# THE CORPORATION OF THE CITY OF ST. THOMAS A G E N D A THE FIRST MEETING OF THE SPECIAL EVENTS COMMITTEE

COMMITTEE ROOM 204 CITY HALL

3:00 P.M.

**FEBRUARY 4, 2015** 

### **MINUTES**

Confirmation of the minutes of the meetings held on September 3 and 15, 2014.

# PETITIONS AND COMMUNICATIONS

#### **Permit Applications**

Shamrock Shuffle - Shamrock Shuffle Committee - March 14, 2015 Pages 2-10

Iron Kids - YMCA St. Thomas-Elgin - May 31st, 2015 Pages 11-15

Try a Tri - St. Thomas YMCA Management - May 3, 2015 Pages 16-20

District Convention Parade - Royal Canadian Legion - April 12, 2015 Pages 21-24

\*Railway City Arts Crawl Fireworks - Railway City Tourism - Feb 28, 2015 Pages 25-28

\*"Renew Your Vows" - 94.1 myFM - February 14, 2015 Pages 29-32

Fundraising BBQ - PSNE - April 30 and June 30, 2015 Pages 33-35

Father's Day Car Show - Lions Club - June 21, 2015 Pages 36-40

St. Anne's Community Festival - St. Anne's Parish - June 3-6, 2015 Pages 41-46

Beef BBQ - Elgin Cattlemen's Association - August 19, 2015 Pages 47-50

2015 Mandarin MS Walk - MS Society - May 3, 2015 Pages 51-53

Easter Egg Hunt - Kinsmen Club - April 4, 2015 Pages 54-56

<u>Teddy Bear Picnic - Elgin Teddy Bear Picnic Committee - June 10, 2015</u> Pages 57-59

<u>Voaden Leads Change! - Organizing Committee - May 2, 2015</u> Pages 60-63

Cross Walk - St. Thomas Pentecostal Assembly - April 3, 2015 Pages 64-67

Nostalgia Nights - DDB - July 11, 2015 Pages 68-71

\*Respect Life Walk-A-Thon - St. Thomas & District Right to Life - May 23, 2015 Pages 72-74

Steve Jennings Classic - Organizing Committee - August 1, 2015 Pages 75-77

Rib Fest - Organizing Committee - July 10-12, 2015 Pages 78-80

Canada Day Beer Garden - St. Thomas Kinsmen Club - July 1, 2015 Pages 81-83

### **UNFINISHED BUSINESS**

#### **NEW BUSINESS**

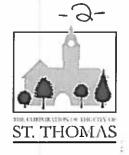
#### **NEXT MEETING**

To be determined.

### **ADJOURNMENT**

# Alderman Dave Warden Chairman

Melanie Knapp City of St. Geoffetary Received



### **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4122 Fax: (519) 633-9019

Email:mknapp@stthomas.ca

# DEC 0 1 2014

# SPECIAL EVENT PERMIT APPLICATION

City Clarks Dept.

City Clarks Dept.

THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO THE EVENT

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

Event Name:	The Shamrock Shuffle		
Date(s):	March 14/15 Start Time: 9 a.m. End Time: 11 a.m.		
Location(s):	Start and End as Central United Church		
Organizing Group	: Shamrock Shuffle Committee with Inn Out of the Cold		
Contact Name:	South Tolliffe Doreen Jewen, Noel Markay		
Address:	To 5 Galbraith Court		
Town/City:	St. Thomas Postal Code: NSR 668		
Phone Number:	Cell Phone Number: 519-631-2501 (Kath Tolliffe)		
Fax Number:	Email Address: The Stamwock Shuffle Equivail Com		
Expected Attenda	nce: <u>350</u>		
Location and num	ber of washrooms in place: 1. Porta-Polly plus Church Woshrooms- 1 Handi		
Will food of any kind be available at this Event? Yes ☑ No □			
If Yes, you must c	omplete the Special Events Notification Form available at Elgin St Thomas		
Public Health.			
Will there be a Pet	ting Zoo or Animals at this Event? Yes □ No 🗹		
If Yes, please contact Eigin St. Thomas Public Health for health requirements.			
If the type of animal is not permitted under the Animal Control By-law, please contact City			
Animal Services for an application for the Temporary Exemption to the Animal Control By-law.			
Will there be an indoor/tent covered area used for public assembly as part of the event?			
Yes ☑ No 🛘 If yes, please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act			
and pertinent local by-law requirements			

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)? Yes □ No □ N/A ☑ If yes, Permit #
Will Alcohol be consumed at this Event?  Yes □ No ☑  If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.
Will you be requesting your event to be deemed a Municipally Significant Event? Yes □No ☑
If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.
Are you anticipating any road closures/traffic flow changes? Yes □ No ☑
NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road
closures.
If yes, describe the road closure requirement (Use a separate sheet if required).
If the event is a Parade/Run/Walk/Pass through Sporting Event:  Route Details (Use a separate sheet if required)  Please see Routes Attached
Number of Event Personnel: Number of Bands in the Event:
Number of Vehicles: Number and Size of Tents:
Event Details (List all activities. Use a separate sheet if required) <u>AKM + 5Km (Dalk</u>
5 Km + 10 Km Run
<u> </u>
Do you require Municipal Support:  Labour: Yes □ No ☑ Site Meeting: Yes □ No ☑ Water: Yes □ No ☑  Barricades: Yes □ No ☑ Traffic Control: Yes □ No ☑ Hydro: Yes □ No ☑  No Parking Signs: Yes □ No ☑ Detour Signing: Yes □ No ☑ Portable Hydro Panel Yes □ No ☑  Other:
Has the St. Thomas Fire Department been contacted?  Yes ☑ No □ N/A □
Has the St. Thomas Police Service been contacted?  Yes ☑ No □ N/A □
Has Emergency Medical Services been contacted?  Yes   ✓ No □ N/A □
Has the Eigin-St. Thomas Public Health been contacted?  Yes   ✓ No □ N/A   ✓
Has the Parks and Recreation Department been contacted?  Yes ☑ No □ N/A □  If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

Have you obtained an Electrical Safety Authority permit (if r If yes, Permit #	required)? Yes □ No □ N/A □
Have you obtained a Fire Hydrant connection permit (if required life) yes, Permit #	uired)? Yes □ No □ N/A 🗹
Have you obtained a Right of Way occupancy permit (if req If yes, Permit #	uired)? Yes 🗆 No 🗆 N/A 🗹
Have you submitted a location or site map with the application	ion? Yes 🗈 No 🗆 N/A 🗹
Has a privately licensed security firm been contacted/retained lf yes, what company and how many security officers will be	
Have you considered providing First Aid? If yes, how do you intend on providing that service?	Yes & No   N/A   St. John's Ambulance
Have you considered provisions for accessibility? i.e. parking bescribe: Accessible Accessible Accessible Poutes Accessible  Volunteers:	ng, washrooms Yes No D ceessible Washroom + Lift at Church
Will you have volunteers trained in traffic control? Yes If yes, how many?  We will Determine #5 New	MO D N/AD S L A NI
If yes, how many? We will Determine #'s New	eded Based on Koute Conditions
Other types of volunteers and number: Water Stops / Rou	ile Cyclists Istart and kind Localions!
- Yorking - #'s B	pased on Registrations hereived.
(Signature of Individual completing this application)	Nov. 13 0014 Date of application
Contacts:	
Alcohol and Gaming Commission of Ontario	(416) 326-8700
<ul> <li>CAO/Clerk's Dept – Municipally Significant Event</li> </ul>	631-1680 Ext. 4007
Elgin-St. Thomas Public Health – Healthy Environments Team	631-9900
Emergency Medical Services	637-3098 Ext. 30
<ul> <li>Environmental Services – Roads &amp; Transportation</li> </ul>	631-0368 Ext. 5130
<ul> <li>Environmental Services – Building Division</li> </ul>	631-1680 Ext. 4168
<ul> <li>Environmental Services – Property Services</li> </ul>	631-1680 Ext. 4180
<ul> <li>Environmental Services – Waste Management</li> </ul>	631-1680 Ext. 4258
Fire Department – Fire Prevention Officer	631-0210
Police Services	631-1224 Ext. 141
Parks & Recreation Services     St. Thomas Tayrings	633-7112
St. Thomas Tourism     Treasury Department, Incurrence	631-1680 ext. 4132
Treasury Department - Insurance	631-1680 Ext. 4105
OFFICE USE ONLY	
Application Received:	<i>301</i> 4
Special Events Committee Approval:	



2014 Shamrock Shuffle 2 km Route Distance: 2.02 km Elevation: 8.36 m (Max: 234.69 m)

mapmyrun Elgin St Wellington St Wellington St Wellington St Gladstone Ave McIntyre St S Erie: Smith Ave Rosebery PI Myrtle St Locust St Oliver St Devonshire D. Regent St Chestnut St Leila St West Ave Palm St Maple St Palm S Mabel St Wilson Ave Wawa St Hemlock St Naama St Chester St. Chester St Henry St Opechee St Dunkirk Dr St Thomas-Elg Memorial Cent Oak St Wilson Ave 1 St Thomas Cemetery Spruce St Cypress St Map data ©2014 Google

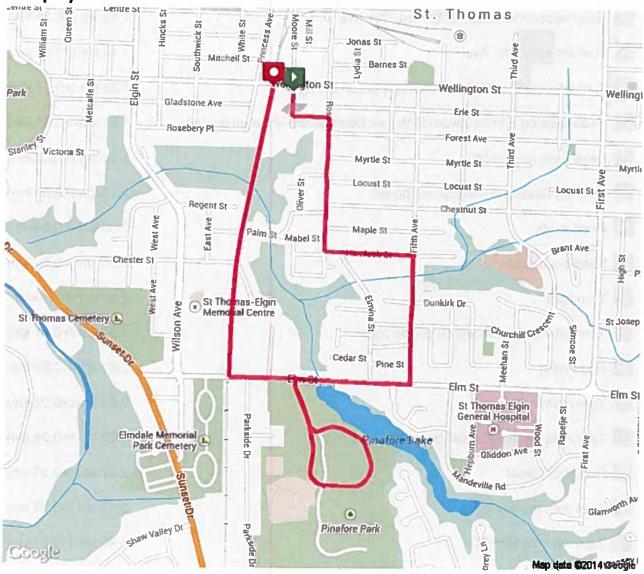
This segment has no directions.	0 km (+2.02 km)
Destination	2.02 km (+0 km)

MapMyRun • http://mapmyrun.com/routes/view/586506190



2014 Shamrock Shuffle 5 km route Distance: 4.85 km

Elevation: 14.68 m (Max: 237.29 m)



Head south on Moore St toward McIntyre St	0 km (+0.09 km)
Turn left onto McIntyre St	0.09 km (+0.01 km)
Head east on McIntyre St toward Ross St	0.09 km (+0.14 km)
Turn right onto Ross St Destination will be on the left	0.23 km (+0.01 km)

E	Head south on Ross St toward Forest Ave	0.24 km (+0.53 km)
K	Turn left onto Hemlock St Destination will be on the right	0.77 km (+0.01 km)
	Head east on Hemlock St toward Elmina St Destination will be on the right	0.78 km (+0.35 km)
••	Head west on Hemlock St toward Fifth Ave	1.13 km (+0.01 km)
1	Turn left onto Fifth Ave	1.14 km (+0.52 km)
1	Turn left onto Elm St Destination will be on the right	1.66 km (+0.01 km)
••	Head west on Elm St toward Fifth Ave Destination will be on the left	1.67 km (+0.45 km)
	Head west on Elm St	2.12 km (+0.02 km)
1	Turn left Destination will be on the left	2.13 km (+0.23 km)
:	Head south	2.36 km (+0.2 km)
	Head southeast	2.56 km (+0.04 km)
D	Turn right	2.6 km (+0.01 km)
	Turn left Destination will be on the right	2.61 km (+0.01 km)
•	Head west	2.62 km (+0.01 km)
	Turn right	2.63 km (+0.01 km)
	Turn right Destination will be on the right	2.63 km (+0.34 km)
	Head northwest	2.97 km (+0.21 km)
	Turn right toward Elm St	3.18 km (+0.24 km)
1	Turn left onto Elm St	3.42 km (+0.01 km)
••	Head west on Elm St toward Parkside Dr	3.42 km (+0.26 km)
8	This segment has no directions.	3.68 km (+1.17 km)
	Destination	4.85 km (+0 km)
		• •

MapMyRun • http://mapmyrun.com/routes/view/586510716

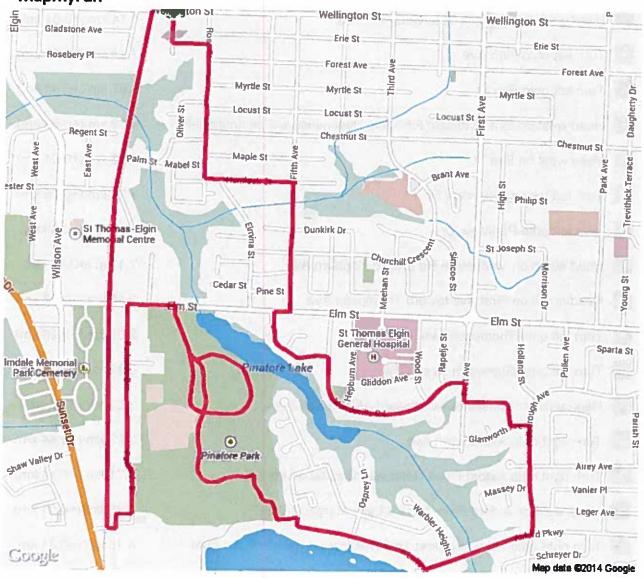


2014 Shamrock Shuffle 10 km

Distance: 10.12 km

Elevation: 27.01 m (Max: 242.72 m)





Head south on Moore St toward McIntyre St	0 km (+0.09 km)
Turn left onto McIntyre St Destination will be on the right	0.09 km (+0.01 km)
Head east on McIntyre St toward Ross St	0.1 km (+0.14 km)
Turn right onto Ross St	0.23 km (+0 km)

_		
	Head south on Ross St toward Forest Ave	0.24 km (+0.54 km)
	Turn left onto Hemlock St Destination will be on the right	0.77 km (+0.01 km)
	Head east on Hemlock St toward Elmina St	0.78 km (+0.36 km)
	Head west on Hemlock St toward Fifth Ave	1.14 km (+0.01 km)
	Turn left onto Fifth Ave	1.15 km (+0.52 km)
	Turn left onto Elm St	1.67 km (+0.01 km)
	Head west on Elm St toward Fifth Ave Destination will be on the left	1.68 km (+0.06 km)
	Head west on Elm St	1.73 km (+0.01 km)
K	Turn left toward Parkview Dr	1.74 km (+0.06 km)
	Turn left onto Parkview Dr	1.81 km (+0.3 km)
	Head south on Mandeville Rd toward Hepburn Ave	2.1 km (+0.75 km)
:	Head south on First Ave toward Thompson Ave	2.86 km (+0.08 km)
1	Turn left onto Thompson Ave	2.93 km (+0.26 km)
1	Turn left onto Glanworth Ave	3.2 km (+0.01 km)
•	Head east on Glanworth Ave toward Aldborough Ave	3.2 km (+0.07 km)
Þ	Turn right onto Aldborough Ave	3.27 km (+0.44 km)
>	Turn right onto Axford Pkwy Destination will be on the left	3.71 km (+0.44 km)
••	Head west on Axford Pkwy toward Lake Margaret Trail	4.15 km (+0.01 km)
Þ	Turn right onto Lake Margaret Trail Destination will be on the right	4.16 km (+0.31 km)
+4.	Head west on Lake Margaret Trail toward Osprey Ln	4.46 km (+0.23 km)
i	Continue onto Hummingbird Ln	4.69 km (+0.05 km)
	Head west	4.74 km (+0.08 km)
	Turn right	4.82 km (+0.23 km)
·	Head southwest	5.05 km (+0.04 km)
••	Head west Destination will be on the right	5.08 km (+0.45 km)

Head north Destination will be on the left	5.54 km (+0.25 km)
Head northwest	5.78 km (+0.02 km)
Sharp left Destination will be on the left	5.8 km (+0.12 km)
Head south Destination will be on the right	5.92 km (+0.27 km)
Head east Destination will be on the right	6.19 km (+0.23 km)
Head northwest	6.41 km (+0.18 km)
Head southwest	6.6 km (+0.01 km)
Turn right Destination will be on the right	6.61 km (+0.24 km)
lead north toward Elm St	6.84 km (+0 km)
Turn left onto Elm St Destination will be on the left	6.85 km (+0.18 km)
Head west on Elm St toward Parkside Dr	7.03 km (+0 km)
Turn left onto Parkside Dr	7.04 km (+0.84 km)
■ Turn right	7.88 km (+0.12 km)
Turn right Destination will be on the left	8 km (+0.04 km)
This segment has no directions.	8.04 km (+2.08 km)
Destination	10.12 km (+0 km)

MapMyRun • http://mapmyrun.com/routes/view/586504404

# Alderman Dave Warden Chairman

Melanie Knapp Secretary



# **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4122 Fax: (519) 633-9019

Email:mknapp@stthomas.ca

# SPECIAL EVENT PERMIT APPLICATION

THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO THE EVENT

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

	43.0		
Event Name:	IRON KIDS		
Date(s):	May 31/201 Start Time: 9:00 am End Time: 12:00 pm		
Location(s):	St. Thomas YMCA		
Organizing Grou	p: Family YMCA ST Thomas - ETain.		
Contact Name:	Jerad Henderson		
Address:	20 High Street		
Town/City:	ST. Thomas Postal Code: NSR 5V2.		
Phone Number:	Le31-2418 ext 227 Cell Phone Number: 519-870-3665		
Fax Number:	631-4131 Email Address: henderson a ymcawo ca		
Expected Attenda			
Location and nur	nber of washrooms in place: 20 High 5treet		
Will food of any k	ind be available at this Event?		
If Yes, you must	complete the Special Events Notification Form available at Elgin St Thomas		
Public Health.			
Will there be a Pe	etting Zoo or Animals at this Event?		
If Yes, please contact Elgin St. Thomas Public Health for health requirements.			
If the type of animal is not permitted under the Animal Control By-law, please contact City			
Animal Services for an application for the Temporary Exemption to the Animal Control By-law.			
Will there be an indoor/tent covered area used for public assembly as part of the event?			
Yes □ No ☑ If yes, please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act			
and pertinent local by-law requirements.			

Have you obtained a Building Permit for Yes □ No □ N/A □ If yes, Permit #	or tents larger than 60m² cumulati 	vely (if required)?
Will Alcohol be consumed at this Even If Yes, you must review and meet the r through the Parks and Recreation Dep	requirements of the City's Alcohol	No □ Policy available
Will you be requesting your event to be	e deemed a Municipally Significan	t Event? Yes □No □
If Yes, you must obtain Council approv		
Are you anticipating any road closures/		No 🗈
NOTE: A Right of Way Occupancy Per	_	- · · · - <del>-</del>
closures.	approval will be to	squired for all road
If yes, describe the road closure require	ement (Use a separate sheet if red	quired).
If the event is a Parade/Run/Walk/Pass Route Details (Use a separate sheet if r	required)	
Number of Vehicles:	Number of Bands in the Event:	<del></del>
Event Details (List all activities. Use a s	_ Number and Size of Tents:	<del></del>
An annual event	Iron Kids, raises	money for
a tradition to	Strong Kidy by for	icilitatily
	MINITER.	
Do you require Municipal Support:  Labour: Yes □ No □ Site I  Barricades: Yes □ No □ Traffi  No Parking Signs: Yes □ No □ Detoi  Other:	Meeting: Yes □ No  Wate ic Control: Yes ⊡ No □ Hydro ur Signing: Yes □ No ൛ Portable	er: Yes □ No ☑ o: Yes □ No ☑ e Hydro Panel Yes □ No ☑
Has the St. Thomas Fire Department bed	en contacted?	Yes □ No □ N/A ☑
Has the St. Thomas Police Service been	contacted?	Yes □ No □ N/A 🗹
Has Emergency Medical Services been of	contacted?	Yes □ No □ N/A Ø
Has the Elgin-St. Thomas Public Health	been contacted?	Yes □ No □ N/A ☑
Has the Parks and Recreation Department If yes, have you rented a pavilion/facility a	nt been contacted? and signed a permit? Please state	Yes □ No □ N/A ☑

Have you obtained an Electrical Safety Authority permit (if r If yes, Permit #	required)?	Yes   No  N/A
Have you obtained a Fire Hydrant connection permit (if requall f yes, Permit #	uired)?	Yes D No N/A
Have you obtained a Right of Way occupancy permit (if req If yes, Permit #	uired)?	Yes 🛘 No 🗆 N/A 🗎
Have you submitted a location or site map with the applicati	ion?	Yes No N/A
Has a privately licensed security firm been contacted/retained of the security	ed? e present?	Yes □ No □ N/A ☑
Have you considered providing First Aid? If yes, how do you intend on providing that service?	All	Yes No N/A D
Have you considered provisions for accessibility? i.e. parkin Describe: The YMCA is fully access	g washrooms	Yes No 1
Will you have volunteers trained in traffic control? Yes If yes, how many?  Other types of volunteers and number:	□No ☑ N/A □	· · · · · · · · · · · · · · · · · · ·
(Signature of Individual completing this application)		Date of application
Contacts:  Alcohol and Gaming Commission of Ontario CAO/Clerk's Dept — Municipally Significant Event Elgin-St. Thomas Public Health — Healthy Environments Team Emergency Medical Services Environmental Services — Roads & Transportation Environmental Services — Building Division Environmental Services — Property Services Environmental Services — Waste Management Fire Department — Fire Prevention Officer Police Services Parks & Recreation Services St. Thomas Tourism Treasury Department - Insurance	(416) 326-870 631-1680 Ext 631-9900 637-3098 Ext 631-0368 Ext 631-1680 Ext 631-1680 Ext 631-0210 631-1224 Ext 633-7112 631-1680 ext 631-1680 ext	. 4007 . 30 . 5130 . 4168 . 4180 . 4258
OFFICE USE ONLY Application Received: Special Events Committee Approval:	18/14	

loop of track

Finish Line

Bike 3-6 Years **Transition** 

5-6 Years

3-4 Years

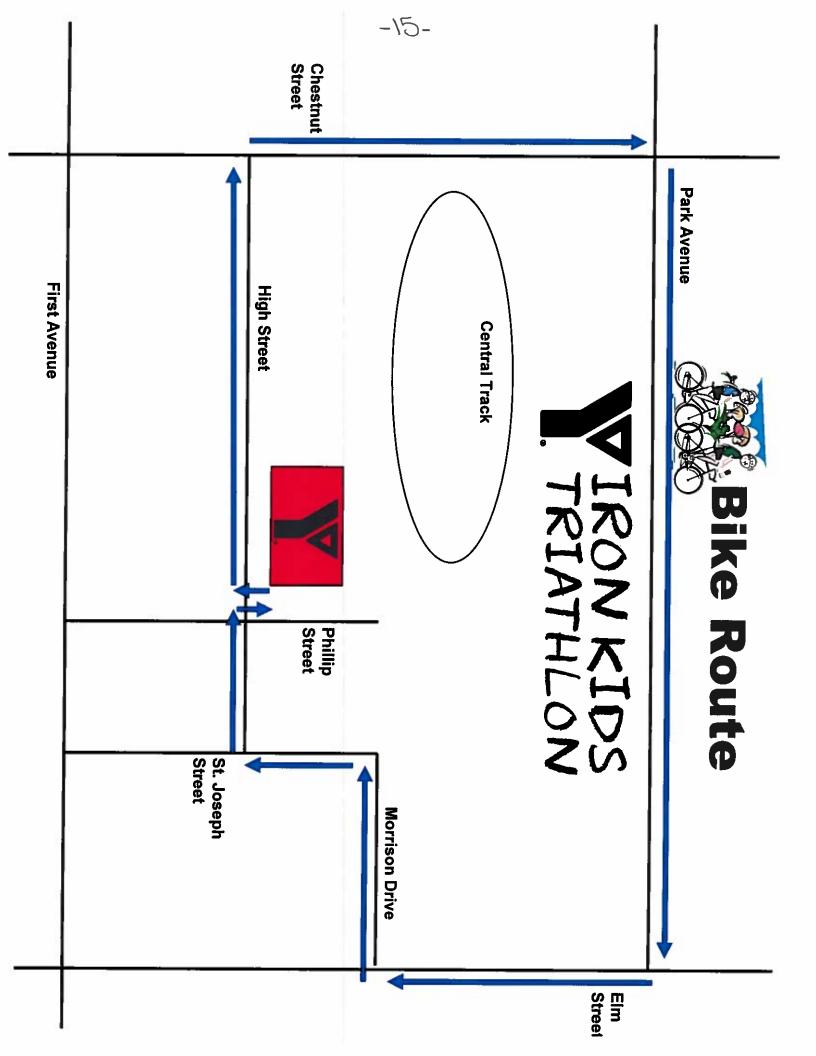
7-9 Years

# -14-TRONKIDS TRIATHLON 10-12 Years2 loops of track **Run Route Water Station Central Highschool Track Run Route** Parking Lot

Mount Line

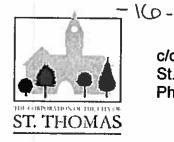
Dismount Lir

**Transitio** Bike 7yrs



# Alderman Dave Warden Chairman

Melanie Knapp Secretary



# **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4122 Fax: (519) 633-9019

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# SPECIAL EVENT PERMIT APPLICATION

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Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

Event Name:	Try a Tri				
Date(s):	3,2015 Start Time	9:00 En	d Time: _{	2:00	·
Location(s):	20 High	Street	A	onal	YMCA
Organizing Group: 5	t. Thomas Y1			*	<del></del>
Contact Name:	·	erdon			
Address:	High Street	St. Thanes,	ON N	5R 5V	2
Town/City: St. T	hour Postal Code		5V2		
Phone Number: (519)63	1-2418 Cell Phone	Number: (519)	870-	- 3665	9000
Fax Number: <a><a><a><a><a><a><a><a><a><a><a><a><a>&lt;</a></a></a></a></a></a></a></a></a></a></a></a></a>	Email Addre	ess: ihere	derson	2) umcas	20.CO
Expected Attendance: _	50	5		0	
Location and number of	washrooms in place:	Seven was	snoons	Odle	Yo
Will food of any kind be			Yes		<del></del>
If Yes, you must comple	te the Special Events	Notification Form a	vailable at	Elain St The	omas
Public Health.					
Will there be a Petting Z	oo or Animals at this E	event?	Yes □ I	No 🗹	
If Yes, please contact E	igin St. Thomas Public	Health for health r	equirement	s.	
If the type of animal is n					tv
Animal Services for an a					
Will there be an indoor/to					
Yes □ No Ø If yes, pleas					
and pertinent local by-la					, 101

Have you obtained a Building Permit for tents larger than 60m² cumulat Yes □ No ☑ N/A □ If yes, Permit #	ively (if required)?
Will Alcohol be consumed at this Event?  If Yes, you must review and meet the requirements of the City's Alcoho through the Parks and Recreation Department.	□ No □∕ I Policy available
Will you be requesting your event to be deemed a Municipally Significar	nt Event? Yes □No ៧
If Yes, you must obtain Council approval by submitting a letter to the CA	
Are your making at a second of the second of	□ No □
NOTE: A Right of Way Occupancy Permit and Council approval will be	
closures.	oquilor dil lodg
If yes, describe the road closure requirement (Use a separate sheet if re	equired).
Number of Vehicles:  If the event is a Parade/Run/Walk/Pass through Sporting Event:  Route Details (Use a separate sheet if required)  Number of Event Personnel:  Number of Bands in the Event:  Number of Vehicles:  Number and Size of Tents:	
Event Details (List all activities. Use a separate sheet if required)  A beginners trictation for adults  money for alle YMCA'S Strong K	raising ids charity.
Do you require Municipal Support:  Labour: Yes □ No ☑ Site Meeting: Yes □ No ☑ Wat  Barricades: Yes ☑ No □ Traffic Control: Yes ☑ No □ Hyd  No Parking Signs: Yes □ No ☑ Detour Signing: Yes □ No ☑ Portab  Other:	er: Yes □ No ro: Yes □ No le Hydro Panel Yes □ No 짋
Has the St. Thomas Fire Department been contacted?	Yes 🗆 No 🗆 N/A
Has the St. Thomas Police Service been contacted?	Yes 🗆 No 🗆 N/A 🗹
Has Emergency Medical Services been contacted?	Yes 🗆 No 🗆 N/A 🗹
Has the Elgin-St. Thomas Public Health been contacted?	Yes □ No □ N/A ☑
Has the Parks and Recreation Department been contacted? If yes, have you rented a pavilion/facility and signed a permit? Please state	Yes □ No □ N/A ☑  te location of rental.

Have you obtained an Electrical Safety Authority permit (if If yes, Permit #	required)?	Yes 🗆 No 🗆 N/A 🗗
Have you obtained a Fire Hydrant connection permit (if req If yes, Permit #	uired)?	Yes D No D N/A
Have you obtained a Right of Way occupancy permit (if rec If yes, Permit #	quired)?	Yes 🗆 No 🗆 N/A 🗹
Have you submitted a location or site map with the applicat	tion?	Yes ☑ No ☐ N/A ☐
Has a privately licensed security firm been contacted/retain If yes, what company and how many security officers will be	ned? e present?	Yes □ No □ N/A
Have you considered providing First Aid? If yes, how do you intend on providing that service?	All	Yes & No 1 N/A 1
Have you considered provisions for accessibility? i.e. parkir Describe: The YMCA IS fully access?	ng, washrooms	Yes No a
Volunteers: Will you have volunteers trained in traffic control?  Yes If yes, how many? Other types of volunteers and number:	,	
(Signature of Individual completing this application)		Nov 14,2014 Date of application
<ul> <li>Contacts:</li> <li>Alcohol and Gaming Commission of Ontario</li> <li>CAO/Clerk's Dept – Municipally Significant Event</li> <li>Elgin-St. Thomas Public Health – Healthy Environments Team</li> <li>Emergency Medical Services</li> <li>Environmental Services – Roads &amp; Transportation</li> <li>Environmental Services – Building Division</li> <li>Environmental Services – Property Services</li> <li>Environmental Services – Waste Management</li> <li>Fire Department – Fire Prevention Officer</li> <li>Police Services</li> <li>Parks &amp; Recreation Services</li> <li>St. Thomas Tourism</li> <li>Treasury Department – Insurance</li> </ul>	(416) 326-870 631-1680 Ext 631-9900 637-3098 Ext 631-0368 Ext 631-1680 Ext 631-1680 Ext 631-0210 631-1224 Ext 633-7112 631-1680 ext 631-1680 Ext	. 4007 . 30 . 5130 . 4168 . 4180 . 4258
OFFICE USE ONLY Application Received: Special Events Committee Approval:	8/14	

Turn around 5km from YMCA Before Yarmouth Centre Road



# Try a Tri 10kms Bike Route

Manor Road

**Highview Ave** 

Fairview Ave

Elm Street Elm Stre

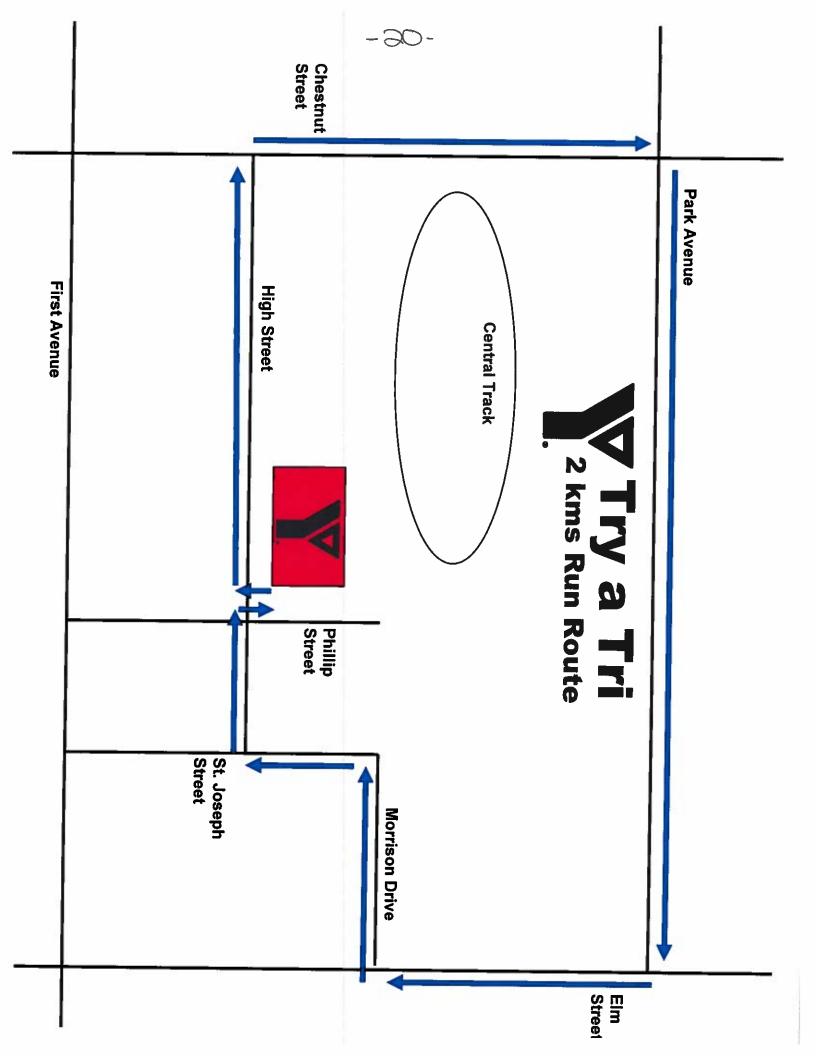
**Park Avenue** 

hestrut reet



**High Street** 

**First Avenue** 



City of St. Thomas

JAN 0 2 2015

City Clerks Dept.



### **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4007

Fax: (519) 633-9019

# SPECIAL EVENT PERMIT APPLICATION

THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO THE EVENT

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

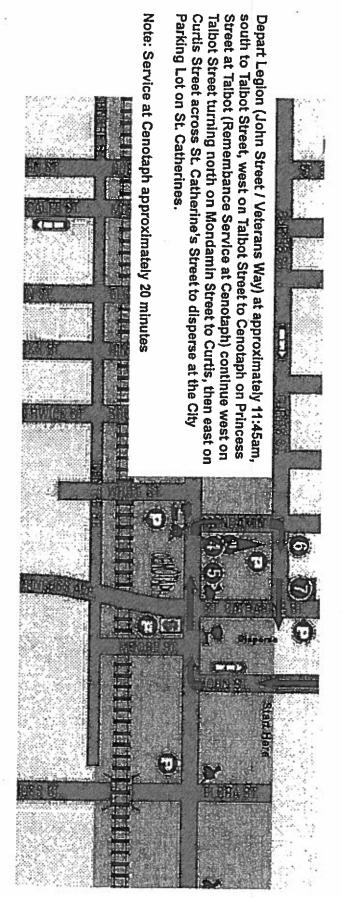
Event Name:	THE CANDIAN LECTUR DI	STRICT CONOR	ENTIN PARADI
Date(s):	R. 12/15 Start Time: 1100	End Time: _	11:45
	<b>&gt;</b>		
Organizing Group: 20	YAL CANADIAN LECIUN		-
Contact Name:	N STUBBS		
Address: 31	1 hincorn So		
Town/City: 1164	Serrance Postal Code:	N46 223	
	Cell Phone Number: _		
	_		Q YAHIN.CA
Expected Attendance:			
Location and number of	of washrooms in place:		
Will food of any kind be	e available at this Event?	Yes 🗆	No 🌠
If Yes, you must compl	ete the Special Events Notification	Form available a	at Elgin St Thomas
Public Health.			
Will there be a Petting	Zoo or Animals at this Event?	Yes 🗆	No 🏽
If Yes, please contact E	Elgin St. Thomas Public Health for	health requireme	ents.
If the type of animal is	not permitted under the Animal Co	ntrol By-law, plea	se contact City
Animal Services for an	application for the Temporary Exe	mption to the Ani	mai Control By-law.
	tent covered area used for public		•
	se contact Elgin St. Thomas Public		
and pertinent local by-la			

Yes No N/A F If yes, Permit #	mulatively (if required)?
Will Alcohol be consumed at this Event? If Yes, you must review and meet the requirements of the City's Alchrough the Parks and Recreation Department.	Yes  No
Will you be requesting your event to be deemed a Municipally Sign	aificant Event? Yes □No □
If Yes, you must obtain Council approval by submitting a letter to the	
Are you estimation and a later to the second	res □ No □
NOTE: A Right of Way Occupancy Permit and Council approval wil	
closures.	and the same ter an read
If yes, describe the road closure requirement (Use a separate shee	et if required).
If the event is a Parade/Run/Walk/Pass through Sporting Event: Route Details (Use a separate sheet if required)  LEAVING LEGIEN ON TOWN ST SOUTH TO THEBOT S  TO CENOTHPH O PRINCESS ST. WEST TO MINT  (1) CURTIS ST AND EAST TO SATURANCE ST	TOMIN'ST, NORTH
Number of Event Personnel: 400 Number of Bands in the Event Details (List all activities. Use a separate sheet if required)  ARADE TO THE CENOTOPH BRIEF SECOND CATHARING ON CATHARING ST. (UR DISSIMISSAL	evice as
Do you require Municipal Support: Labour: Yes □ No  Site Meeting: Yes □ No শ Barricades: Yes □ No ฬ Traffic Control: Yes ☒ No □ No Parking Signs: Yes □ No শ Detour Signing: Yes □ No ∯ P	Hydro: Vos II No vi
Has the St. Thomas Fire Department been contacted?	Yes 🗆 No 🗆 N/A 🗓
Has the St. Thomas Police Service been contacted?	Yes 🗆 No 🗈 N/A 🗆 ( *V'''''
Has Emergency Medical Services been contacted?	Yes □ No □ N/A □ にっている
las the Elgin-St. Thomas Public Health been contacted?	Yes   No   N/A   WILL Yes   No   N/A   WILL Yes   No   N/A   Copy of D Yes   No   N/A   BY THIS Yes   No   N/A
las the Parks and Recreation Department been contacted? f yes, have you rented a pavilion/facility and signed a permit? Please	Yes □ No □ N/A □ e state location of rental.

Have you obtained an Electrical Safety Authority permit (if required)?  If yes, Permit #	Yes 🗆 No 🗆 N/A 🖟
Have you obtained a Fire Hydrant connection permit (if required)?  If yes, Permit #	Yes □ No □ N/A 🎠
Have you obtained a Right of Way occupancy permit (if required)?  If yes, Permit #	Yes □ No □ N/A 🌣
Have you submitted a location or site map with the application?	Yes ∕a No □ N/A □
Has a privately licensed security firm been contacted/retained?  If yes, what company and how many security officers will be present?	Yes □ No □ N/A 🏋
Have you considered providing First Aid? If yes, how do you intend on providing that service?	Yes ANO INA I
Have you considered provisions for accessibility? i.e. parking, washrooms Describe:	
Volunteers: Will you have volunteers trained in traffic control?  If yes, how many? Other types of volunteers and number:  ✓ Signs to a find high statement of the distribution of the di	2-60/15-
(Signature of Individual completing this application)	Date of application
<ul> <li>Contacts:</li> <li>Alcohol and Gaming Commission of Ontario</li> <li>CAO/Clerk's Dept – Municipally Significant Event</li> <li>Elgin-St. Thomas Public Health – Healthy Environments Team</li> <li>Emergency Medical Services</li> <li>Environmental Services – Roads &amp; Transportation</li> <li>Environmental Services – Building Division</li> <li>Environmental Services – Property Services</li> <li>Environmental Services – Waste Management</li> <li>Fire Department – Fire Prevention Officer</li> <li>Police Services</li> <li>Parks &amp; Recreation Services</li> <li>St. Thomas Tourism</li> <li>Treasury Department – Insurance</li> <li>(416) 326-870</li> <li>631-1680 Ext.</li> <li>631-9900</li> <li>637-3098 Ext.</li> <li>631-0368 Ext.</li> <li>631-1680 Ext.</li> <li>631-1680 Ext.</li> <li>631-1680 ext.</li> <li>631-1224 Ext.</li> <li>633-7112</li> <li>631-1680 ext.</li> <li>631-1680 ext.</li> <li>631-1680 ext.</li> </ul>	4007 30 5130 4168 4180 4258 141
OFFICE USE ONLY Application Received: Special Events Committee Approval:	

02 5172

Parade Route







### **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4007

Fax: (519) 633-9019

# SPECIAL EVENT PERMIT APPLICATION

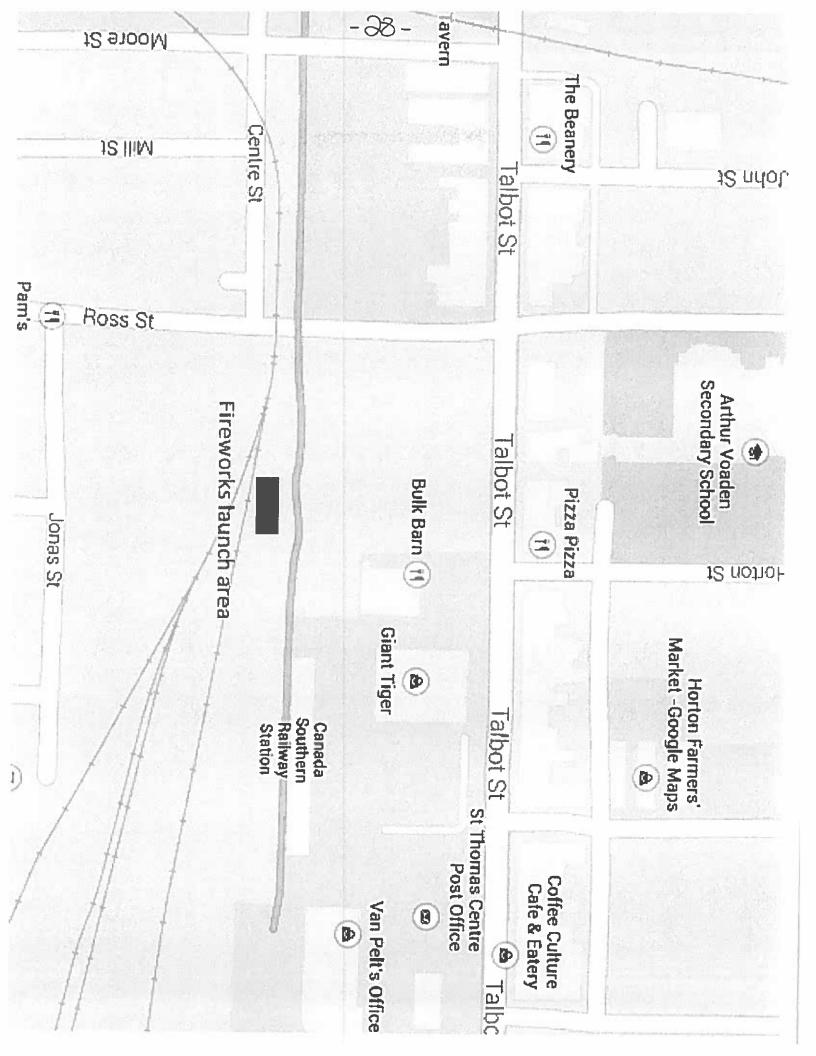
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Event Name:	Railway City Arts	Crawl Fireworks		
Date(s):	Feb. 28 2015	Start Time: 6:30pm	End Time:	6:45pm
Location(s):	Downtown (behin	d the empty lot on Ross and Ta	albot)	
Organizing Group:	Railway City To	urism		
Contact Name:	Megan Pickersg	ill		
Address:	605 Talbot Stre	et		
Town/City:	St. Thomas	Postal Code:	N5P 1C6	
Phone Number:	519-631-1680	_Cell Phone Number:	519-871-3475	
Fax Number:	ext. 4132	Email Address:	mpickersgill@stthoma	5.C8
Expected Attendan	ce: <u>100</u>	_		
Location and numb	er of washroor	ns in place: downtov	vn and no washrooms	
Will food of any kind	d be available	at this Event?	Yes 🛘	No s
If Yes, you must co	mplete the Spe	ecial Events Notificatio	n Form available a	it Elgin St Thomas
Public Health.				· ·
Will there be a Petti	ing Zoo or Anir	mals at this Event?	Yes 🗆	No 💎
If Yes, please conta	act Elgin St. Th	omas Public Health fo	r health requireme	nts.
		ed under the Animal Co	-	
		for the Temporary Ex		•
		ed area used for public		•
Yes □ No of yes, p	olease contact	Elgin St. Thomas Publ	ic Health for <i>Smok</i>	re Free Ontario Act
and pertinent local t				

Have you obtained a Building Permit for tents larger than 60m² cumula Yes □ No ▼N/A □ If yes, Permit #	atively (if required)?
Will Alcohol be consumed at this Event?  If Yes, you must review and meet the requirements of the City's Alcohol through the Parks and Recreation Department.	□ No No Policy available
Will you be requesting your event to be deemed a Municipally Significa	ant Event? Yes No
If Yes, you must obtain Council approval by submitting a letter to the C	2.5%
Are you anticipating any road closures/traffic flow changes?  Yes	4
NOTE: A Right of Way Occupancy Permit and Council approval will be	
closures.	
If yes, describe the road closure requirement (Use a separate sheet if	required).
If the event is a Parade/Run/Walk/Pass through Sporting Event: Route Details (Use a separate sheet if required)	
Number of Event Personnel: 3 Number of Bands in the Even	t:
Number of Vehicles: Number and Size of Tents:	<del></del>
Event Details (List all activities. Use a separate sheet if required)  Short fireworks display (3-5 minutes total)	
Do you require Municipal Support:  Labour: Yes □ No  Site Meeting: Yes □ No  Was  Barricades: Yes □ No  Traffic Control: Yes □ No  Hy  No Parking Signs: Yes □ No  Detour Signing: Yes □ No  Porta  Other:	dro: Yes 🗆 No 🐿
Has the St. Thomas Fire Department been contacted?	Yes ♥ No □ N/A □
Has the St. Thomas Police Service been contacted?	Yes 🗆 No 🖈 N/A 🗆
Has Emergency Medical Services been contacted?	Yes □ No WN/A □
Has the Elgin-St. Thomas Public Health been contacted?	Yes □ No N/A □
Has the Parks and Recreation Department been contacted? If yes, have you rented a pavilion/facility and signed a permit? Please st	Yes No □ N/A ate location of rental.

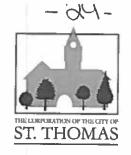
Have you obtained an Electrical Safety Authority permit (if If yes, Permit #	required)?	Yes   No   N	/A <b>~</b>
Have you obtained a Fire Hydrant connection permit (if rec	quired)?	Yes   No   N	/A <b>*</b>
Have you obtained a Right of Way occupancy permit (if red If yes, Permit #	quired)?	Yes □ No □ N	I/A <del>¶</del>
Have you submitted a location or site map with the applica	tion?	Yes No 🗆 N	
Has a privately licensed security firm been contacted/retair If yes, what company and how many security officers will b	ned? e present?	Yes No	I/A □
Have you considered providing First Aid? If yes, how do you intend on providing that service?	St. Jo	Yes No □ N	/A □
Have you considered provisions for accessibility? i.e. parkir Describe:	ng, washrooms	Yes □ No 🍑	
Will you have volunteers trained in traffic control?  If yes, how many?  Other types of volunteers and number:	□No □ N/A¥		<u> </u>
(Signature of Individual completing this application)		Date of applicati	on
<ul> <li>Alcohol and Gaming Commission of Ontario</li> <li>CAO/Clerk's Dept – Municipally Significant Event</li> <li>Elgin-St. Thomas Public Health – Healthy Environments Team</li> <li>Emergency Medical Services</li> <li>Environmental Services – Roads &amp; Transportation</li> <li>Environmental Services – Building Division</li> <li>Environmental Services – Property Services</li> <li>Environmental Services – Waste Management</li> <li>Fire Department – Fire Prevention Officer</li> <li>Police Services</li> <li>Parks &amp; Recreation Services</li> <li>St. Thomas Tourism</li> <li>Treasury Department - Insurance</li> </ul>	(416) 326-870 631-1680 Ext. 631-9900 637-3098 Ext. 631-0368 Ext. 631-1680 Ext. 631-1680 Ext. 631-1224 Ext. 633-7112 631-1680 ext. 631-1680 ext.	4007 30 5130 4168 4180 4258 141	



City of St. Thomas
Received

JAN 0.5 2015

City Clerks Dept



# **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4007 Fax: (519) 633-9019

# SPECIAL EVENT PERMIT APPLICATION

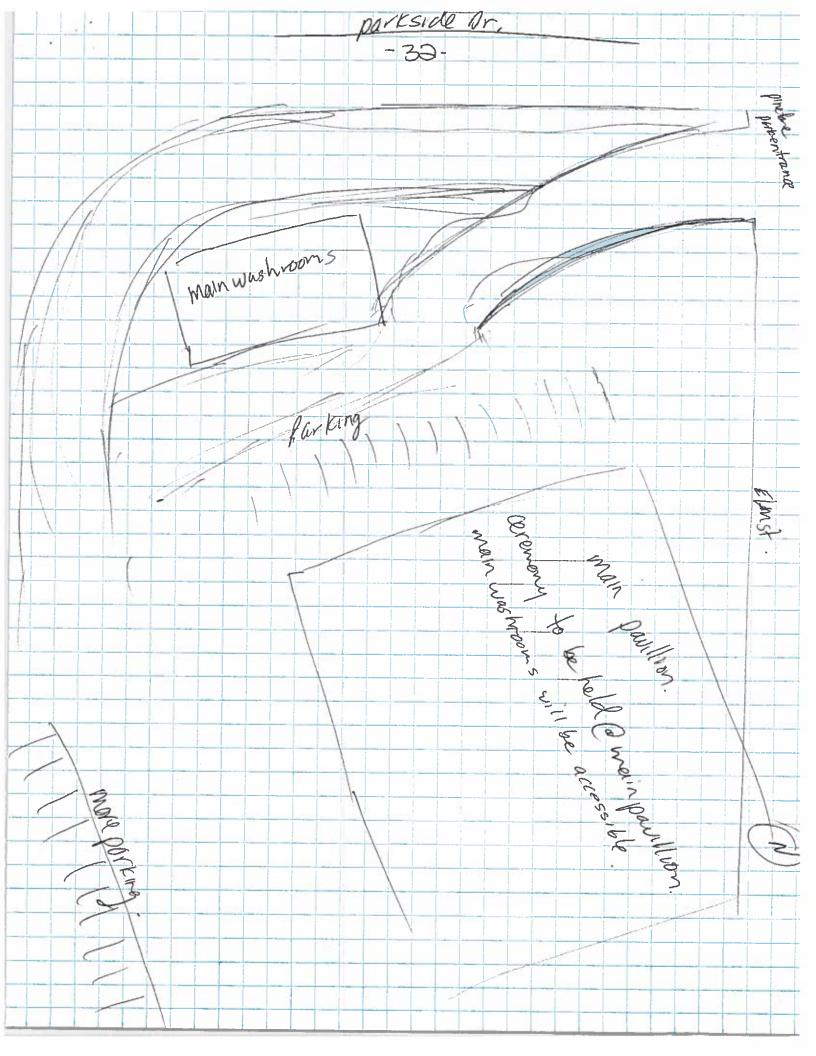
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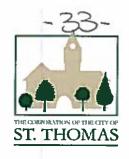
	1
Event Name:	94.1 myFM Kenew your vows"
Date(s):	Ecb14/15 Start Time: 30 End Time: 60
Location(s):	Pinatare park man pavillion Intermonal Arena Petertunch lac
Organizing Group	
Contact Name:	Samartha Mackinson /Rob Mise
Address:	300 Talbot St.
Town/City:	St. Thomas Postal Code: NSP 4E2
Phone Number:	<u>633-6936</u> Cell Phone Number:
Fax Number:	Email Address: Samentha. mackinnen@myfmradio.ca
Expected Attenda	ince: <u>250</u>
Location and num	ber of washrooms in place: Muln washrooms -pinatere park
	nd be available at this Event? Yes ᠃ No □
If Yes, you must o	complete the Special Events Notification Form available at Elgin St Thomas
Public Health.	
Will there be a Pe	tting Zoo or Animals at this Event?
If Yes, please con	tact Elgin St. Thomas Public Health for health requirements.
	al is not permitted under the Animal Control By-law, please contact City
	or an application for the Temporary Exemption to the Animal Control By-law.
	door/tent covered area used for public assembly as part of the event?
	please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act
	by-law requirements.

-30-	
Have you obtained a Building Permit for tents larger than 60m² cumulative Yes □ No ☑ N/A □ If yes, Permit #	ely (if required)?
Will Alcohol be consumed at this Event?  If Yes, you must review and meet the requirements of the City's Alcohol F through the Parks and Recreation Department.	No 🖳 Policy available
Will you be requesting your event to be deemed a Municipally Significant	Event? Yes 🛂 No 🛘
If Yes, you must obtain Council approval by submitting a letter to the CAC	)/Clerk's Department.
Are you anticipating any road closures/traffic flow changes? Yes	No 🖫
NOTE: A Right of Way Occupancy Permit and Council approval will be re-	
closures.	•
If yes, describe the road closure requirement (Use a separate sheet if req	uired).
If the event is a Parade/Run/Walk/Pass through Sporting Event: Route Details (Use a separate sheet if required)	
Number of Event Personnel:  Number of Bands in the Event:  Number of Vehicles:  Number and Size of Tents:  Event Details (List all activities. Use a separate sheet if required)	
Do you require Municipal Support:  Labour: Yes No Site Meeting: Yes No Wate  Barricades: Yes No Traffic Control: Yes No Hydro  No Parking Signs: Yes No Detour Signing: Yes No Portable  Other:	o: Yes 🗹 No 🗆
Has the St. Thomas Fire Department been contacted?	Yes No D N/A D
Has the St. Thomas Police Service been contacted?	Yes No 🗆 N/A 🗅
Has Emergency Medical Services been contacted?	Yes ☑ No □ N/A □
Has the Elgin-St. Thomas Public Health been contacted?	Yes No No N/A
Has the Parks and Recreation Department been contacted?  If yes, have you rented a pavilion/facility and signed a permit? Please state  Output of park fremen of a rend	Yes ☑ No ☐ N/A ☐ e location of rental.

Have you obtained an Electrical Safety Authority permit (if r If yes, Permit #	equired)?	Yes □ No □ N/A 灯
Have you obtained a Fire Hydrant connection permit (if required life) from the second	uired)?	Yes □ No □ N/A 🏋
Have you obtained a Right of Way occupancy permit (if req If yes, Permit #	uired)?	Yes □ No □ N/A ¥
Have you submitted a location or site map with the application	ion?	Yes ✗ No □ N/A □
Has a privately licensed security firm been contacted/retain If yes, what company and how many security officers will be		Yes □ No □ N/AX
Have you considered providing First Aid? If yes, how do you intend on providing that service?		Yes V No N/A
Have you considered provisions for accessibility? i.e. parkin Describe: pinetere park, he main pavillion the main	g, washrooms	Yes & No and memorial over
Volunteers: Will you have volunteers trained in traffic control?  Yes If yes, how many? Other types of volunteers and number:		
(Signature of Individual completing this application)		Jan 5/15 Date of application
<ul> <li>Contacts:</li> <li>Alcohol and Gaming Commission of Ontario</li> <li>CAO/Clerk's Dept – Municipally Significant Event</li> <li>Elgin-St. Thomas Public Health – Healthy Environments Team</li> <li>Emergency Medical Services</li> <li>Environmental Services – Roads &amp; Transportation</li> <li>Environmental Services – Building Division</li> <li>Environmental Services – Property Services</li> <li>Environmental Services – Waste Management</li> <li>Fire Department – Fire Prevention Officer</li> <li>Police Services</li> <li>Parks &amp; Recreation Services</li> <li>St. Thomas Tourism</li> <li>Treasury Department - Insurance</li> </ul>	(416) 326-87 631-1680 Ex 631-9900 637-3098 Ex 631-0368 Ex 631-1680 Ex 631-1680 Ex 631-0210 631-1224 Ex 633-7112 631-1680 ext 631-1680 ext	t. 4007 t. 30 t. 5130 t. 4168 t. 4180 t. 4258
OFFICE USE ONLY Application Received: 500.5		



# Councillor Wookey Chairman City Cherks Dept



# **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4007 Fax: (519) 633-9019

# SPECIAL EVENT PERMIT APPLICATION

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Event Name:	Fundraising BBQ				
Date(s):	Start Time: 11:00 an End Time: 2:30 pm				
Location(s):	Aygas Talbot st.				
Organizing Group:	Psychiatric Survivors Network of Elgin				
Contact Name:	Norm Barrett / Lori Pelley				
Address:	499 Talbot st.				
Town/City:	St. Thomas Postal Code: NSP /C3				
Phone Number:	519 631 SC Cell Phone Number:				
Fax Number:	Email Address: Nbarnett@PSNI.ca				
	nce: unknown				
Location and numi	per of washrooms in place: Front of Building Quash rooms and be available at this Event? (Yes) No				
Will food of any kir	nd be available at this Event? (Yes No				
If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas					
Public Health.					
Will there be a Pet	ting Zoo or Animals at this Event? Yes (No				
if Yes, please cont	act Elgin St. Thomas Public Health for health requirements.				
	il is not permitted under the Animal Control By-law, please contact City				
	r an application for the Temporary Exemption to the Animal Control By-law.				
	loor/tent covered area used for public assembly as part of the event?				
Yes No If yes, please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act					
	by-law requirements.				

Yes No NA If yes, Permit #	mulatively (if required)?
VARII Aleebel be assessed to the miles	Yes No cohol Policy available
Will you be requesting your event to be deemed a Municipally Sign	nificant Event? Yes No
If Yes, you must obtain Council approval by submitting a letter to the	
8	Yes (No)
NOTE: A Right of Way Occupancy Permit and Council approval wi closures.	ill be required for all road
If yes, describe the road closure requirement (Use a separate shee	et if required).
If the event is a Parade/Run/Walk/Pass through Sporting Event: Route Details (Use a separate sheet if required)	
Number of Event Personnel:  Number of Vehicles:  Number of Vehicles:  Number and Size of Tent  Event Details (List all activities. Use a separate sheet if required)  Barbeaue	
Do you require Municipal Support: Labour: Yes No Site Meeting: Yes No Barricades: Yes No Traffic Control: Yes No Detour Signing: Yes No Other:	Water: Yes No Hydro: Yes No Portable Hydro Panel Yes No
Has the St. Thomas Fire Department been contacted?	Yes No NA
las the St. Thomas Police Service been contacted?	Yes No (N/A)
las Emergency Medical Services been contacted?	Yes No (N/A)
las the Elgin-St. Thomas Public Health been contacted?	Yes No N/A
las the Parks and Recreation Department been contacted? f yes, have you rented a pavilion/facility and signed a permit? Pleas	Yes No N/A se state location of rental.

Have you obtained an Electrical Safety Authority permit (if required)?  If yes, Permit #			No N/A
Have you obtained a Fire Hydrant connection permit (if req	uired)?	Yes	No N/A
Have you obtained a Right of Way occupancy permit (if req	Yes	No NA	
Have you submitted a location or site map with the applicat	Yes	No N/A	
Has a privately licensed security firm been contacted/retain If yes, what company and how many security officers will be	Yes	No N/A	
Have you considered providing First Aid? If yes, how do you intend on providing that service?		Yes	No N/A
Have you considered provisions for accessibility? i.e. parkin Describe:	ıg, washrooms	Yes	No
Volunteers: Will you have volunteers trained in traffic control? Yes If yes, how many? Other types of volunteers and number:	No (N/A)		
(Signature of Individual completing this application)		ပ်ရည် Date o	● 05/20 f application
Contacts:  Alcohol and Gaming Commission of Ontario CAO/Clerk's Dept – Municipally Significant Event Elgin-St. Thomas Public Health – Healthy Environments Team Emergency Medical Services	(416) 326-870 631-1680 Ext		
<ul> <li>Environmental Services – Roads &amp; Transportation</li> <li>Environmental Services – Building Division</li> <li>Environmental Services – Property Services</li> <li>Environmental Services – Waste Management</li> <li>Fire Department – Fire Prevention Officer</li> <li>Police Services</li> <li>Parks &amp; Recreation Services</li> <li>St. Thomas Tourism</li> <li>Treasury Department - Insurance</li> </ul>	631-9900 637-3098 Ext 631-0368 Ext 631-1680 Ext 631-1680 Ext 631-0210 631-1224 Ext 633-7112 631-1680 ext 631-1680 Ext	. 30 . 5130 . 4168 . 4180 . 4258 . 141	



# LIONS CLUB OF ST. THOMAS

CHARTERED OCTOBER 28, 1930

P.O. Box 22005, St. Thomas, ON N5R 6A1

MEETS 2ND & 4TH MONDAYS 7:00 PM

January 8th 2015

City of St. Thomas Received

JAN 1 2 2015

City Clerks Dept.

SPECIAL EVENTS COMMITTEE

RE: ANNUAL FATHERS DAY CAT SHOW JUNE 21st 2015

AS PER OUR SPECIAL EVENTS FORM, WE ARE CONTACTING YOU TO NOTIFY ONCE AGAIN THE LIONS CLUB OF ST. THOMAS WILL BE HOLDING OUR CAR SHOW IN PINAFORE PARK ON SUNDAY JUNE 21st., 2015 FROM 7:00 AM TO 4:00 PM.

THIS IS ALL SUBJECT TO APPROVAL FROM THE SPECIAL EVENTS COMMITTEE AND COUNCIL

THANK YOU

WAYNE CUDNEY

**CHAIRPERSON OF AUTOFEST** 



### Special Events Committee

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4007

Fax: (519) 633-9019

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Event Name: LIONS GEUB FATHERS DAY CAR SHOW
Date(s): June 2/51 Start Time: 7 Am End Time: 4 Pm
Location(s): PINAFORE PARK
Organizing Group: Lions Club of ST THOMAS
Contact Name: WAYNE CUDNEY
Address: 33 LEGER AU
Town/City: ST. THOMOS Postal Code: NSR Sm8
Phone Number: 5 19 -673-2148
Fax Number: - Email Address: Windress Osympotico, Ca
Expected Attendance: 700
Location and number of washrooms in place:
Will food of any kind be available at this Event?
If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas
Public Health.
Will there be a Petting Zoo or Animals at this Event? Yes □ No ₩
If Yes, please contact Elgin St. Thomas Public Health for health requirements.
If the type of animal is not permitted under the Animal Control By-law, please contact City
Animal Services for an application for the Temporary Exemption to the Animal Control By-law.
Will there be an indoor/tent covered area used for public assembly as part of the event?
Yes □ Nov If yes, please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act
and pertinent local by-law requirements.

EVENT DETAILS CONT.

REQUEST GERMISSION tO USE OVERFLOW

PARKING EAST OF EMSLIE FIED

THIS WILL PROJENT PATRONS FROM

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EVENT CHOISE

Hilron

Yes No N/A Wif yes, Permit #	ively (if required)?
Will Alcohol be consumed at this Event?  If Yes, you must review and meet the requirements of the City's Alcohol through the Parks and Recreation Department.	□ No <b>t</b> Policy available
Will you be requesting your event to be deemed a Municipally Significar	nt Event? Yes □No t
If Yes, you must obtain Council approval by submitting a letter to the CA	
Are you anticipating any road closures/traffic flow changes? Yes	
NOTE: A Right of Way Occupancy Permit and Council approval will be r	required for all road
closures.	•
If yes, describe the road closure requirement (Use a separate sheet if re	equired).
If the event is a Parade/Run/Walk/Pass through Sporting Event: Route Details (Use a separate sheet if required)	
Number of Event Personnel: 25 Number of Bands in the Event:	
Number of Vehicles: Number and Size of Tents:	
Event Details (List all activities. Use a separate sheet if required)	
THIS IS OCH 18+MARNUAL FATHERS DAY ( TYPACILLY 300-400 CARS WITH 102 PER	BR SHOW
T-SIECTATORS. MUSIC WILL HE HUDICE	Tacker 25
ALL FUNDERET . +0 COMMUNITE PROTE	TED MATERIAL
Do you require Municipal Support:  Labour: Yes D No Site Meeting: Yes D No W Wat  Barricades: Yes D No M Traffic Control: Yes D No Portab  No Parking Signs: Yes D No Detour Signing: Yes D No Portab	ter: Yes ☑ No ☐ Iro: Yes ☑ No ☐ Ile Hydro Panel Yes ☐ No ☑
Other:	ne riyuto ranei Yes U NO Ľ
Has the St. Thomas Fire Department been contacted?	Yes Mo I N/A I
Has the St. Thomas Police Service been contacted?	Yes Ø No 🗆 N/A 🗆
Has Emergency Medical Services been contacted?	Yes No N/A
Has the Elgin-St. Thomas Public Health been contacted?	Yes Ø No □ N/A □
Has the Parks and Recreation Department been contacted?  If yes, have you rented a pavilion/facility and signed a permit? Please sta	Yes M No N/A te location of rental.

Have you obtained an Electrical Safety Authority permit (if If yes, Permit #	required)?	Yes □ No □ N/A Ū
Have you obtained a Fire Hydrant connection permit (if rec	uired)?	Yes □ No □ N/A ₺
Have you obtained a Right of Way occupancy permit (if red If yes, Permit #	quired)?	Yes □ No □ N/A ©
Have you submitted a location or site map with the applica-	tion?	Yes 🗆 No 🗆 N/A 🗓
Has a privately licensed security firm been contacted/retain if yes, what company and how many security officers will be	ned? e present?	Yes 🗆 No 🗆 N/A 🕮
Have you considered providing First Aid? If yes, how do you intend on providing that service?		Yes No 🗆 N/A 🗆
Have you considered provisions for accessibility? i.e. parkir Describe:	ng, washrooms	Yes V No 🗆
Will you have volunteers trained in traffic control? Yes If yes, how many? 20-25 Other types of volunteers and number: RE-PCT Y	0.0	NS -4-6
(Signature of Individual completing this application)		」 A N . 8 / 15 Date of application
<ul> <li>Alcohol and Gaming Commission of Ontario</li> <li>CAO/Clerk's Dept – Municipally Significant Event</li> <li>Elgin-St. Thomas Public Health – Healthy Environments Team</li> <li>Emergency Medical Services</li> <li>Environmental Services – Roads &amp; Transportation</li> <li>Environmental Services – Building Division</li> <li>Environmental Services – Property Services</li> <li>Environmental Services – Waste Management</li> <li>Fire Department – Fire Prevention Officer</li> <li>Police Services</li> <li>Parks &amp; Recreation Services</li> <li>St. Thomas Tourism</li> <li>Treasury Department - Insurance</li> </ul>	(416) 326-870 631-1680 Ext. 631-9900 637-3098 Ext. 631-0368 Ext. 631-1680 Ext. 631-1680 Ext. 631-0210 631-1224 Ext. 633-7112 631-1680 ext. 631-1680 ext.	4007 30 5130 4168 4180 4258 141
OFFICE USE ONLY		

Jan 13 2015

Application Received:



#### January 13 2015

# St. Anne's Community Festival

"Helping Others in OUR Community!"

20 Morrison Drive, St. Thomas, Ontario N5R 4S6
Telephone: (519) 631-3640 Fax: (519) 631-7938

Ms. Melanie Knapp, Special Events Secretary City of St. Thomas, Clerk's Department 545 Talbot Street St. Thomas, ON N5P 3V7

Dear Ms. Knapp:

The 44<sup>th</sup> Annual St. Anne's Community Festival is to take place on June 3, 4, 5, & 6, 2015 on the grounds of St. Anne's Parish.

The Festival features the renowned World's Finest Shows Midway. There is something for everyone at St. Anne's Community Festival, including:

Home-style meals served in The Centre every evening St. Anne's Bingo Restaurant Tent Bake Sale Games of Chance Festival Auction

Please find attached our completed application for your permission to host a Special Event.

Thank you for your support of this Parish endeavour every year!

Sincerely,

Father Graham Keep,

Pastor

/mmcl

**Event Name:** 

Date(s):



#### **Special Events Committee**

The Centre.

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4007 Fax: (519) 633-9019

#### SPECIAL EVENT PERMIT APPLICATION

THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO THE EVENT

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

The Organization must meet the requirements of the Special Events Manual.

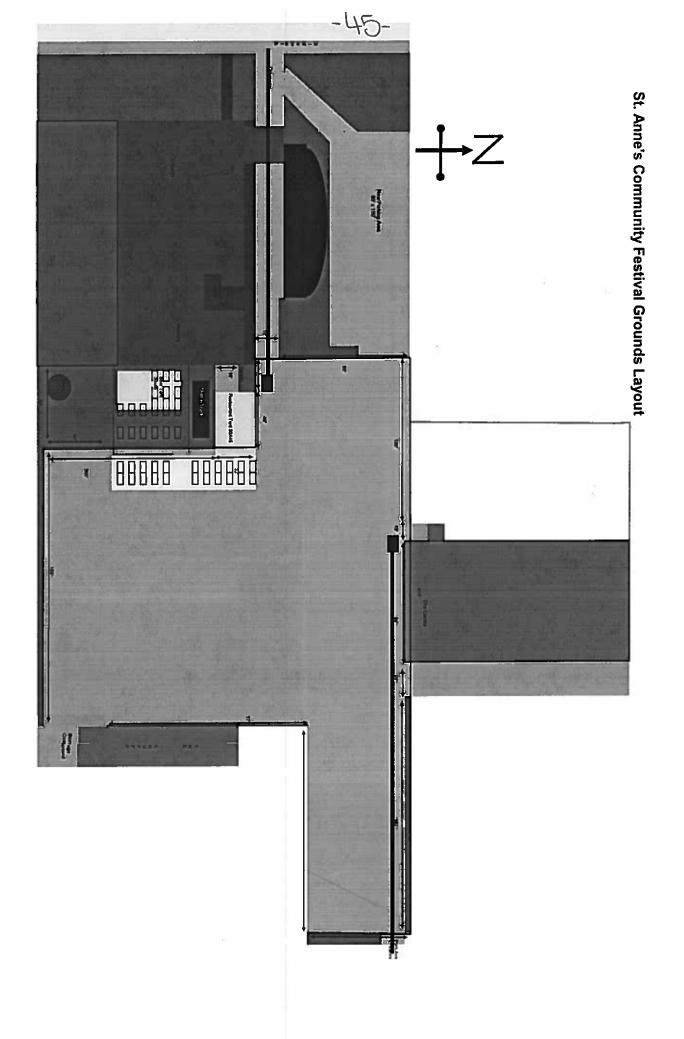
June 3-6, 2015 Start Time: Jun. 6 - 12 noon End Time: 12 a.m

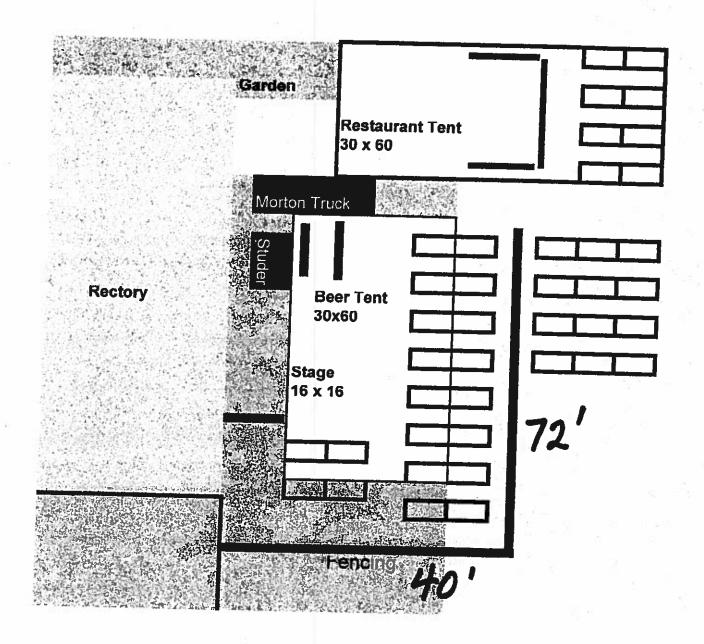
St. Anne's Community

Location(s):	20 Morrison Drive, St	Thomas ON NSR 456.
Organizing Grou	p: St. Anne's Parish	
Contact Name:	Mike McLaughlin.	
Address:	45 Rickwood Place	
Town/City:	St. Thomas Postal Code:	N5R 524.
Phone Number:	519-631-3640 Cell Phone Number:	
Fax Number:	519-131-7538 Email Address:	Stannesparish adolica
Expected Attend	ance: 100's perday	•
Location and nur	mber of washrooms in place: <u>&amp; reg. + l</u>	speciportable units and washro
	kind be available at this Event?	Yes 🗹 No 🗆
If Yes, you must	complete the Special Events Notification	on Form available at Elgin St Thomas
Public Health.		
Will there be a Pe	etting Zoo or Animals at this Event?	Yes D No 🖭
If Yes, please co	ntact Elgin St. Thomas Public Health f	or health requirements.
If the type of anir	nal is not permitted under the Animal (	Control By-law, please contact City
Animal Services	for an application for the Temporary E	kemption to the Animal Control By-law.
Will there be an i	ndoor/tent covered area used for publi	c assembly as part of the event?
Yes 🗹 No 🗆 If yes	s, please contact Elgin St. Thomas Put	olic Health for Smoke Free Ontario Act
and pertinent loc	al by-law requirements.	

Have you obtained a Building Permit for tents larger than 60₀ Yes ☑ No ☐ N/A ☐ If yes, Permit #	m <sup>2</sup> cumulatively (if required)?
Will Alcohol be consumed at this Event? If Yes, you must review and meet the requirements of the Cithrough the Parks and Recreation Department.	Yes ╚∕ No □ y's Alcohol Policy available
Will you be requesting your event to be deemed a Municipall	y Significant Event? Yes எNo
If Yes, you must obtain Council approval by submitting a lette	
Are you anticipating any road closures/traffic flow changes?	
NOTE: A Right of Way Occupancy Permit and Council appro	val will be required for all road
closures.	·
If yes, describe the road closure requirement (Use a separate	e sheet if required).
If the event is a Parade/Run/Walk/Pass through Sporting Eve Route Details (Use a separate sheet if required)	ent:
Number of Event Personnel:  Number of Vehicles:  Number of Vehicles:  Number and Size of Event Details (List all activities. Use a separate sheet if requi	Tents:
Do you require Municipal Support:  Labour: Yes □ No □ Site Meeting: Yes □ □  Barricades: Yes ☑ No □ Traffic Control: Yes □ □  No Parking Signs: Yes □ No □ Detour Signing: Yes □ No □ Other:	No □ Hydro: Yes □ No □ Io □ Portable Hydro Panel Yes □ No □
Has the St. Thomas Fire Department been contacted?	Yes ⊕∕No □ N/A □
Has the St. Thomas Police Service been contacted?	Yes ⊡ No □ N/A □
Has Emergency Medical Services been contacted?	Yes ⊡ No □ N/A □
Has the Elgin-St. Thomas Public Health been contacted?	Yes Mo DN/A D
Has the Parks and Recreation Department been contacted? If yes, have you rented a pavilion/facility and signed a permit?	Yes  No ☐ N/A ☐ Please state location of rental.

Have you obtained an Electrical Safety Authority permit (if r If yes, Permit #	equired)? Yes 🛘 No 🗆 N/A 🗹
Have you obtained a Fire Hydrant connection permit (if required lifyes, Permit #	uired)? Yes □ No □ N/A ⊡
Have you obtained a Right of Way occupancy permit (if req If yes, Permit #	uired)? Yes □ No □ N/A 🗹
Have you submitted a location or site map with the applicat	on? Yes ⊠ No □ N/A □
Has a privately licensed security firm been contacted/retain If yes, what company and how many security officers will be	e present? 15m - 2 security quarts 4 to Festiva I
Have you considered providing First Aid? If yes, how do you intend on providing that service?	Yes PNO DN/AD
Have you considered provisions for accessibility? i.e. parking / washrooms	
Volunteers: Will you have volunteers trained in traffic control?  Yes If yes, how many? Other types of volunteers and number: volunteers staff	
(Signature of Individual completing this application)	January 13, 2015 Date of application
<ul> <li>Contacts: <ul> <li>Alcohol and Gaming Commission of Ontario</li> <li>CAO/Clerk's Dept – Municipally Significant Event</li> <li>Elgin-St. Thomas Public Health – Healthy Environments Team</li> <li>Emergency Medical Services</li> <li>Environmental Services – Roads &amp; Transportation</li> <li>Environmental Services – Building Division</li> <li>Environmental Services – Property Services</li> <li>Environmental Services – Waste Management</li> <li>Fire Department – Fire Prevention Officer</li> <li>Police Services</li> <li>Parks &amp; Recreation Services</li> <li>St. Thomas Tourism</li> <li>Treasury Department - Insurance</li> </ul> </li> </ul>	(416) 326-8700 631-1680 Ext. 4007 631-9900 637-3098 Ext. 30 631-0368 Ext. 5130 631-1680 Ext. 4168 631-1680 Ext. 4180 631-1680 Ext. 4258 631-0210 631-1224 Ext. 141 633-7112 631-1680 ext. 4132 631-1680 Ext. 4105
OFFICE USE ONLY Application Received: Special Events Committee Approval:	2015





St. Anne's Community Festival

Restaurant & Beverage Area



#### **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4007 Fax: (519) 633-9019

## SPECIAL EVENT PERMIT APPLICATION

THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT ARBITRATION A MINIMUM OF TWELVE (12) WEEKS PRIOR TO THE EVENT

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your exercise against and arthur to all the rules indicated by the manual and the

services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will bell assure a well planted and well are event.
The Organization must meet the requirements of the Special Events Manual.
Event Name: Elgin Cattlemen's Association Beef BBR
Date(s): Aug 19, 2015 Start Time: 4.30 End Time: 7.30
Location(s): Pinafore Rark, Dance Pavillion
Organizing Group: Elgin Cuttlemens Association
Contact Name: Fan Mckillop
Address: 29963 Silver Clay Line
Town/City: Dutton Postal Code: NOLIJO
Phone Number: 514-762-6483 Cell Phone Number: 514-868-4202
Fax Number: 516-762-6483 Email Address: imckillap Comtelecom, net
Expected Attendance: 7-00
Location and number of washrooms in place: Facilities at Park
Will food of any kind be available at this Event? Yes ₩ No U
If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas
Public Health.
Will there be a Petting Zoo or Animals at this Event?
If Yes, please contact Elgin St. Thomas Public Health for health requirements.
if the type of unimal is not permitted under the Animal Control By-law, please contact City
Animal Services for an application for the Temporary Exemption to the Animal Control By-law.
Will there be an indoor/tent covered area used for public assumbly as part of the events.
Yes the life of process contact Eight St. Thomas Public Health for Smoke Free Ontario Act
and pertinent local by-law requirements.

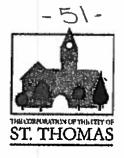
Have you obtained a Building Permit for tents larger than 60m² cur Yes ⊔ No ⊔ N/A ⊌ If yes, Permit #	nulatively (if required)?
.0	es ⊔ No vallable
Will you be requesting your event to be deemed a Municipally Sign	ificant Event? Yes UNo 🕢
If Yes, you must obtain Council approval by submitting a letter to th	
Are you anticipating any road closures/traffic flow changes?	
NOTE: A Right of Way Occupancy Permit and Council approval will closures.	
If yes, describe the road closure requirement (Use a separate shee	t if required).
If the event is a Parade/Run/Walk/Pass through Sporting Event: Route Details (Use a separate sheet if required)	
Number of Event Personnel:  Number of Bands in the Event Details (List all activities. Use a separate sheet if required)	
Do you require Municipal Support:  Labour: Yes W No W Site Meeting: Yes W No W  Barricades: Yes W No W Traffic Control: Yes W No W  No Parking Signs: Yes W No W Detour Signing: Yes W No WP  Other:	Hydro: Vec + / No +
Has the St. Thomas Fire Department been contacted?	Yes U No W/N/AU
Has the St. Thomas Police Service been contacted?	Yes ⊔ No V∕N/A ⊔
Has Emergency Medical Services been contacted?	Yes II No N/A II
Has the Elgin-St. Thomas Public Health been contacted?	Yes √No ⊔ N/A ⊔
Has the Parks and Recreation Department been contacted?  If yes, have you rented a pavilion/facility and signed a permit? Please  Department been contacted?	Yes V No U N/A U state location of rentel.

Alcohol and Gaming Commission of Ontario     CAO/Clerk's Dept — Municipally Significant Event     Elgin-St. Thomas Public Health — Healthy Environments Team     Emergency Medical Services     Environmental Services — Roads & Transportation     Environmental Services — Building Division     Environmental Services — Property Services     Thomas Tourism     Treasury Department — Insurance	(416) 326-87 631-1680 Ex 631-9900 637-3098 Ex 631-0368 Ex 631-1680 Ex 631-1680 Ex 631-1224 Ex 633-7112 631-1680 ex 631-1680 ex	t. 4007 tt. 30 tt. 5130 tt. 4168 tt. 4180 tt. 4258 tt. 141
(Signature of Individual completing this application)		Qun 19 /2015 Date of application
Volunteers: Will you have volunteers trained in traffic control?  Yes L If yes, how many? Other types of volunteers and number:	•	
Have you considered provisions for accessibility? i.e. parking Describe:		Yes W No U
Have you considered providing First Aid? If yes, how do you intend on providing that service?		Yes U No U N/A N
Has a privately licensed security firm been contacted/retained lf yes, what company and how many security officers will be	ed?	Yes II No II N/A
Have you submitted a location or site map with the application of the second submitted a location or site map with the application of the second submitted as location or site map with the application of the second submitted as location or site map with the application of the second submitted as location or site map with the application of the second submitted as location or site map with the application of the second submitted as location or site map with the application of the second submitted as location or site map with the application of the second submitted as location or site map with the application of the second submitted submitte	on?	Yes ✔ No ⊔ N/A L
Have you obtained a Right of Way occupancy permit (if required lifyes, Permit #	uired)?	Yes ⊔ No ⊔ N/Ai
	irea)?	Yes LI No LI N/AU
Have you obtained a Fire Hydrant connection permit (if required life yes, Permit #		

City of St. Thomas Received

JAN 2 3 2015

City Clerks Dept.



#### **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4007

Fax: (519) 633-9019

#### SPECIAL EVENT PERMIT APPLICATION

THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO THE EVENT

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

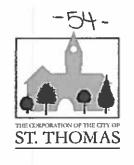
- March S. MC INIV
Event Name: 2015 Mandarin MS Walk
Date(s): May 3, 2015 Start Time: 8cm End Time: 2pm
Location(s): Timken Center
Organizing Group: MS Society of Canada
Contact Name: Schring Pointer
Address: 1100 Dearness Dr. Unit 20
Town/City: <u>Undon</u> Postal Code: <u>N6E 1N9</u>
Phone Number: 519 - 680 - 7878 Cell Phone Number: 519 - 902 - 81 52
Fax Number: Sig-680-7660 Email Address: Schring Parier @mssociety-ca
Expected Attendance: 150
Location and number of washrooms in place:
Will food of any kind be available at this Event? Yes ☑ No □
If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas
Public Health.
Will there be a Petting Zoo or Animals at this Event? Yes □ No 🗹
If Yes, please contact Elgin St. Thomas Public Health for health requirements.
If the type of animal is not permitted under the Animal Control By-law, please contact City
Animal Services for an application for the Temporary Exemption to the Animal Control By-law.
Will there be an indoor/tent covered area used for public assembly as part of the event?
Yes □ No to If yes, please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act
and pertinent local by-law requirements.

Yes No N/A V If yes, Permit #
Will Alcohol be consumed at this Event?  If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.
Will you be requesting your event to be deemed a Municipally Significant Event? Yes □No ☑
If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.
Are you anticipating any road closures/traffic flow changes? Yes  No  Y
NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road
closures.
If yes, describe the road closure requirement (Use a separate sheet if required).
If the event is a Parade/Run/Walk/Pass through Sporting Event: Route Details (Use a separate sheet if required)
Number of Event Personnel: Number of Bands in the Event: Number of Vehicles: Number and Size of Tents: Event Details (List all activities. Use a separate sheet if required)
Do you require Municipal Support:  Labour: Yes D No 1 Site Meeting: Yes D No 1 Water: Yes D No 1 Site Meeting: Yes D No 1 Water: Yes D No 1 Site Meeting: Yes D No 1 Water: Yes D No 1 Site Meeting:
Has the St. Thomas Fire Department been contacted?  Yes □ No ☑ N/A □
Has the St. Thomas Police Service been contacted?  Yes □ No ☑ N/A □
Has Emergency Medical Services been contacted?  Yes □ No ☑ N/A □
Has the Elgin-St. Thomas Public Health been contacted? Yes □ No ⊠N/A □
Has the Parks and Recreation Department been contacted?  Yes No  N/A  If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

Have you obtained an Electrical Safety Authority permit (if If yes, Permit #	required)?	Yes □ No □ N/A tr
Have you obtained a Fire Hydrant connection permit (if rec	quired)?	Yes □ No □ N/A ☑
Have you obtained a Right of Way occupancy permit (if red	quired)?	Yes 🗆 No 🗆 N/A 🗗
Have you submitted a location or site map with the applica	tion?	Yes 🗆 No 🗹 N/A 🗈
Has a privately licensed security firm been contacted/retain If yes, what company and how many security officers will be	ned? e present?	Yes □ No □ N/A ☑
Have you considered providing First Aid? If yes, how do you intend on providing that service?	onsite	Yes I No   N/A   Medical Resource
Have you considered provisions for accessibility? i.e. parking Describe: Timken (enter is necessable	ng. washrooms	
Volunteers: Will you have volunteers trained in traffic control? Yes If yes, how many? Other types of volunteers and number:	□No 12 N/A □	
Shi		To 5/15
(Signature of Individual completing this application)	_	Date of application
<ul> <li>Alcohol and Gaming Commission of Ontario</li> <li>CAO/Clerk's Dept – Municipally Significant Event</li> <li>Elgin-St. Thomas Public Health – Healthy Environments Team</li> <li>Emergency Medical Services</li> <li>Environmental Services – Roads &amp; Transportation</li> <li>Environmental Services – Building Division</li> <li>Environmental Services – Property Services</li> <li>Environmental Services – Waste Management</li> <li>Fire Department – Fire Prevention Officer</li> <li>Police Services</li> <li>Parks &amp; Recreation Services</li> <li>St. Thomas Tourism</li> <li>Treasury Department - Insurance</li> </ul>	(416) 326-870 631-1680 Ext. 631-9900 637-3098 Ext. 631-0368 Ext. 631-1680 Ext. 631-1680 Ext. 631-1224 Ext. 633-7112 631-1680 ext. 631-1680 ext.	4007 30 5130 4168 4180 4258 141

## Alderman Dave Warden Chairman

City of sMedaffie Knapp Reserved JAN 2 3 2015



#### **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4122 Fax: (519) 633-9019

Email:mknapp@stthomas.ca

City Clerks Dept

#### SPECIAL EVENT PERMIT APPLICATION

THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO THE EVENT

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

Event Name:	ST THOMAS KINSMEN CLUB FASTER EGG HUNT			
Date(s):	APRIL 4 Start Time: 10 000m End Time: 100 pm			
Location(s):	PINAFORE PARK			
Organizing Group	ST THOMAS KINSMEN CLUB			
Contact Name:	PAUL TRITTLER			
Address:	41742 NORTH STREET			
Town/City:	ST THOMAS Postal Code: USP 417			
Phone Number:	Cell Phone Number: (514) 637 3042			
Fax Number:	Email Address: <u>frittlen@ Hotmail.com</u>			
<b>Expected Attenda</b>	nce: <u>500 - 800</u>			
Location and num	ber of washrooms in place: <u>NAIN PAUILLION</u> (2)			
Will food of any kin	nd be available at this Event? Yes ⊠ No □			
If Yes, you must c	omplete the Special Events Notification Form available at Elgin St Thomas			
Public Health.				
Will there be a Pe	tting Zoo or Animals at this Event? Yes 🗆 No 🗷			
If Yes, please contact Elgin St. Thomas Public Health for health requirements.				
If the type of animal is not permitted under the Animal Control By-law, please contact City				
Animal Services for an application for the Temporary Exemption to the Animal Control By-law.				
Will there be an indoor/tent covered area used for public assembly as part of the event?				
Yes □ No 🛮 If yes, please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act				
and pertinent local by-law requirements.				

Have you obtained a Building Bormit for tents laws at the con-2 and the con-
Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)? Yes □ No ☒ N/A □ If yes, Permit #
Will Alcohol be consumed at this Event?  If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.
Will you be requesting your event to be deemed a Municipally Significant Event? Yes □No 🛭
If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.
Are you anticipating any road closures/traffic flow changes? Yes □ No ⊠
NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road
closures.
If yes, describe the road closure requirement (Use a separate sheet if required).
If the event is a Parade/Run/Walk/Pass through Sporting Event:  Route Details (Use a separate sheet if required)
Number of Event Personnel: Number of Bands in the Event:
Number of Event Personnel: Number of Bands in the Event: Number of Vehicles: Number and Size of Tents:
Event Details (List all activities. Use a separate sheet if required)
- FATMEGG HUNT
- FOOD TENT (PAVILION) - FACE PAINTING
-50/50 DRAW
Do you require Municipal Support:  Labour: Yes □ No ☑ Site Meeting: Yes □ No ☑ Water: Yes ☒ No ☒  Barricades: Yes □ No ☒ Traffic Control: Yes □ No ☒ Hydro: Yes ☒ No ☒  No Parking Signs: Yes □ No ☒ Detour Signing: Yes □ No ☒  Other:
Has the St. Thomas Fire Department been contacted?  Yes □ No ☒ N/A □
Has the St. Thomas Police Service been contacted?  Yes □ No শ N/A □
Has Emergency Medical Services been contacted?  Yes □ No ☒ N/A □
Has the Elgin-St. Thomas Public Health been contacted?  Yes № No □ N/A □
Has the Parks and Recreation Department been contacted?  Yes ☒ No ☐ N/A ☐ If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.  ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Have you obtained an Electrical Safety Authority permit (if If yes, Permit #	required)?	Yes  ■ No  ■ N/A □
Have you obtained a Fire Hydrant connection permit (if req	quired)?	Yes □ No 및 N/A □
Have you obtained a Right of Way occupancy permit (if rec	quired)?	Yes □ No 恐N/A □
Have you submitted a location or site map with the applicat	tion?	Yes □ No ☒ N/A □
Has a privately licensed security firm been contacted/retain If yes, what company and how many security officers will be	ned? e present?	Yes □ No 丞 N/A □
Have you considered providing First Aid? If yes, how do you intend on providing that service?	3m	Yes 18 No 1 N/A 1
Have you considered provisions for accessibility? i.e. parkir Describe: Park is accessible	ng, washrooms	Yes   No □
Volunteers: Will you have volunteers trained in traffic control?  Yes If yes, how many? Other types of volunteers and number:  20 Volunteers	ONO ® N/A D	
(Signature of Individual completing this application)		UAU 14 2015 Date of application
<ul> <li>Contacts:</li> <li>Alcohol and Gaming Commission of Ontario</li> <li>CAO/Clerk's Dept – Municipally Significant Event</li> <li>Elgin-St. Thomas Public Health – Healthy Environments Team</li> <li>Emergency Medical Services</li> <li>Environmental Services – Roads &amp; Transportation</li> <li>Environmental Services – Building Division</li> <li>Environmental Services – Property Services</li> <li>Environmental Services – Waste Management</li> <li>Fire Department – Fire Prevention Officer</li> <li>Police Services</li> </ul>	(416) 326-870 631-1680 Ext 631-9900 637-3098 Ext 631-0368 Ext 631-1680 Ext 631-1680 Ext 631-1680 Ext 631-0210 631-1224 Ext	. 4007 . 30 . 5130 . 4168 . 4180 . 4258
<ul> <li>Parks &amp; Recreation Services</li> <li>St. Thomas Tourism</li> <li>Treasury Department - Insurance</li> </ul> OFFICE USE ONLY	633-7112 631-1680 ext. 631-1680 Ext.	

Alderman Dave Warden Chairman

Melanie Knapp Secretary



#### **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4122

Fax: (519) 633-9019 Email:mknapp@stthomas.ca

## SPECIAL EVENT PERMIT APPLICATION

THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO THE EVENT

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special

Events Committee and other required services will help ensure a well planned and well run The Organization must meet the requirements of the Special Events Manual. St. Thomas Teddy Bear Picnic **Event Name:** Date(s): June 10/15 Start Time: <u>10:00am</u> End Time: \_ 1:00pm Location(s): \_Pinafore Park Organizing Group: Elgin Teddy Bear Picnic Committee **Bev Fellows** Contact Name: Address: 7 Morrison Drive Town/City: St. Thomas Postal Code: N5R 4S5 519-631-9496 Cell Phone Number: Phone Number: 519-631-0820 Email Address: Fax Number: b.fellows@communitylivingelgin.com Expected Attendance: 600-800 Location and number of washrooms in place: \_\_\_ located beside the Dance Pavilion Will food of any kind be available at this Event? Yes 🕅 No 🗆 If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Cookies and Watermelon are supplied by the ESTHU for this event. Public Health. Will there be a Petting Zoo or Animals at this Event? If Yes, please contact Elgin St. Thomas Public Health for health requirements. If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law. Will there be an indoor/tent covered area used for public assembly as part of the event? Yes ☐ No ☐ If yes, please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act and pertinent local by-law requirements.

Page 1 of 4

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)? Yes □ No □ N/A ☑ If yes, Permit #	
Will Alcohol be consumed at this Event?  If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.	
Will you be requesting your event to be deemed a Municipally Significant Event? Yes □No   ✓	
If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.	
Are you anticipating any road closures/traffic flow changes? Yes □ No ᡚ	
NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road	
closures.	
If yes, describe the road closure requirement (Use a separate sheet if required).	
If the event is a Parade/Run/Walk/Pass through Sporting Event: Route Details (Use a separate sheet if required)	
Number of Event Personnel: Number of Bands in the Event: Number of Vehicles: Number and Size of Tents: Event Details (List all activities. Use a separate sheet if required)	
Do you require Municipal Support:  Labour: Yes □ No ☑ Site Meeting: Yes □ No ☑ Water: Yes ☑ No □  Barricades: Yes □ No ☑ Traffic Control: Yes □ No ☑ Hydro: Yes ☑ No □  No Parking Signs: Yes □ No ☑ Detour Signing: Yes □ No ☑  Other:	
Has the St. Thomas Fire Department been contacted? All 3	
Has the St. Thomas Police Service been contacted? GHEND THE Yes No N/A	Feb
Has the St. Thomas Police Service been contacted?  Has Emergency Medical Services been contacted?  Connect is teb 205.  Has the Elgin-St. Thomas Public Health been contacted?  Ves No N/A   Ves No N/A   Ves No N/A	201
Has the Elgin-St. Thomas Public Health been contacted? Yes ☑ No □ N/A □	
Has the Parks and Recreation Department been contacted?  Yes ☑ No □ N/A □  If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.	
100 March 1981 1981 1981 1981 1981 1981 1981 198	

Page 2 of 4

Have you obtained an Electrical Safety Authority permit (if If yes, Permit #	required)?	Yes 🗆 No	□ N/A □
Have you obtained a Fire Hydrant connection permit (if red	juired)?	Yes 🛭 No	□ N/A ᡚ
Have you obtained a Right of Way occupancy permit (if red	quired)?	Yes □ No	□ <b>N/A</b> ፴⁄
Have you submitted a location or site map with the applica	tion?	Yes □ No	□ N/A ©⁄
Has a privately licensed security firm been contacted/retain If yes, what company and how many security officers will be	ned? e present?	Yes □ No	□ N/A ⊡∕
	STHU provi <u>des th</u>	•	First Aid kits
Describe: all provided in Pinafore Park	ng, washrooms	Yes ⊠ No	
Volunteers: Will you have volunteers trained in traffic control? Yes If yes, how many? Other types of volunteers and number:	□No □ N/A ☑		
(Signature of Individual completing this application)		puccare Date of appli	/9//8 ication
<ul> <li>Alcohol and Gaming Commission of Ontario</li> <li>CAO/Clerk's Dept – Municipally Significant Event</li> <li>Elgin-St. Thomas Public Health – Healthy Environments Team</li> <li>Emergency Medical Services</li> <li>Environmental Services – Roads &amp; Transportation</li> <li>Environmental Services – Building Division</li> <li>Environmental Services – Property Services</li> <li>Environmental Services – Waste Management</li> <li>Fire Department – Fire Prevention Officer</li> <li>Police Services</li> <li>Parks &amp; Recreation Services</li> <li>St. Thomas Tourism</li> <li>Treasury Department – Insurance</li> </ul>	(416) 326-8700 631-1680 Ext. 4 631-9900 637-3098 Ext. 3 631-0368 Ext. 4 631-1680 Ext. 4 631-1680 Ext. 4 631-0210 631-1224 Ext. 1 633-7112 631-1680 ext. 4 631-1680 ext. 4	1007 30 5130 1168 1180 1258 41	
application Received:  Special Events Committee Approval:	3/15		

#### -60-

## Councillor Wookey Chairman

City of St. Thomas Received

JAN 2 1 2015



#### **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4007

Fax: (519) 633-9019

#### City Clerks Dept: SPECIAL EVENT PERMIT APPLICATION

THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO THE EVENT

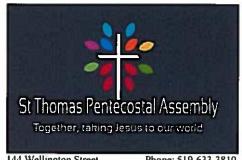
Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

Event Name:	Vonden Leads Change! Kindness Run with it!
Date(s):	May 2/2015 Start Time: 8:300m End Time: 12:00pm
Location(s):	41 Flora St St Thomas ON Nothing Short School Board
Organizing Group:	Committee - Arthur Voaden and group of individuals
Contact Name:	Amy HILL, COOPERATORS INSURANCE
Address:	555 Talbot St
Town/City:	St Thomas Postal Code: NSP ICS
Phone Number:	696333600Cell Phone Number:
Fax Number: 5	196375347 Email Address: amy-hillecoperators.co.
Expected Attendan	ce: 350 (at 15 ninute intervals start times - 50 at a time)
Location and numb	er of washrooms in place: inside Arthur waden Secondary School
Will food of any kind	d be available at this Event? Multiple mate/female plusaccessible washroom
	mplete the Special Events Notification Form available at Elgin St Thomas
Public Health.	
Will there be a Pett	ing Zoo or Animals at this Event? Yes □ No 💢
If Yes, please conta	act Elgin St. Thomas Public Health for health requirements.
If the type of anima	l is not permitted under the Animal Control By-law, please contact City
Animal Services for	an application for the Temporary Exemption to the Animal Control By-law.
Will there be an ind	oor/tent covered area used for public assembly as part of the event?
Yes X No □ If yes, p	please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act
and pertinent local	by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulatives □ No □ N/A X If yes, Permit #	vely (if required)?
Will Alcohol be consumed at this Event?  If Yes, you must review and meet the requirements of the City's Alcohol through the Parks and Recreation Department.	No X Policy available
Will you be requesting your event to be deemed a Municipally Significant	t Event? Yes □No 🛭
If Yes, you must obtain Council approval by submitting a letter to the CA	
Annual Park III	No
NOTE: A Right of Way Occupancy Permit and Council approval will be re	2.583
closures.	
If yes, describe the road closure requirement (Use a separate sheet if red	quired).
If the event is a Parade/Run/Walk/Pass through Sporting Event: ACTUROUTE Details (Use a separate sheet if required)  See attached route example. This will be an run - will not cross talkot St ound we will at each turn on the route.	PAC USE OF SIDEWALK BE APPROXIMATELY 1.54 Out and back have 2 volunteers
Number of Event Personnel: Number of Bands in the Event:	
Number of Vehicles: Number and Size of Tents:	
Event Details (List all activities. Use a separate sheet if required)  2k or 5k walk, and a 5k/10k run  fastest 5k and 10k run times. Fartici pants  Arthur Voaden to register, hear a band play  there after the aunwalk for more band playing  Do you require Municipal Support:  Labour: Yes No & Site Meeting: Yes No & Wate  Barricades: Yes No & Traffic Control: Yes No & Hydr  No Parking Signs: Yes No & Detour Signing: Yes No & Portable  Other:	er: Yes   No XI  et Hydro Panel Yes   No XI
	<del></del>
Has the St. Thomas Fire Department been contacted?	Yes M No □ N/A □
Has the St. Thomas Police Service been contacted?	Yes No □ N/A □
Has Emergency Medical Services been contacted?	Yes ឪ No □ N/A □
Has the Elgin-St. Thomas Public Health been contacted?	Yes ¥ No □ N/A □
Has the Parks and Recreation Department been contacted? If yes, have you rented a pavilion/facility and signed a permit? Please stat	Yes ¥ No □ N/A e location of rental.

Have you obtained an Electrical Safety Authority permit (if relative to the second sec	equired)? Yes □ No □ N/A 🗖
Have you obtained a Fire Hydrant connection permit (if requ If yes, Permit #	uired)? Yes □ No □ N/A 🗹
Have you obtained a Right of Way occupancy permit (if required life) yes, Permit #	uired)? Yes □ No □ N/A ☒
Have you submitted a location or site map with the applicati	on? Yes 🕱 No □ N/A □
Has a privately licensed security firm been contacted/retained lf yes, what company and how many security officers will be	80438 •
Have you considered providing First Aid? If yes, how do you intend on providing that service?	Yes   No □ N/A □  React
Have you considered provisions for accessibility? i.e. parking Describe: outdoor ovent level grand ma	g, washrooms Yes No D
Volunteers: Will you have volunteers trained in traffic control? Yes	□No ⋈ N/A □
If yes, how many?	• 0 f a 10
Other types of volunteers and number: > 20 people at	earn turn on the
TOLHE (2 per turn), bikes - 6 people on	bixes monitoring voute
Start and finish line - 5 people 10-15 p	eople - setup/take-cloun, registration
char (C)OO	24-140-5
(Signature of Individual completing this application)	Data of application
(Signature of Individual completing this application)	Date of application
Contacts:	
<ul> <li>Alcohol and Gaming Commission of Ontario</li> </ul>	(416) 326-8700
<ul> <li>CAO/Clerk's Dept – Municipally Significant Event</li> </ul>	631-1680 Ext. 4007
<ul> <li>Elgin-St. Thomas Public Health – Healthy Environments Team</li> </ul>	631-9900
Emergency Medical Services	637-3098 Ext. 30
<ul> <li>Environmental Services – Roads &amp; Transportation</li> </ul>	631-0368 Ext. 5130
<ul> <li>Environmental Services – Building Division</li> </ul>	631-1680 Ext. 4168
<ul> <li>Environmental Services – Property Services</li> </ul>	631-1680 Ext. 4180
<ul> <li>Environmental Services – Waste Management</li> </ul>	631-1680 Ext. 4258
<ul> <li>Fire Department – Fire Prevention Officer</li> </ul>	631-0210
- • Police Services	631-1224 Ext. 141
Parks & Recreation Services	633-7112
St. Thomas Tourism	631-1680 ext. 4132
<ul> <li>Treasury Department - Insurance</li> </ul>	631-1680 Ext. 4105
OFFICE USE ONLY	
Application Received: Jan 6	<u> </u>
Special Events Committee Approval:	

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144 Wellington Street Phone: 519-633-3810
St. Thomas, ON N5R 2R9 Fax: 519-633-9123
Email: idemoor@stpa.on.ca Website: www.stpa.on.ca

#### January 2015

Dear City of St. Thomas: RE: Special Events request

I am writing to inform you of a special event that St. Thomas Pentecostal Assembly will be involved in. It is our <u>Annual Cross Walk</u>.

We would like to conduct a crosswalk at 11:00 am down Talbot Street, leaving the church at 144 Wellington Street and arriving at City Hall then having a 20 minute performance on the steps of City Hall from approximately 11:40 am -12:00 pm. In order for us to do this performance we are requesting the use of the electricity at City Hall for our sound equipment.

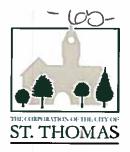
We thank you so much for your cooperation and support over the many years that we have been involved in this event.

Sincerely, Jarva ele Moev

Janice DeMoor

Secretary/Treasurer

St. Thomas Pentecostal Assembly



#### **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4007

Fax: (519) 633-9019

#### SPECIAL EVENT PERMIT APPLICATION

THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO THE EVENT

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

Event Name:	The Cross Walk
Date(s):	April 3/15 Start Time: 11:00 am End Time: 12:00 pm
Location(s):	Parade from Church on Wellington St. > Ross St. > Talbot St.
Organizing Grou	up: St. Thomas Pentecostal Assembly
Contact Name:	Rev Peter W Cusick
Address:	144 Wellington Street
Town/City:	SI Thomas Postal Code: NSR 2R9
Phone Number:	5 <u>19-633-3810</u> Cell Phone Number: <u>519-494-5014</u>
	19-633-9123 Email Address: pwcusick @me.com
<b>Expected Attend</b>	dance: 100-150
Location and nur	mber of washrooms in place:
Will food of any l	kind be available at this Event? Yes □ No 🖃
If Yes, you must	complete the Special Events Notification Form available at Elgin St Thomas
Public Health.	
Will there be a P	Petting Zoo or Animals at this Event?  Yes  No
If Yes, please co	ontact Elgin St. Thomas Public Health for health requirements.
	mal is not permitted under the Animal Control By-law, please contact City
	for an application for the Temporary Exemption to the Animal Control By-law.
	indoor/tent covered area used for public assembly as part of the event?
	s, please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act
	cal hy-law requirements

Yes ☐ No ☐ N/A ☐ If yes, Permit # CO-	ely (if required)?
Will Alcohol be consumed at this Event?  If Yes, you must review and meet the requirements of the City's Alcohol F through the Parks and Recreation Department.	No 🗗
Will you be requesting your event to be deemed a Municipally Significant	Event? Yes   No
If Yes, you must obtain Council approval by submitting a letter to the CAO	
Are you anticipating any road closures/traffic flow changes?	
NOTE: A Right of Way Occupancy Permit and Council approval will be red	quired for all road
closures.	
If yes, describe the road closure requirement (Use a separate sheet if requirement we will be walking down or road to our destination of city Hall—no road closures required. One police escort of	ne lane of the
If the event is a Parade/Run/Walk/Pass through Sporting Event: Route Details (Use a separate sheet if required) Leave, church on Wellington Street @ Ilam - turn onto Paleft onto Talbot St. all the way to City Hall. An approximately 11:30 - 11:45 am.	loss St. then
	<u> </u>
Number of Event Personnel: Number of Bands in the Event:	
Number of Vehicles: Number and Size of Tents:	
Event Details (List all activities. Use a separate sheet if required)  Parade from St thomas Penterostal Assembly 0.144 Welli  City Hall. Once we arrive at city Hall a small 20 m  per formance will be held on the Steps. Music will  testimonies and dramas. Music will be played d	Il be perturned
Do you require Municipal Support:  Labour: Yes □ No ☑ Site Meeting: Yes □ No ☑ Water  Barricades: Yes □ No ☑ Traffic Control: Yes ☑ No □ Hydro  No Parking Signs: Yes □ No ☑ Detour Signing: Yes □ No ☑ Portable  Other:	Yes No O No O Hydro Panel Yes No O
- ad	the steps of
Has the St. Thomas Fire Department been contacted?	Yes   No   N/A
Has the St. Thomas Police Service been contacted?	Yes   No   N/A
Has Emergency Medical Services been contacted?	Yes 🗆 No 🗹 N/A 🗆
	Yes   No   N/A
Has the Parks and Recreation Department been contacted? If yes, have you rented a pavilion/facility and signed a permit? Please state	Yes □ No ⊡ N/A □ location of rental.

Have you obtained an Electrical Safety Authority permit (if reference of the second of	equired)?	Yes 🛘 No	□ N/A □
Have you obtained a Fire Hydrant connection permit (if requalifyes, Permit #	uired)?	Yes 🗆 No	□ N/A □
Have you obtained a Right of Way occupancy permit (if requality yes, Permit #	uired)?	Yes 🗆 N	o 🗆 N/A 🗆
Have you submitted a location or site map with the applicati	on?	Yes D No	□ N/A □
Has a privately licensed security firm been contacted/retained of yes, what company and how many security officers will be	ed? present?	Yes □ No	O N/A
Have you considered providing First Aid? If yes, how do you intend on providing that service?		Yes No	o ON/A
Have you considered provisions for accessibility? i.e. parkin Describe:	g, washrooms	Yes D N	o 🗆
Volunteers: Will you have volunteers trained in traffic control? If yes, how many? Other types of volunteers and number:  Gignature of Individual completing this application)			
(Signature of Individual completing this application)		<u>an ನಿನ</u> Date of ap	plication
<ul> <li>Contacts:</li> <li>Alcohol and Gaming Commission of Ontario</li> <li>CAO/Clerk's Dept – Municipally Significant Event</li> <li>Elgin-St. Thomas Public Health – Healthy Environments Team</li> <li>Emergency Medical Services</li> <li>Environmental Services – Roads &amp; Transportation</li> <li>Environmental Services – Building Division</li> <li>Environmental Services – Property Services</li> <li>Environmental Services – Waste Management</li> <li>Fire Department – Fire Prevention Officer</li> <li>Police Services</li> <li>Parks &amp; Recreation Services</li> <li>St. Thomas Tourism</li> <li>Treasury Department - Insurance</li> </ul>	(416) 326-870 631-1680 Ext 631-9900 637-3098 Ext 631-0368 Ext 631-1680 Ext 631-1680 Ext 631-0210 631-1224 Ext 633-7112 631-1680 ext 631-1680 Ext	. 4007 . 30 . 5130 . 4168 . 4180 . 4258 . 141	
OFFICE USE ONLY Application Received: Special Events Committee Approval:	0/15		•

City of St. Thomas Received

JAN 2 7 2015

City Clerks Dept



#### **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4007

Fax: (519) 633-9019

#### SPECIAL EVENT PERMIT APPLICATION

THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO THE EVENT

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

Event Name: NOSTALGIA NIGHTS FRAIN RIDES / ARTSHOW
Date(s): Juy 11 Start Time: 200 Pm End Time: 900 Pm
Location(s): TACBOT ST.
Organizing Group:
Contact Name: EARL TAYLOR BETH BURNS
Address: 545 TALBOT ST
Town/City: ST THOMAS Postal Code: NSP 3B7
Phone Number: 519-633-5348 Cell Phone Number: 519-670 9223
Fax Number: Email Address:into @ down town 5t-thomas. com
Expected Attendance: 750 / ACCESSIBLE
Location and number of washrooms in place: 2 LPS STATION 2 GLEENS PARKETTE
Will food of any kind be available at this Event? Yes ☑ No □
If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas
Public Health.
Will there be a Petting Zoo or Animals at this Event? Yes □ No 🗹
If Yes, please contact Elgin St. Thomas Public Health for health requirements.
If the type of animal is not permitted under the Animal Control By-law, please contact City
Animal Services for an application for the Temporary Exemption to the Animal Control By-law.
Will there be an indoor/tent covered area used for public assembly as part of the event?
Yes □ No 🕅 If yes, please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act
and pertinent local hy-law requirements

Have you obtained a Building Permit for tents larger than 60m² cumulative Yes No N/A V If yes, Permit #	ely (if required)?
Will Alcohol be consumed at this Event?  If Yes, you must review and meet the requirements of the City's Alcohol F through the Parks and Recreation Department.	
Will you be requesting your event to be deemed a Municipally Significant	Event? Yes ☑No □
If Yes, you must obtain Council approval by submitting a letter to the CAC	)/Clerk's Department.
Are you anticipating any road closures/traffic flow changes? Yes	No 🗆
NOTE: A Right of Way Occupancy Permit and Council approval will be re closures. Application Submitted 1/27/15	quired for all road
If yes, describe the road closure requirement (Use a separate sheet if req	
If the event is a Parade/Run/Walk/Pass through Sporting Event: Route Details (Use a separate sheet if required)	
Number of Event Personnel: 25 Number of Bands in the Event:  Number of Vehicles: 350 Number and Size of Tents:  Event Details (List all activities. Use a separate sheet if required)  ART SHOW 2-7 pm  TRAIN RIODS 2-7 pm  STATIC CAR SHOW: 4-9 (ROAD COO	2 7 (10×10) SURE)
Do you require Municipal Support:  Labour: Yes No Site Meeting: Yes No W Wate  Barricades: Yes No Traffic Control: Yes No W Hydro  No Parking Signs: Yes No W Detour Signing: Yes No W Portable  Other:	o: Yes 🗹 No 🛮
Has the St. Thomas Fire Department been contacted?	Yes No 🗆 N/A 🗆
Has the St. Thomas Police Service been contacted?	Yes ❷No □ N/A □
Has Emergency Medical Services been contacted?	Yes ❷ No □ N/A □
Has the Elgin-St. Thomas Public Health been contacted?	Yes No 🗆 N/A 🗈
Has the Parks and Recreation Department been contacted?  If yes, have you rented a pavilion/facility and signed a permit? Please state  IO PICNIC TABLES IO CABRY SECANS	Yes ♥ No □ N/A ♣ Yes location of rental.

Have you obtained an Electrical Safety Authority permit (if r If yes, Permit #	required)?	Yes 🛘 No 🗆 N/A 🗹
Have you obtained a Fire Hydrant connection permit (if required life) yes, Permit #	uired)?	Yes 🗆 No 🗆 N/A 🗹
Have you obtained a Right of Way occupancy permit (if req If yes, Permit #	uired)?	Yes ☑ No □ N/A □
Have you submitted a location or site map with the application	ion?	Yes ☑ No □ N/A □
Has a privately licensed security firm been contacted/retain- If yes, what company and how many security officers will be	ed? e present?	Yes No N/A
Have you considered providing First Aid? If yes, how do you intend on providing that service?		Yes No NA D
Have you considered provisions for accessibility? i.e. parkin Describe: PARKING & Moone-ST + WASHE	g, washrooms	Yes No D
Volunteers: Will you have volunteers trained in traffic control? Yes If yes, how many? Other types of volunteers and number:  20 PARKING		TLATION.
(Signature of Individual completing this application)	•	TANUALY 27,2015 Date of application
Contacts:	-	<del>-</del>
<ul> <li>Alcohol and Gaming Commission of Ontario</li> </ul>	(416) 326-870	00
<ul> <li>CAO/Clerk's Dept – Municipally Significant Event</li> </ul>	631-1680 Ext	. 4007
<ul> <li>Elgin-St. Thomas Public Health – Healthy Environments Team</li> </ul>	631-9900	
Emergency Medical Services	637-3098 Ext	. 30
<ul> <li>Environmental Services – Roads &amp; Transportation</li> </ul>	631-0368 Ext	. 5130
<ul> <li>Environmental Services – Building Division</li> </ul>	631-1680 Ext	. 4168
<ul> <li>Environmental Services – Property Services</li> </ul>	631-1680 Ext	. 4180
<ul> <li>Environmental Services – Waste Management</li> </ul>	631-1680 Ext	. 4258
<ul> <li>Fire Department – Fire Prevention Officer</li> </ul>	631-0210	
Police Services	631-1224 Ext	. 141
<ul> <li>Parks &amp; Recreation Services</li> </ul>	633-7112	
St. Thomas Tourism	631-1680 ext.	4132
Treasury Department - Insurance	631-1680 Ext	. 4105
OFFICE USE ONLY Application Received:	7115	

Special Events Committee Approval:

Alderman Dave Warden Chairman

Melanie Knapp Secretary



# **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4122 Fax: (519) 633-9019

Email:mknapp@stthomas.ca

# SPECIAL EVENT PERMIT APPLICATION

THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to

be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run The Organization must meet the requirements of the Special Events Manual. ST. THOMAS RESPECT LIFE WALK-A-THON event. MAY 23/15 Start Time: 9:00 AM End Time: 12:00 P.M. PINA FORE BARK, MARSHALL FIELD LAKESIDE PARILLIAN Event Name: Date(s): Organizing Group: ST. THOMAS, + DISTRICT RIGHT TO LEFE Location(s): CHARLIE DIMORIA Contact Name: 468 TALROT CTREKT Address: Phone Number: 519-63:3-5433 Cell Phone Number: 5++homas+10be 1/netco ST. 7740M AS Postal Code: Email Address Fax Number: Expected Attendance: 77-100 Location and number of washrooms in place: Yes No 🗆 Will food of any kind be available at this Event? If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health. No M Yes 🗆 Will there be a Petting Zoo or Animals at this Event? If Yes, please contact Elgin St. Thomas Public Health for health requirements. If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law. Will there be an indoor/tent covered area used for public assembly as part of the event? Yes D No M If yes, please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act and pertinent local by-law requirements.

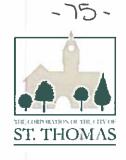
Yes No N/A If yes, Permit #	liatively (if required)?
	es □ No 🔀 hol Policy available
Will you be requesting your event to be deemed a Municipally Significant	cant Event? Yes □No 💢
If Yes, you must obtain Council approval by submitting a letter to the	CAO/Clerk's Department.
Are you anticipating any road closures/traffic flow changes? Ye	s 🗆 No 💢
NOTE: A Right of Way Occupancy Permit and Council approval will be	be required for all road
closures.	
If yes, describe the road closure requirement (Use a separate sheet i	if required).
If the event is a Parade/Run/Walk/Pass through Sporting Event:  Route Details (Use a separate sheet if required)  PINAFORE PARK — ELM STR. TO FAIR VIIEW  PARK	+ BACK TO THE
Number of Event Personnel: Number of Bands in the Event	ent:
Number of Vehicles: Number and Size of Tents:	
Event Details (List all activities. Use a separate sheet if required)	
Do you require Municipal Support:  Labour: Yes □ No ☒ Site Meeting: Yes □ No ☒ Y  Barricades: Yes □ No ☒ Traffic Control: Yes □ No ☒ No Parking Signs: Yes □ No ☒ Detour Signing: Yes □ No ☒  Other:	
Has the St. Thomas Fire Department been contacted?	Yes □ No □ N/A 🏏
Has the St. Thomas Police Service been contacted?	Yes □ No □ N/A 🕱
Has Emergency Medical Services been contacted?	Yes □ No □ N/A 🗹
Has the Elgin-St. Thomas Public Health been contacted?	Yes □ No □ N/A 🔊
Has the Parks and Recreation Department been contacted?  If yes, have you rented a pavilion/facility and signed a permit? Please	
PINAFORE PARK-PICNIC SHELTERS - MARSHALL FIELD A	NORTH SIDE

Have you obtained an Electrical Safety Authority permit (if rec	quired)?	Yes □ No □ N/A Ø
Have you obtained a Fire Hydrant connection permit (if required if yes, Permit #	red)?	Yes □ No □ N/A 않∕
Have you obtained a Right of Way occupancy permit (if requi	red)?	Yes □ No □ N/A 🗹
Have you submitted a location or site map with the applicatio	n?	Yes □ No □ N/A ଔ
Has a privately licensed security firm been contacted/retained if yes, what company and how many security officers will be	d? present?	Yes □ No □ N/A 🖫
Have you considered providing First Aid? If yes, how do you intend on providing that service?		Yes □ No □ N/A Ø
Have you considered provisions for accessibility? i.e. parking Describe:	, washrooms	Yes □ No ♥
If yes, how many? Other types of volunteers and number:	INO ⊠ N/A□	TAN 28/15 Date of application
(Signature of Individual completing this application)		Date of application
<ul> <li>Contacts: <ul> <li>Alcohol and Gaming Commission of Ontario</li> <li>CAO/Clerk's Dept — Municipally Significant Event</li> <li>Elgin-St. Thomas Public Health — Healthy Environments Team</li> <li>Emergency Medical Services</li> <li>Environmental Services — Roads &amp; Transportation</li> <li>Environmental Services — Building Division</li> <li>Environmental Services — Property Services</li> <li>Environmental Services — Waste Management</li> <li>Fire Department — Fire Prevention Officer</li> <li>Police Services</li> <li>Parks &amp; Recreation Services</li> <li>St. Thomas Tourism</li> <li>Treasury Department - Insurance</li> </ul> </li> </ul>	(416) 326-87 631-1680 Ex 631-9900 637-3098 Ex 631-0368 Ex 631-1680 Ex 631-1680 Ex 631-1224 Ex 631-1224 Ex 633-7112 631-1680 ex 631-1680 Ex	t. 4007 t. 30 t. 5130 t. 4168 t. 4180 t. 4258 tt. 141
OFFICE USE ONLY Application Received: Special Events Committee Approval:	3, 8015	_

City of St. Thomas Received

JAN 2 9 2015

City Clerks Dept.



#### **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4007

Fax: (519) 633-9019

#### SPECIAL EVENT PERMIT APPLICATION

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Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

	C100 1 00 000000 000	
Event Name:	Stare Jennings Classic	
Date(s):	Aug 1/2015 Start Time: 9:00a	em End Time: 6:00pm
Location(s):	Athletic Park	
Organizing Group	Steve lennings Classic C	ommittee
Contact Name:	Jill arimette Jaime	Smith
Address:	4-206 Balaclava Stree	<del>/</del>
Town/City:	St. Thomas Postal Code:	OH
Phone Number:	<u>519-201-3900</u> Cell Phone Number:	519-495-6505
Fax Number:	Email Address:	jouinette@notorail.com
Expected Attendar	nce: <u>200</u>	0
Location and num	ber of washrooms in place:	rouse yeashrooms
Will food of any kit	nd be available at this Event?	Yes ☑ No □
If Yes, you must c	omplete the Special Events Notification	on Form available at Elgin St Thomas
Public Health.		
Will there be a Pet	tting Zoo or Animals at this Event?	Yes 🗆 No 🗹
If Yes, please con	tact Elgin St. Thomas Public Health fo	or health requirements.
If the type of anima	al is not permitted under the Animal C	Control By-law, please contact City
Animal Services for an application for the Temporary Exemption to the Animal Control By-law.		
Will there be an in-	door/tent covered area used for public	c assembly as part of the event?
Yes □ No VIf yes,	please contact Elgin St. Thomas Pub	olic Health for Smoke Free Ontario Act
	by-law requirements.	

-76-

Yes ☐ No ☐ N/A ☑ If yes, Perm		cumulatively (if required)?
Will Alcohol be consumed at this If Yes, you must review and mee through the Parks and Recreation	t the requirements of the City's	Yes D No 🗹 Alcohol Policy available
Will you be requesting your even	t to be deemed a Municipally S	Significant Event? Yes □No ☑
If Yes, you must obtain Council a	pproval by submitting a letter t	to the CAO/Clerk's Department.
Are you anticipating any road clo	sures/traffic flow changes?	Yes 🗆 No 🗹
NOTE: A Right of Way Occupand	cy Permit and Council approva	I will be required for all road
closures.		
If yes, describe the road closure	requirement (Use a separate s	•
Number of Event Personnel:	Number of Bands in th	ne Event:
Number of Vehicles:	Number and Size of T	ents:
Event Details (List all activities.	· ·	d)
8		
~		
Do you require Municipal Suppor	t:	
Labour: Yes No No No Parking Signs: Yes No Cother: Qarbage Collection	Site Meeting: Yes  No Traffic Control: Yes  No Detour Signing: Yes  No	□ Hydro: Yes □ No □ □ Portable Hydro Panel Yes □ No □
Has the St. Thomas Fire Departn	nent been contacted?	Yes □ No □ N/A 🗹
Has the St. Thomas Police Service	e been contacted?	Yes □ No □ N/A 🗹
Has Emergency Medical Services	s been contacted?	Yes □ No □ N/A 🗹
Has the Elgin-St. Thomas Public	Health been contacted?	Yes ☑ No □ N/A □
Has the Parks and Recreation De If yes, have you rented a pavilion.	/facility and signed a permit? P	Yes <b>v</b> No □ N/A □ lease state location of rental.

Yes D No DN/A D Have you obtained an Electrical Safety Authority permit (if required)? If yes, Permit# Have you obtained a Fire Hydrant connection permit (if required)? Yes □ No □ N/A 🖭 If yes, Permit # Have you obtained a Right of Way occupancy permit (if required)? Yes □ No □ N/A 🗠 If yes, Permit # Have you submitted a location or site map with the application? Yes □ No □ N/A 🗹 Has a privately licensed security firm been contacted/retained? Yes □ No □ N/A 🗹 If yes, what company and how many security officers will be present? Yes 
No N/A Have you considered providing First Aid? If yes, how do you intend on providing that service? 911 Areaded Sinst-And Kit onsit Have you considered provisions for accessibility? i.e. parking, washrooms Yes P No 🗆 Describe: 57 te is accessible Volunteers: Yes □No □ N/A 🖭 Will you have volunteers trained in traffic control? If yes, how many? Other types of volunteers and number: (registration chelp dayup(setup /eleanup) Signature of Individual completing this application) Contacts: Alcohol and Gaming Commission of Ontario (416) 326-8700 631-1680 Ext. 4007 CAO/Clerk's Dept – Municipally Significant Event 631-9900 Elgin-St. Thomas Public Health – Healthy Environments Team **Emergency Medical Services** 637-3098 Ext. 30 631-0368 Ext. 5130 Environmental Services – Roads & Transportation Environmental Services – Building Division 631-1680 Ext. 4168 Environmental Services – Property Services 631-1680 Ext. 4180 Environmental Services – Waste Management 631-1680 Ext. 4258 Fire Department – Fire Prevention Officer 631-0210 Police Services 631-1224 Ext. 141 Parks & Recreation Services 633-7112 631-1680 ext. 4132 St. Thomas Tourism Treasury Department - Insurance 631-1680 Ext. 4105

OFFICE USE ONLY

Application Received:

Special Events Committee Approval:

Jan 29/15



#### **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4007

Fax: (519) 633-9019

#### SPECIAL EVENT PERMIT APPLICATION

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The Organization must meet the requirements of the Special Events Manual.

Event Name: St Thomas R.b Fest

Date(s):	01/00/2015	Start Time: <u>Ilam</u>	End Time: //	om
• •	D	_   .	<del></del>	
Location(s):	Pinnafore	· .		<u></u>
Organizing Group	: <u>51 Thom</u>	as Rib Fest		
Contact Name:	Justin Bro			
Address:	40 Gescen	LAve, St. Thon		<u> 2ak3</u>
Town/City:	St. Thomas	Postal Code:	NSP ak3	
Phone Number:	(519)636-403	Cell Phone Number		
Fax Number:		Email Address:	Jushnestthe	masriblest.com
Expected Attenda	ince: <u>15,000</u>	_		
Location and num	nber of washroor	ms in place:		
Will food of any k	ind be available	at this Event?	Yes	No
If Yes, you must o	complete the Sp	ecial Events Notificat	ion Form available	at Elgin St Thomas
Public Health.				
Will there be a Pe	etting Zoo or Ani	mals at this Event?	Yes	No
If Yes, please cor	ntact Elgin St. Th	nomas Public Health	for health requireme	ents.
If the type of anin	nal is not permitt	ed under the Animal	Control By-law, ple	ase contact City
Animal Services	for an application	n for the Temporary E	Exemption to the An	imal Control By-law.
Will there be an i	ndoor/tent cover	ed area used for pub	lic assembly as par	t of the event?
Yes No If yes	s, please contact	Elgin St. Thomas Pu	ıblic Health for Smo	ke Free Ontario Act
and pertinent loca	al bv-law require	ments.		

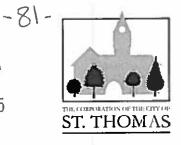
Yes (No) N/A If yes, Permit # 7Q -
Will Alcohol be consumed at this Event?  If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.
Will you be requesting your event to be deemed a Municipally Significant Event? Yes No
If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.
Are you anticipating any road closures/traffic flow changes?  Yes
NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road
closures.
If yes, describe the road closure requirement (Use a separate sheet if required).
If the event is a Parade/Run/Walk/Pass through Sporting Event: Route Details (Use a separate sheet if required)
Number of Event Personnel: $30$ Number of Bands in the Event: $15-30$
Number of Vehicles: 20 Number and Size of Tents:
Event Details (List all activities. Use a separate sheet if required)
Do you require Municipal Support:  Labour: Yes No Site Meeting: Yes No Water: (Yes) No
Labour: Yes No Site Meeting: Yes No Water: (Yes) No Barricades: Yes No Traffic Control: Yes No Hydro: (Yes) No
No Parking Signs: Yes No Detour Signing: Yes No Portable Hydro Panel Yes No
Other:
Has the St. Thomas Fire Department been contacted?  Yes No N/A
Has the St. Thomas Fire Department been contacted?  Yes No N/A
Has the St. Thomas Police Service been contacted?  (Yès) No N/A
Has Emergency Medical Services been contacted?  Yes No N/A
Has the Elgin-St. Thomas Public Health been contacted?  No N/A
Has the Parks and Recreation Department been contacted?  Yes No N/A  If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

Have you obtained an Electrical Safety Authority permit (if rec If yes, Permit #	quired)?	Yes	No	N/A
Have you obtained a Fire Hydrant connection permit (if required lifyes, Permit #	red)?	Yes	No	N/A)
Have you obtained a Right of Way occupancy permit (if requi	red)?	Yes	No	N/A
Have you submitted a location or site map with the application	n?	Yes	No	N/A
Has a privately licensed security firm been contacted/retained lf yes, what company and how many security officers will be	d? present?	Yes	No <u>541 (</u>	N/A
Have you considered providing First Aid? If yes, how do you intend on providing that service?	<u>St.</u>	Yes	No <u>S</u>	N/A 
Have you considered provisions for accessibility? i.e. parking Describe: Bathrooms, Parking, Seating	ı, washrooms	Yes	) No	) 
Volunteers: Will you have volunteers trained in traffic control? If yes, how many? Other types of volunteers and number:	No N/A			
(Signature of Individual completing this application)		Date	of app	olication
<ul> <li>Contacts:</li> <li>Alcohol and Gaming Commission of Ontario</li> <li>CAO/Clerk's Dept – Municipally Significant Event</li> <li>Elgin-St. Thomas Public Health – Healthy Environments Team</li> <li>Emergency Medical Services</li> <li>Environmental Services – Roads &amp; Transportation</li> <li>Environmental Services – Building Division</li> <li>Environmental Services – Property Services</li> <li>Environmental Services – Waste Management</li> <li>Fire Department – Fire Prevention Officer</li> <li>Police Services</li> <li>Parks &amp; Recreation Services</li> <li>St. Thomas Tourism</li> <li>Treasury Department – Insurance</li> </ul>	(416) 326-83631-1680 E3631-0368 E3631-1680 E31-1680 E31-1224 E33-7112 E31-1680 E31-1680 E31-1680 E31-1680 E31-1680 E31-1680 E31-1680 E31-1680 E31-1680 E	xt. 4007 xt. 30 xt. 5130 xt. 4168 xt. 4180 xt. 4258 xt. 141	) 3 3 3	
OFFICE USE ONLY Application Received:	30/15		- <del></del>	

## Councillor Wookey Chairman<sub>City of St. Thomas</sub>

JAN 30 2015

City Clerks Dept.



#### **Special Events Committee**

c/o CAO/Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4007

Fax: (519) 633-9019

#### SPECIAL EVENT PERMIT APPLICATION

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	- 1
Event Name:	S+ Thomas Kinsmen Canada Day Beer Garden
Date(s):	S+ Thomas Kinsmen Canada Day Beer Garden  July 1st Start Time: 11:00cm End Time: 12:00an
Location(s):	Main Dance Pavillion, Pinatore Park
Organizing Group:	St. Thomas Kinsmen Club
Contact Name:	Matt Shape
Address:	P.O. Box 22075, 204 First Ave
Town/City:	St. Thans Postal Code: NSR 4P5
Phone Number:	Cell Phone Number: 519-495-2818
Fax Number:	Email Address: president & st thomas Kinsmen com
Expected Attendar	nce: <u>300</u>
Location and numb	per of washrooms in place: 2 washrooms in place
Will food of any kir	nd be available at this Event? Yes ☑ No □
If Yes, you must co	omplete the Special Events Notification Form available at Elgin St Thomas
Public Health.	
Will there be a Pet	ting Zoo or Animals at this Event? Yes □ No 🗹
If Yes, please cont	tact Elgin St. Thomas Public Health for health requirements.
If the type of anima	al is not permitted under the Animal Control By-law, please contact City
Animal Services for	or an application for the Temporary Exemption to the Animal Control By-law.
Will there be an inc	door/tent covered area used for public assembly as part of the event?
Yes □ No 🗹 If yes,	please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act
and pertinent local	l by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulati Yes □ No □ N/A ☑ If yes, Permit #	ively (if required)?
Will Alcohol be consumed at this Event?  If Yes, you must review and meet the requirements of the City's Alcohol through the Parks and Recreation Department.	☑ No □ Policy available
Will you be requesting your event to be deemed a Municipally Significan	nt Event? Yes □No
If Yes, you must obtain Council approval by submitting a letter to the CA	
Are you anticipating any road closures/traffic flow changes? Yes	□ No ☑
NOTE: A Right of Way Occupancy Permit and Council approval will be	
closures.	
If yes, describe the road closure requirement (Use a separate sheet if re	equired).
If the event is a Parade/Run/Walk/Pass through Sporting Event: Route Details (Use a separate sheet if required)	
Number of Event Personnel:  Number of Bands in the Event Number of Vehicles:  Sevent Details (List all activities. Use a separate sheet if required)  BBQ Beer Garden as a part of the Caties Canada Da	
Do you require Municipal Support:  Labour: Yes □ No ☑ Site Meeting: Yes ☑ No □ Wo Barricades: Yes ☑ No □ Traffic Control: Yes □ No ☑ Hy No Parking Signs: Yes □ No ☑ Detour Signing: Yes □ No ☑ Porta Other:	raro: Yes ⊌ No ⊔
Has the St. Thomas Fire Department been contacted?	Yes ☑ No □ N/A □
Has the St. Thomas Police Service been contacted?	Yes ☑ No □ N/A □
Has Emergency Medical Services been contacted?	Yes ☐ No ☑ N/A ☐
Has the Elgin-St. Thomas Public Health been contacted?	Yes ☑ No □ N/A □
Has the Parks and Recreation Department been contacted? If yes, have you rented a pavilion/facility and signed a permit? Please s	Yes ☐ No ☑/N/A ☐ state location of rental.

quired)? Yes □ No □ N/A Ⅳ
red)? Yes □ No □ N/A
red)? Yes □ No □ N/A ଢ
n? Yes □ No □ N/A ₪
d? Yes □ No ☑ N/A □ present?
Yes 🗆 No 🗹 N/A 🗆
, washrooms Yes   No   V
alub will be ontend for theday.
Janes 30/15  Date of application
(416) 326-8700 631-1680 Ext. 4007 631-9900 637-3098 Ext. 30 631-0368 Ext. 5130 631-1680 Ext. 4168 631-1680 Ext. 4180 631-1680 Ext. 4258 631-0210 631-1224 Ext. 141 633-7112 631-1680 ext. 4132 631-1680 Ext. 4105

**OFFICE USE ONLY** 

Application Received:
Special Events Committee Approval:

Jan 30/15