680 ext. 4112 kenglish@stthomas.ca

A Certificate of Insurance is required providing proof of \$5,000,000 or more in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance, as well as the completed Statement of Indemnification

MUST be submitted a minimum of two weeks prior to the start of the event. The Special Events Committee reserves the right to impose additional requirements and increased insurance coverage for large community events. **Please note:** An approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.



St. Thomas Site
Administrative Office
1230 Talbot Street
St. Thomas, ON
N5P 1G9

Woodstock Site
410 Buller Street
Woodstock, ON
N4S 4N2

Guidelines for Organizers and Workers at Special Events

These guidelines are directed to those persons who organize or work at a special event.

- ✓ Be clean and healthy (free from colds, flu, or upset stomach) wear clean outer garments and confine hair (e.g., baseball cap or hair net).
- ✓ Do not smoke in the food area while preparing / handling food.
- ✓ A separate handwash basin is to be provided at the food preparation area.
 - Supplied with:
 1. Hot and cold running water;
 2. soap in a dispenser; and
 3. paper towels.
- ✓ Wash Your Hands:
 - before handling any food or utensils
 - after using the washroom
 - after sneezing, smoking or any time they become soiled
 - gloves can be used but must not replace hand washing and must be changed frequently.
- ✓ A minimum of a two-compartment sink supplied with hot and cold running water, must be available for cleaning and sanitizing utensils.
 - All utensils and food containers must be:
 1. WASHED: in hot water and detergent
 2. RINSED: in hot water
 3. SANITIZED: immersed in a solution of hot water and 100 ppm chlorine (bleach) or 200 ppm QUAT or 25 ppm iodine for 45 seconds.

Note: A test reagent must be provided to test sanitizer strength.

- ✓ Several sets of utensils (spatulas, tongs, etc.) are to be available.
- ✓ Utensils must be cleaned and sanitized after each use (DAILY).
- ✓ Single service (disposable) articles must be used for the service or sale of food.
- ✓ Store raw potentially hazardous foods below ready-to-eat or cooked foods to prevent cross-contamination.

- ✓ Provide adequate refrigeration space for potentially hazardous foods.
- ✓ Provide accurate indicating thermometers in all temperature-controlled compartments that contain potentially hazardous foods.
- ✓ Cook food to the proper internal temperature using a probe thermometer
- ✓ Ensure separate utensils are used for raw and cooked products to eliminate cross-contamination.
- ✓ **KEEP HOT FOODS HOT! KEEP COLD FOODS COLD!**
Store hot foods at 60°C/140°F or higher and cold foods at 4°C/39°F or less
- ✓ If in doubt about the condition of a certain food, throw it out.
- ✓ Make sure food is protected from contamination and adulteration (e.g., tent-type structure, patio umbrella, lids and / or plastic wrap).
- ✓ Make sure there is an adequate number of garbage receptacles with tight-fitting or self-closing lids for storing all garbage and waste in a sanitary manner
- ✓ Make sure there is a separate holding tank provided for sink wastes. This waste tank is to be equipped with an easily readable gauge for determining the waste or water level in the tank.
- ✓ All waste water must be drained into a sanitary sewer in a sanitary manner.
- ✓ **DON'T** let anyone not involved in **Food Handling** into the preparation area.
- ✓ The location and operation of the Special Event must comply with **the Ontario Fire Code and the Ontario Building Code**. Contact the local municipal office for more information.

For more information, contact:

Southwestern Public Health – Health Protection

Phone: 1-800-922-0096

E-mail: environmentalhealth@swpublichealth.ca