

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

Teddy Bear Picnic – Elgin Teddy Bear Picnic Committee – June 10, 2015 Pages 57-59

Voaden Leads Change! – Organizing Committee – May 2, 2015 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

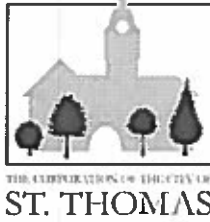
To be determined.

ADJOURNMENT

Alderman Dave Warden
Chairman

Melanie Knapp

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

City of St. Thomas
Received
DEC 01 2014

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.

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

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 at Central United Church
Organizing Group: Shamrock Shuffle Committee with Inn Out of the Cold
Contact Name: Kathi Tolliffe, Doreen Jensen, Noel MacLay
Address: 905 Galbraith Court
Town/City: St. Thomas Postal Code: N5R 6G8
Phone Number: _____ Cell Phone Number: 519-631-2501 (Kathi Tolliffe)
Fax Number: _____ Email Address: TheShamrockShuffle@gmail.com
Expected Attendance: 350

Location and number of washrooms in place: 1 Porta-Potty plus Church Washrooms - 1 Handicap Accessible
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 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:

To Be Determined

Number of Bands in the Event:

0

Number of Vehicles:

0

Number and Size of Tents:

0

Event Details (List all activities. Use a separate sheet if required)

2km + 5km Walk

5km + 10km Run

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 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 required)?

Yes ☐ No ☐ N/A ☒

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? _____

Have you considered providing First Aid?

Yes ☒ No ☐ N/A ☐

If yes, how do you intend on providing that service?

St John's Ambulance

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐

Describe: Accessible Parking at the Church; Accessible Washroom + Lift at Church.
Routes Accessible

Volunteers:

Will you have volunteers trained in traffic control? Yes ☒ No ☐ N/A ☐

If yes, how many? We Will Determine #s Needed Based on Route Conditions

Other types of volunteers and number: Water Stops / Route Cyclists / Start and End Locations /
Parking - #s Based on Registrations Received.

Kathi Jelliffe
(Signature of Individual completing this application)

Nov. 13, 2014
Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • 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 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received:

Special Events Committee Approval:

Dec 1, 2014

Map your runs

- 5 -

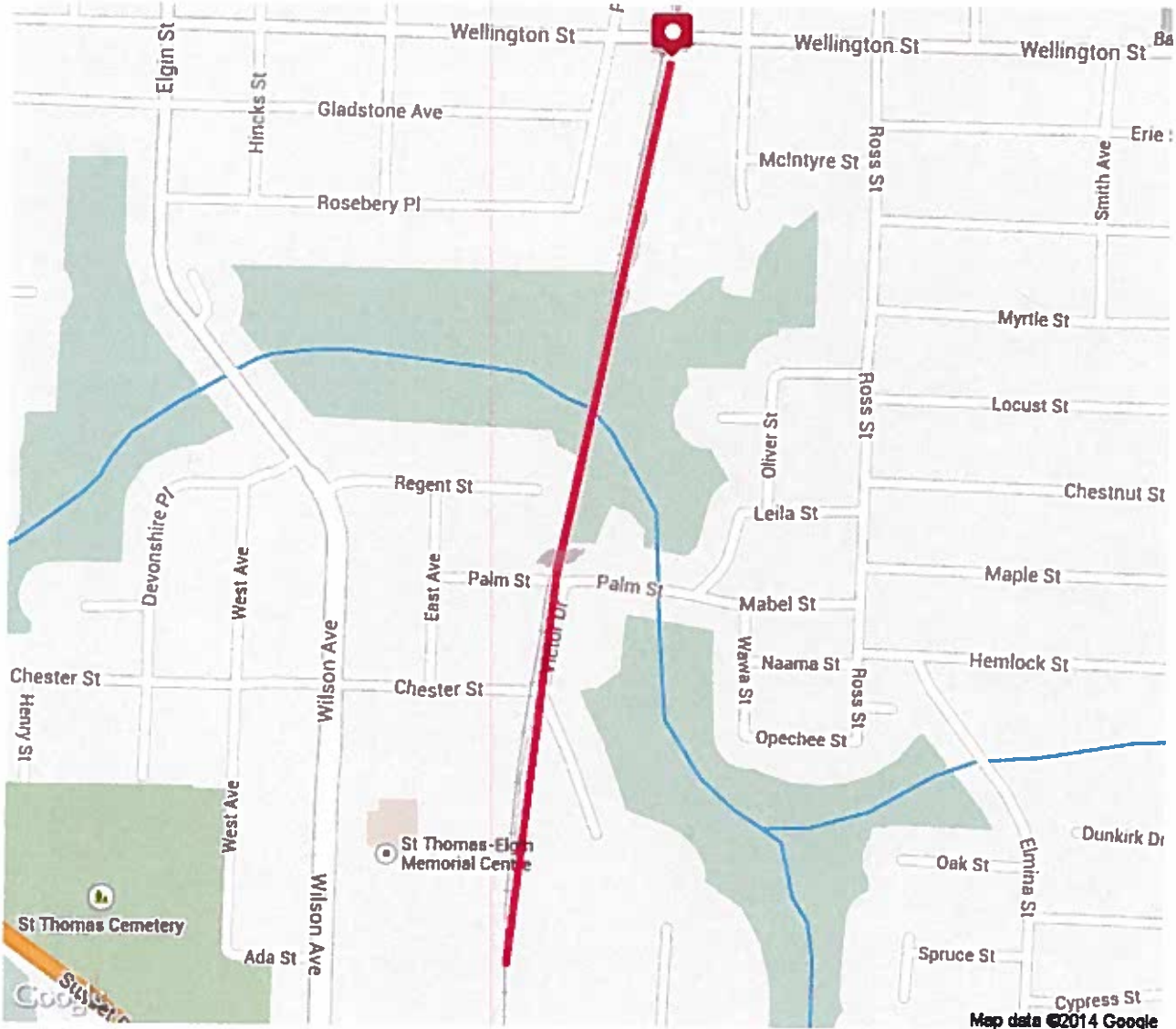


mapmyrun

2014 Shamrock Shuffle 2 km Route

Distance: 2.02 km

Elevation: 8.36 m (Max: 234.69 m)



This segment has no directions.

0 km (+2.02 km)



Destination





2.02 km (+0 km)

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

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Distance: 4.85 km

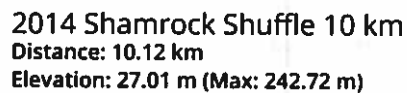
- | | |
|---|--------------------|
|  Head south on Moore St toward McIntyre St | 0 km (+0.09 km) |
|  Turn left onto McIntyre St | 0.09 km (+0.01 km) |
|  Head east on McIntyre St toward Ross St | 0.09 km (+0.14 km) |
|  Turn right onto Ross St Destination will be on the left | 0.23 km (+0.01 km) |





Map your runs

-7-

 Head south on Ross St toward Forest Ave	0.24 km (+0.53 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 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)
 Turn left onto Fifth Ave	1.14 km (+0.52 km)
 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)
 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)
 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)
 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)
 This segment has no directions.	3.68 km (+1.17 km)
 Destination	4.85 km (+0 km)
























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- | | | |
|---|---|--------------------|
|  | 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) |

















Map your runs

-9-

	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)
	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)
	Turn left onto Thompson Ave	2.93 km (+0.26 km)
	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)
	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)
	Turn right onto Lake Margaret Trail Destination will be on the right	4.16 km (+0.31 km)
	Head west on Lake Margaret Trail toward Osprey Ln	4.46 km (+0.23 km)
	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)

Map your runs

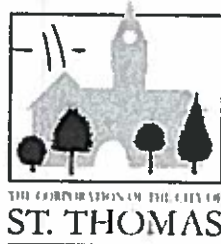
-10-

	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)
	Head 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

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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.

Event Name: IRON Kids
Date(s): May 31/2018 Start Time: 9:00am End Time: 12:00pm
Location(s): St. Thomas YMCA
Organizing Group: Family YMCA ST Thomas - Elgin
Contact Name: Jerod Henderson
Address: 20 High Street
Town/City: ST. Thomas Postal Code: N5R 5V2
Phone Number: 631-2418 ext 227 Cell Phone Number: 519-870-3665
Fax Number: 631-4131 Email Address: jhenderson@ymcawo.ca
Expected Attendance: 80

Location and number of washrooms in place: 20 High Street

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 by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?

Yes ☐ No ☒ N/A ☐ If yes, Permit # 12

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).

See attached

If the event is a Parade/Run/Walk/Pass through Sporting Event:
Route Details (Use a separate sheet if required)

See Attached

Number of Event Personnel: 50 Number of Bands in the Event: 0

Number of Vehicles: 0 Number and Size of Tents: 0

Event Details (List all activities. Use a separate sheet if required)

An annual event, Iron Kids, raises money for the YMCA's charity Strong Kids, by facilitating a triathlon for children.

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 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.

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Have you obtained an Electrical Safety Authority permit (if required)?

Yes ☐ No ☐ N/A ☒

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? _____

Have you considered providing First Aid?

Yes ☒ No ☐ N/A ☐

If yes, how do you intend on providing that service?

All staff are trained

Have you considered provisions for accessibility? i.e. parking, washrooms

Yes ☒ No ☐

Describe: The YMCA is fully accessible as per AODA.

Volunteers:

Will you have volunteers trained in traffic control?

Yes ☐ No ☒ N/A ☐

If yes, how many? _____

Other types of volunteers and number: _____

(Signature of Individual completing this application)

Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • Environmental Services – Building Division | 631-1680 Ext. 4168 |
| • Environmental Services – Property Services | 631-1680 Ext. 4180 |
| • Environmental Services – Waste Management | 631-1680 Ext. 4258 |
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| • Police Services | 631-1224 Ext. 141 |
| • Parks & Recreation Services | 633-7112 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received:

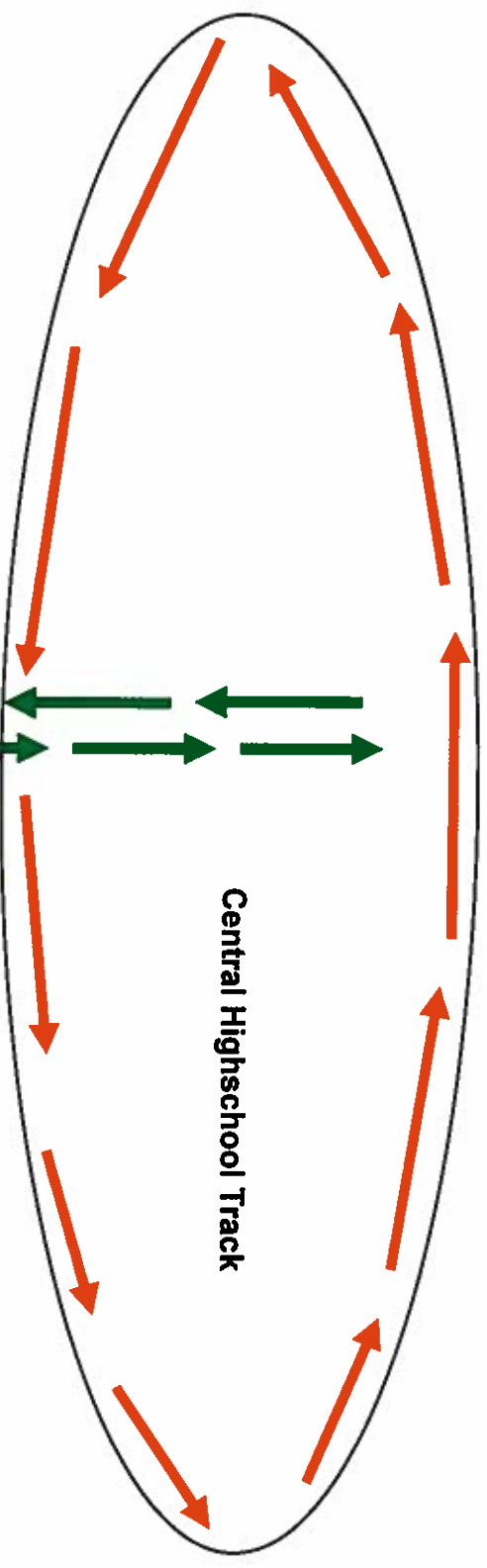
Special Events Committee Approval:

Nov 18/14

IRON KIDS TRIATHLON

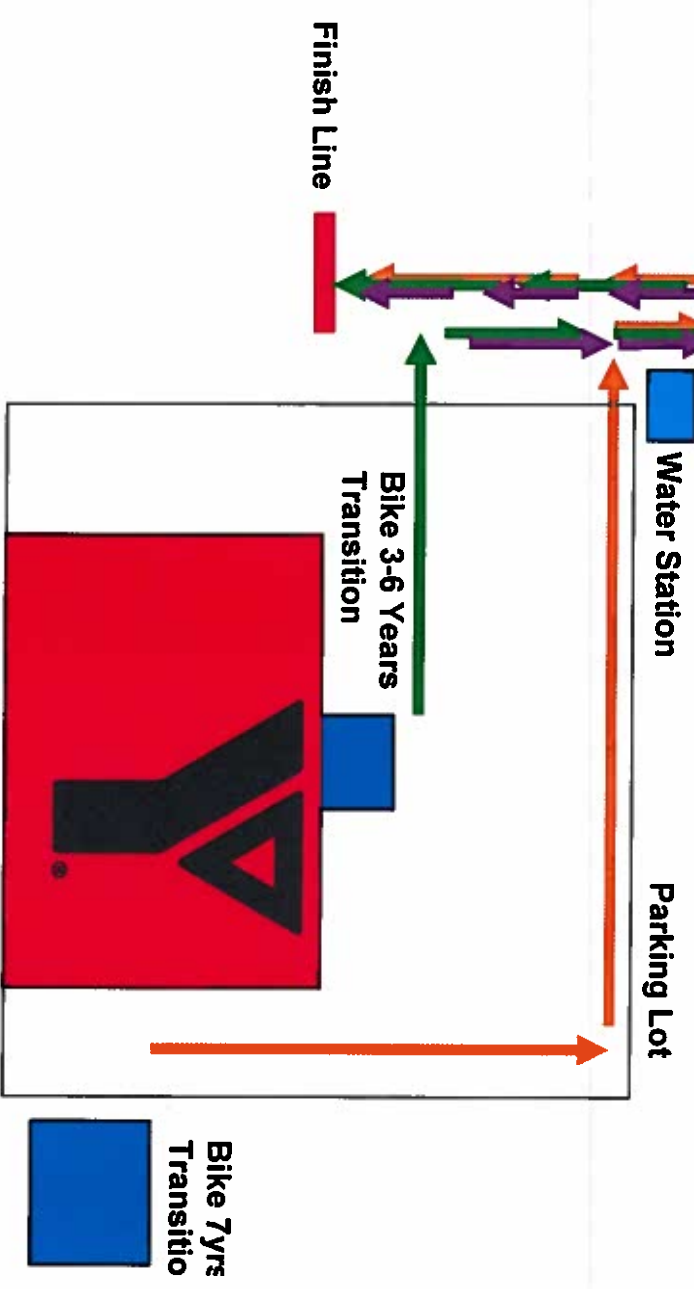


Run Route



Run Route

- 10-12 Years**
 2 loops of track
- 7-9 Years**
 1 loop of track
- 5-6 Years**
- 3-4 Years**





Bike Route

Park Avenue

Y IRON KIDS TRIATHLON

Central Track

Chestnut Street

High Street



Phillip Street

Morrison Drive

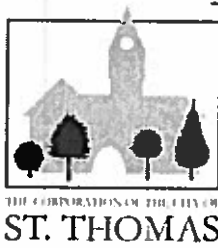
St. Joseph Street

Elm Street

First Avenue

Alderman Dave Warden
Chairman

Melanie Knapp
Secretary



- 16 -
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.

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

Event Name: Try a Tri
Date(s): May 3, 2015 Start Time: 9:00 End Time: 12:00
Location(s): 20 High Street, St. Thomas YMCA
Organizing Group: St. Thomas YMCA management
Contact Name: Jerad Henderson
Address: 20 High Street, St. Thomas, ON N5R 5V2
Town/City: St. Thomas Postal Code: N5R 5V2
Phone Number: (519) 631-2418 Cell Phone Number: (519) 870-3665
Fax Number: ex. 227 Email Address: jhenderson@ymcawo.ca
Expected Attendance: 50

Location and number of washrooms in place: Seven washrooms @ the Y.

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 by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?

Yes ☐ No ☒ N/A ☐ If yes, Permit # -17-

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).

See attached

If the event is a Parade/Run/Walk/Pass through Sporting Event:

Route Details (Use a separate sheet if required)

See attached

Number of Event Personnel:

15

Number of Bands in the Event:

0

Number of Vehicles:

0

Number and Size of Tents:

0

Event Details (List all activities. Use a separate sheet if required)

A beginners triathlon for adults raising money for the YMCA'S Strong Kids charity.

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 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 required)? Yes ☐ No ☐ N/A ☒
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? _____

Have you considered providing First Aid? Yes ☒ No ☐ N/A ☐
If yes, how do you intend on providing that service? All staff trained.

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: The YMCA is fully accessible as per AODA.

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☒ N/A ☐

If yes, how many? _____

Other types of volunteers and number: _____

[Signature]
(Signature of Individual completing this application)

Nov 14, 2014
Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • 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 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received: _____

Special Events Committee Approval: _____

Turn around
5km from YMCA
Before Yarmouth
Centre Road



Try a Tri

10kms Bike Route



Manor Road



Elm
Stre

Highview Ave

Fairview Ave

Elm
Street

Park Avenue

hest out
reet



High Street

First Avenue

Park Avenue

Try a Tri

2 kms Run Route

Central Track

Chestnut Street

High Street

Phillip Street

Morrison Drive

St. Joseph Street

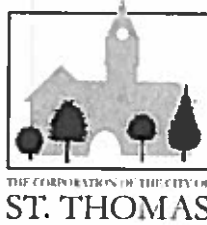
Elm Street

First Avenue

City of St. Thomas
Received

JAN 02 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.

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

Event Name: ROYAL CANADIAN LEGION DISTRICT CONVENTION PARADE
Date(s): APR. 12/15 Start Time: 1100 End Time: 11:45
Location(s): LISTED BELOW
Organizing Group: ROYAL CANADIAN LEGION
Contact Name: IAN STUBBS
Address: 211 LINCOLN ST
Town/City: THASCHBURG Postal Code: N4G 2R3
Phone Number: _____ Cell Phone Number: 519 668 3019
Fax Number: _____ Email Address: STUBBS-IB@YAHOO.CA
Expected Attendance: 400

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 ☐ 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)

LEAVING LEGION ON JOHN ST SOUTH TO TALBOT ST. WEST ON TALBOT
TO CENOTAPH @ PRINCESS ST. WEST TO MCDONALD ST, NORTH
ON CURTIS ST AND EAST TO CATHERINE ST

Number of Event Personnel: 400 Number of Bands in the Event: APPROX 2-4

Number of Vehicles: 0 Number and Size of Tents: 0

Event Details (List all activities. Use a separate sheet if required)

PARADE TO THE CENOTAPH BRIEF SERVICE OF
REMEMBRANCE AND THEN MARCH BACK TO PARKING LOT
ON CATHERINE ST FOR DISMISSAL

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 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.

WILL
BE
COPIED
BY THIS
PERMIT

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 ☒ 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 ☒ No ☐ N/A ☐

TRAINED FIRST AIDERS ON SITE

Have you considered provisions for accessibility? i.e. parking, washrooms
Describe: _____

Yes ☐ No ☒

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☒ N/A ☐

If yes, how many? _____

Other types of volunteers and number: _____


(Signature of Individual completing this application)

2 Jan 15
Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • Environmental Services – Building Division | 631-1680 Ext. 4168 |
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| • Parks & Recreation Services | 633-7112 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received: _____

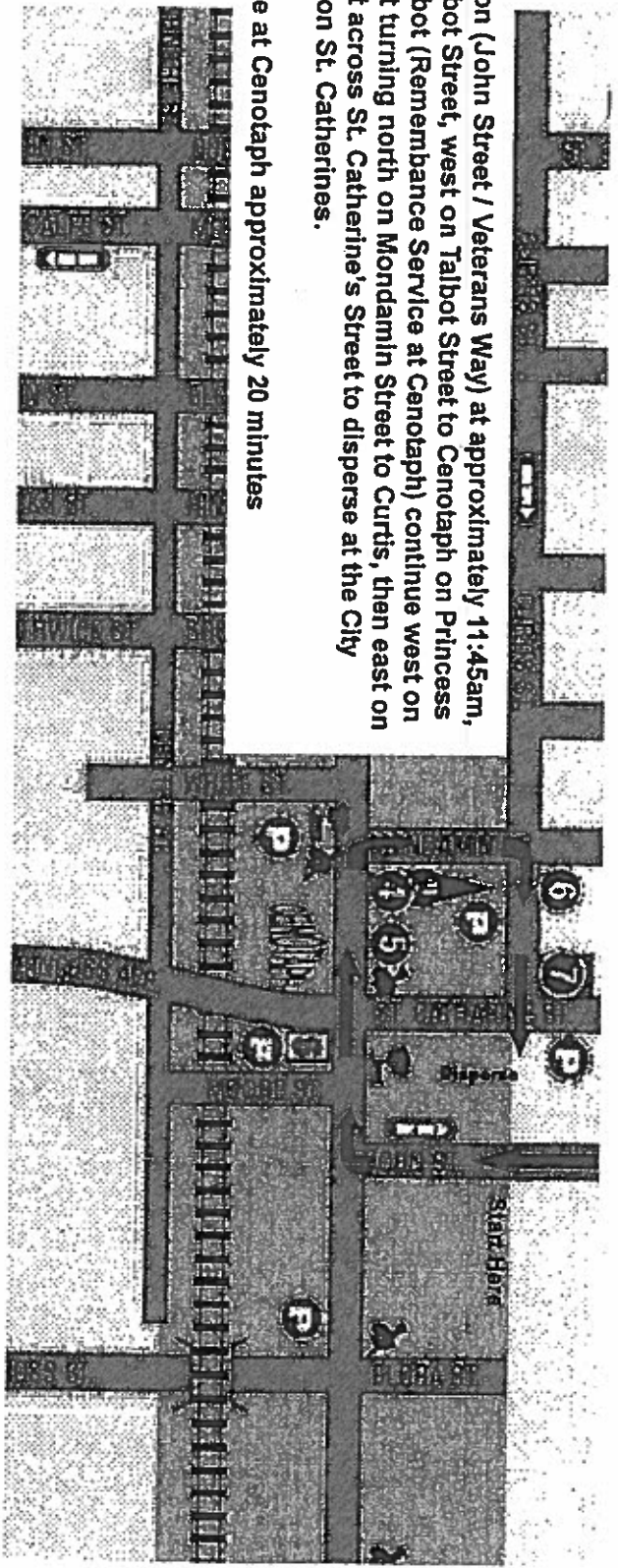
Special Events Committee Approval: _____

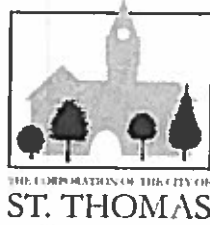
Parade Route

- 24 -

Depart Legion (John Street / Veterans Way) at approximately 11:45am, south to Talbot Street, west on Talbot Street to Cenotaph on Princess Street at Talbot (Remembrance Service at Cenotaph) continue west on Talbot Street turning north on Mondamin Street to Curtis, then east on Curtis Street across St. Catherine's Street to disperse at the City Parking Lot on St. Catherines.

Note: Service at Cenotaph approximately 20 minutes





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.

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

Event Name: Railway City Arts Crawl Fireworks
 Date(s): Feb. 28 2015 Start Time: 6:30pm End Time: 6:45pm
 Location(s): Downtown (behind the empty lot on Ross and Talbot)
 Organizing Group: Railway City Tourism
 Contact Name: Megan Pickersgill
 Address: 605 Talbot Street
 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@stthomas.ca
 Expected Attendance: 100

Location and number of washrooms in place: downtown and no washrooms

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 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)

Number of Event Personnel: 3 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)

Short fireworks display (3-5 minutes total)

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 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 required)? Yes ☐ No ☐ N/A ☒
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? _____

Have you considered providing First Aid? Yes ☒ No ☐ N/A ☐
If yes, how do you intend on providing that service? St. John's ambulance

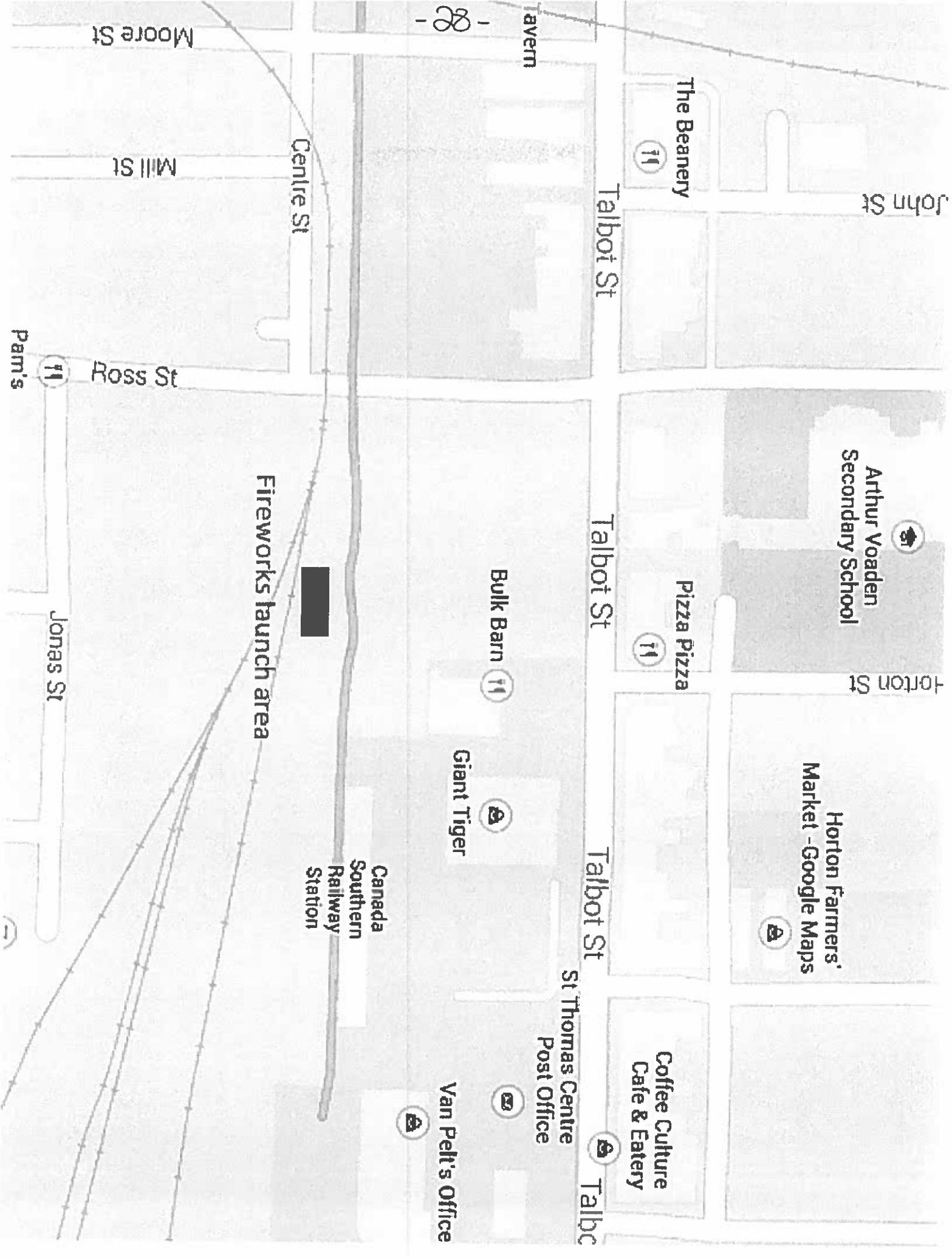
Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☐ No ☒
Describe: _____

Volunteers:
Will you have volunteers trained in traffic control? Yes ☐ No ☐ N/A ☒
If yes, how many? _____
Other types of volunteers and number: _____

(Signature of Individual completing this application) Date of application

- Contacts:**
- Alcohol and Gaming Commission of Ontario (416) 326-8700
 - CAO/Clerk's Dept – Municipally Significant Event 631-1680 Ext. 4007
 - Elgin-St. Thomas Public Health – Healthy Environments Team 631-9900
 - Emergency Medical Services 637-3098 Ext. 30
 - Environmental Services – Roads & Transportation 631-0368 Ext. 5130
 - Environmental Services – Building Division 631-1680 Ext. 4168
 - Environmental Services – Property Services 631-1680 Ext. 4180
 - Environmental Services – Waste Management 631-1680 Ext. 4258
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 - Police Services 631-1224 Ext. 141
 - Parks & Recreation Services 633-7112
 - St. Thomas Tourism 631-1680 ext. 4132
 - Treasury Department - Insurance 631-1680 Ext. 4105

OFFICE USE ONLY
Application Received: Jan 5/15
Special Events Committee Approval: _____



John St

The Beanery

Talbot St

Arthur Voaden
Secondary School

Horton St

Horton Farmers'
Market - Google Maps

Pizza Pizza

Talbot St

Talbot St

Coffee Culture
Cafe & Eatery

St Thomas Centre
Post Office

Van Pelt's Office

Bulk Barn

Giant Tiger

Canada
Southern
Railway
Station

Fireworks launch area

Centre St

Mill St

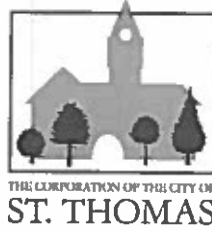
Ross St

Moore St

Jonas St

Pam's

City of St. Thomas
Received
JAN 05 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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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.

Event Name: 94.1 myFM "Renew your vows"
Date(s): Feb 14/15 Start Time: 3p End Time: 6p
Location(s): Pinafere Park main pavillion / Memorial Arena Peter Lynch Room
Organizing Group: 94.1 myFM
Contact Name: Samantha Mackinnon / Rob Mize
Address: 300 Talbot St.
Town/City: St. Thomas Postal Code: N5P 4E2
Phone Number: 633-6936 Cell Phone Number: _____
Fax Number: _____ Email Address: Samantha.mackinnon@myfmradio.ca
Expected Attendance: 250

Location and number of washrooms in place: main washrooms - pinafere park

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 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)

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 ☐ 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 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.

pinetree park / memorial arena

-31-

Have you obtained an Electrical Safety Authority permit (if required)? Yes ☐ No ☐ N/A ☒
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? _____

Have you considered providing First Aid? Yes ☒ No ☐ N/A ☐
If yes, how do you intend on providing that service? _____

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: pinetore park, the main pavilion, the main washrooms and memorial area
are accessible

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☒ N/A ☐

If yes, how many? _____

Other types of volunteers and number: _____

[Signature]
(Signature of individual completing this application)

Jan 5/15
Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • Environmental Services – Building Division | 631-1680 Ext. 4168 |
| • Environmental Services – Property Services | 631-1680 Ext. 4180 |
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| • Fire Department – Fire Prevention Officer | 631-0210 |
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| • Parks & Recreation Services | 633-7112 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received: _____

Special Events Committee Approval: _____

parkside Dr.

- 33 -

public
entrance

main washrooms

parking

East

main
pavilion

to be held @ main pavilion.
main washrooms will be accessible.

more parking

(N)

Councillor Wookey
Chairman
City of St. Thomas
Received
JAN 06 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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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.

Event Name: Fundraising BBQ
Date(s): June 29/15 Start Time: 11:00 am End Time: 2:30 pm
Location(s): 499 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: N5P 1C3
Phone Number: 519 631 1580 Cell Phone Number: _____
Fax Number: _____ Email Address: nbarrett@psnet.ca
Expected Attendance: unknown
Location and number of washrooms in place: Front of Building 2 washrooms
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 by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?

Yes No N/A If yes, Permit # -34-

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)

Number of Event Personnel: 2

Number of Bands in the Event: 0

Number of Vehicles: 0

Number and Size of Tents: 0

Event Details (List all activities. Use a separate sheet if required)

Barbeque

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 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 required)? Yes No N/A
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? _____

Have you considered providing First Aid? Yes No N/A
If yes, how do you intend on providing that service? _____

Have you considered provisions for accessibility? i.e. parking, washrooms Yes No
Describe: _____

Volunteers:

Will you have volunteers trained in traffic control? Yes No N/A
If yes, how many? _____
Other types of volunteers and number: _____

Norm Barrett
(Signature of Individual completing this application)

Jan 05/2015
Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • 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 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received:

Special Events Committee Approval:

Jan 6, 2015



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 12 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 .**

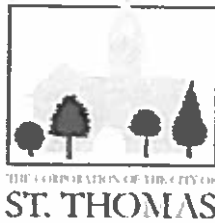
**THIS IS ALL SUBJECT TO APPROVAL FROM THE SPECIAL EVENTS COMMITTEE
AND COUNCIL**

THANK YOU

A handwritten signature in black ink, appearing to read "Wayne Cudney". The signature is stylized with a large, sweeping "W" and "C".

**WAYNE CUDNEY
CHAIRPERSON OF AUTOFEST**

Councillor Wookey
Chairman



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.

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

Event Name: LIONS CLUB FATHERS DAY CAR SHOW
Date(s): JUNE 21ST 2015 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 AV
Town/City: ST. THOMAS Postal Code: N5R 5M8
Phone Number: 519-631-2148 Cell Phone Number: 519-673-2148
Fax Number: 0 Email Address: wcudney@sympatico.ca
Expected Attendance: 700

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 ☒ If yes, please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act and pertinent local by-law requirements.

EVENT DETAILS CONT.

REQUEST PERMISSION TO USE OVERFLOW
PARKING EAST of EMSLIE FIELD

THIS WILL PREVENT PATRONS FROM
PARKING ON GRASS AS WELL AS TO CLOSE
TO FLOWER GARDENS

AS WELL TRAFFIC SHOULD MOVE FASTER
INTO PARK + PREVENT BACKUP ON
ELM. ST.

EVENT CHAIR

W. J. Dwyer

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)

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 OUR 18TH ANNUAL FATHERS DAY CAR SHOW
14 FACILITY 300-400 CARS WITH 102 PERSONS PER CAR
+ SPECTATORS. MUSIC WILL BE BY DISC Jockey. 2 Food
TRAILORS. ALSO VENDORS WITH AUTO RELATED MATERIAL
ALL FUNDS RET. to COMMUNITY PROJECTS

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 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.

YES, NORTH PAVILLION

Have you obtained an Electrical Safety Authority permit (if required)? Yes ☐ No ☐ N/A ☒
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? _____

Have you considered providing First Aid? Yes ☒ No ☐ N/A ☐
If yes, how do you intend on providing that service? _____

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: _____

Volunteers:

Will you have volunteers trained in traffic control? Yes ☒ No ☐ N/A ☐

If yes, how many? 20-25

Other types of volunteers and number: RE-ACT & ST. JOHNS - 4-6

 WAYNE CUDNEY
(Signature of Individual completing this application)

JAN. 8/15
Date of application

Contacts:

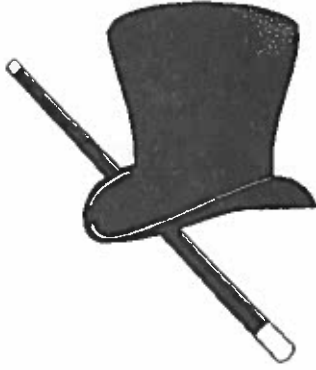
- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • Environmental Services – Building Division | 631-1680 Ext. 4168 |
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| • Police Services | 631-1224 Ext. 141 |
| • Parks & Recreation Services | 633-7112 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received:

Special Events Committee Approval:

Jan 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

January 13 2015

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 44th 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!

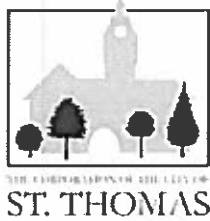
Sincerely,

A handwritten signature in black ink, appearing to read "F. G. Keep", written in a cursive style.

Father Graham Keep,
Pastor

/mmcl

Councillor Wookey
Chairman



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.

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

Event Name: St. Anne's Community Festival
Date(s): June 3-6, 2015 Start Time: Jun 3, 4:05 - 4pm. End Time: 12 a.m.
Location(s): 20 Morrison Drive, St. Thomas, ON N5R 4S6.
Organizing Group: St. Anne's Parish
Contact Name: Mike McLaughlin
Address: 45 Rickwood Place
Town/City: St. Thomas Postal Code: N5R 5Z4.
Phone Number: 519-631-3640 Cell Phone Number: _____
Fax Number: 519-631-7938 Email Address: stannesparish@dol.ca
Expected Attendance: 100's per day

Location and number of washrooms in place: 8 reg. + 1 spec. portable units and washroom in The Centre.

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 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)

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 ☐ 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 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 required)? Yes ☐ No ☐ N/A ☒
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? ISM-2 security guards + 40 Festival Board Members

Have you considered providing First Aid? Yes ☒ No ☐ N/A ☐
If yes, how do you intend on providing that service? ISM to provide.

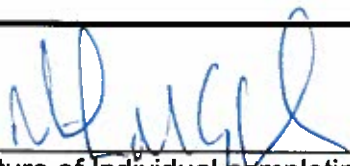
Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: parking / washrooms

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☐ N/A ☒

If yes, how many? _____

Other types of volunteers and number: volunteers staffing each area (500)



(Signature of Individual completing this application)

January 13, 2015
Date of application

Contacts:

- Alcohol and Gaming Commission of Ontario (416) 326-8700
- CAO/Clerk's Dept – Municipally Significant Event 631-1680 Ext. 4007
- Elgin-St. Thomas Public Health – Healthy Environments Team 631-9900
- Emergency Medical Services 637-3098 Ext. 30
- Environmental Services – Roads & Transportation 631-0368 Ext. 5130
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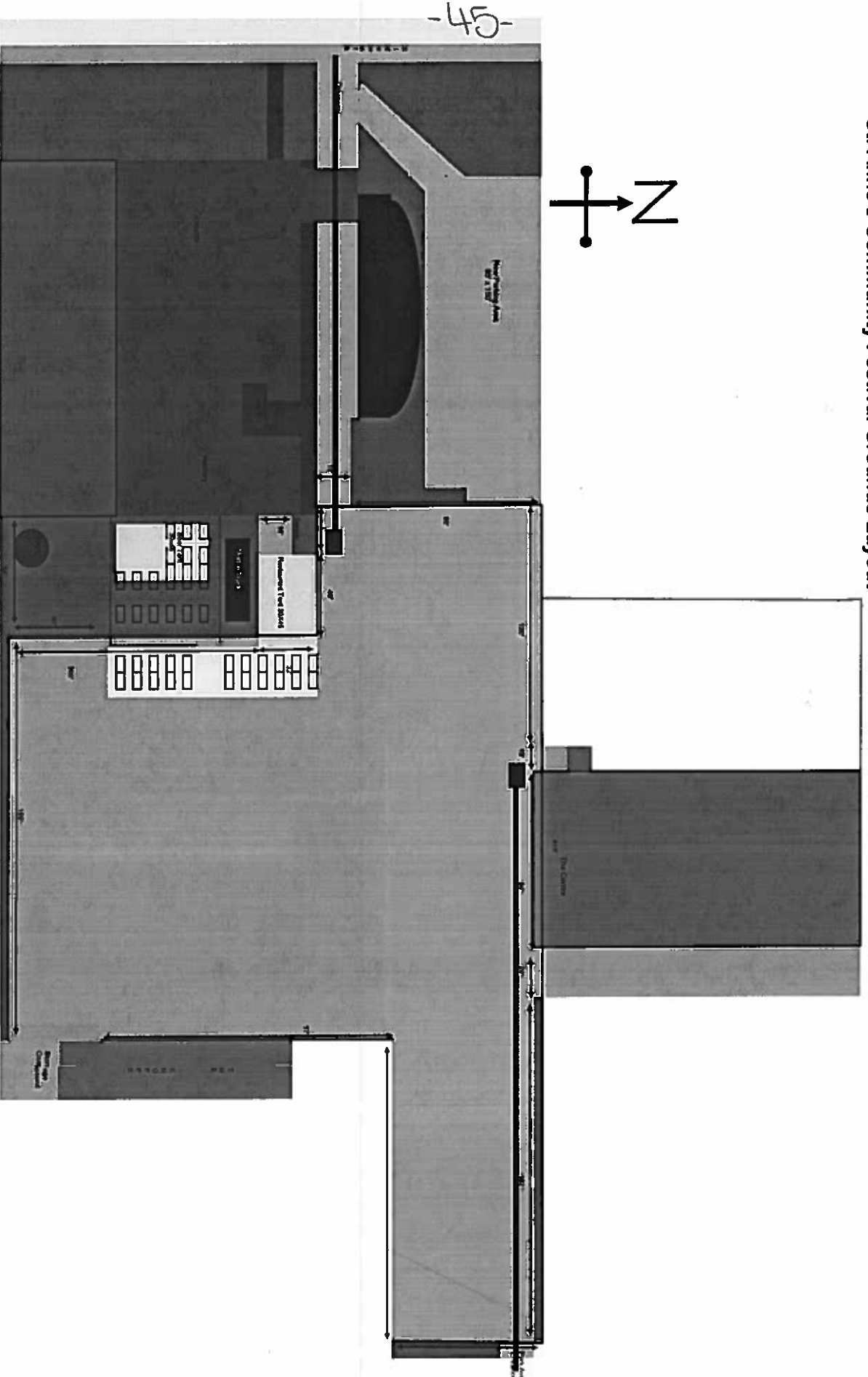
OFFICE USE ONLY

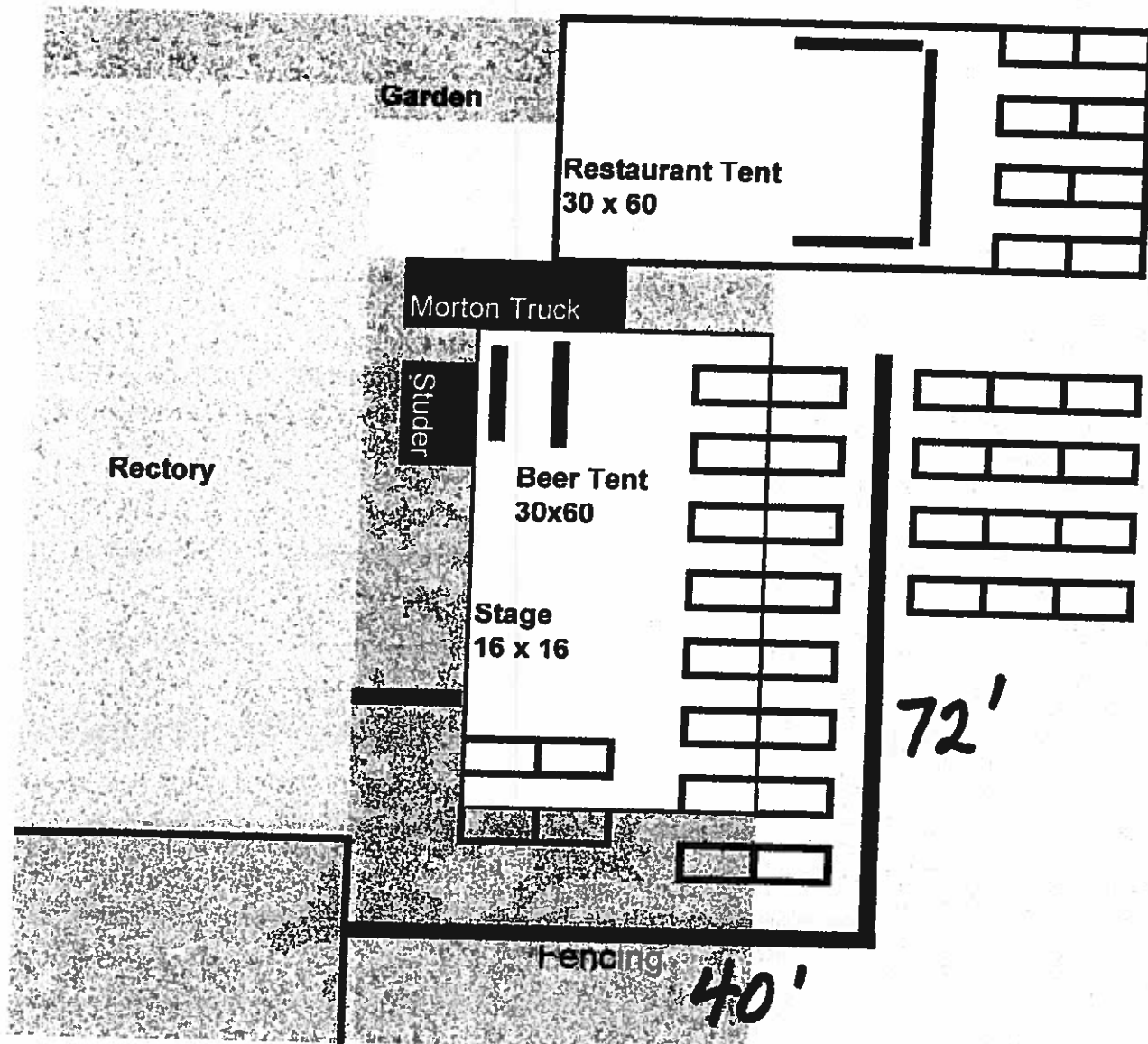
Application Received: _____

Special Events Committee Approval: _____

Jan 15, 2015

St. Anne's Community Festival Grounds Layout

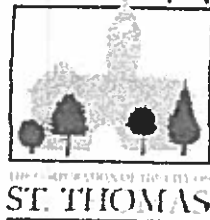




St. Anne's Community Festival

Restaurant & Beverage Area

Councillor Wookey
Chairman



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.

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

Event Name: Elgin Cattlemen's Association Beef BBQ
Date(s): Aug 19, 2015 Start Time: 4:30 End Time: 7:30
Location(s): Pinefore Park, Danie Pavillion
Organizing Group: Elgin Cattlemen's Association
Contact Name: Jan McKillop
Address: 29963 Silver Clay Line
Town/City: Dutton Postal Code: N0L1J0
Phone Number: 519-762-6483 Cell Phone Number: 519-868-4202
Fax Number: 519-762-6483 Email Address: jmckillop@camtelecom.net
Expected Attendance: 700

Location and number of washrooms in place: Facilities at Park

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 by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?

Yes ☐ No ☐ N/A ☒ If yes, Permit # _____ -48-

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)

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 ☒ 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 Elgin-St. Thomas Public Health been contacted? Yes ☒ No ☐ N/A ☐
will contact shortly

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.

Dance Pavilion

-49-

Have you obtained an Electrical Safety Authority permit (if required)?

Yes ☐ No ☐ N/A ☒

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 ☐

One from last year

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? _____

Have you considered providing First Aid?

Yes ☐ No ☐ N/A ☒

If yes, how do you intend on providing that service? _____

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐

Describe: _____

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☐ N/A ☒

If yes, how many? _____

Other types of volunteers and number: _____

M. Murphy
(Signature of individual completing this application)

Jun 19 / 2015
Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
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OFFICE USE ONLY

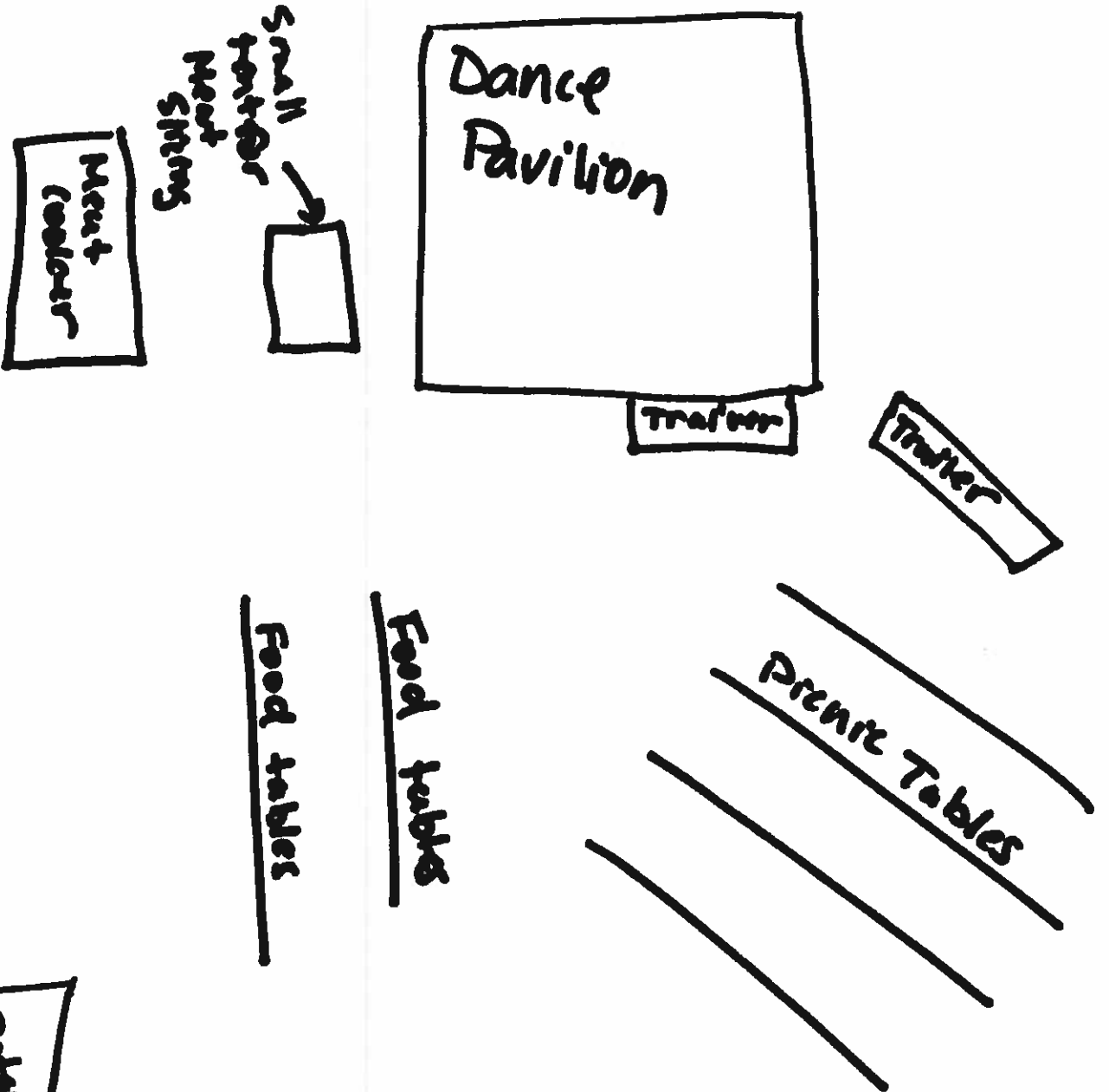
Application Received: _____

Special Events Committee Approval: _____

Jun 20, 2015

Elgin Beef farmers
Dance Pavilion
Site Map

- 50 -



Approx. Site Layout

Potato
grill
Area

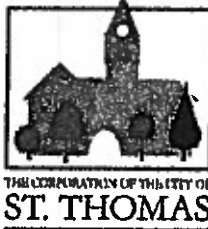
Road

Councillor Wookey
Chairman

City of St. Thomas
Received

JAN 23 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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The Organization must meet the requirements of the Special Events Manual.

Event Name: 2015 Mandarin MS Walk
Date(s): May 3, 2015 Start Time: 8am End Time: 2pm
Location(s): Timken Center
Organizing Group: MS Society of Canada
Contact Name: Sabrina Parier
Address: 1100 Dearness Dr. Unit 20
Town/City: London Postal Code: N6E 1N9
Phone Number: 519-680-7878 Cell Phone Number: 519-902-8152
Fax Number: 519-680-7680 Email Address: Sabrina.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 ☒ 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)

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 ☒ 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 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.

_____ Timken Center _____

Have you obtained an Electrical Safety Authority permit (if required)? Yes ☐ No ☐ N/A ☒
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? _____

Have you considered providing First Aid? Yes ☒ No ☐ N/A ☐
If yes, how do you intend on providing that service? Onsite Medical Response.

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: Timken Center is accessible.

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☒ N/A ☐

If yes, how many? _____

Other types of volunteers and number: _____



(Signature of Individual completing this application)

Jan 5/15
Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • 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 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

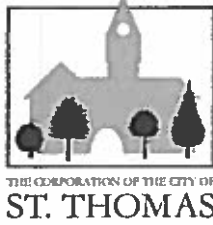
OFFICE USE ONLY

Application Received: _____

Special Events Committee Approval: _____

Alderman Dave Warden
Chairman

City of St. Thomas
Received
JAN 23 2015
City Clerks Dept.
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.

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

Event Name: ST THOMAS KINSMEN CLUB EASTER EGG HUNT
Date(s): APRIL 4 Start Time: 10:00am End Time: 1:00 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: N5P 4L7
Phone Number: _____ Cell Phone Number: (519) 637 3042
Fax Number: _____ Email Address: trittler@hotmail.com
Expected Attendance: 500-800

Location and number of washrooms in place: MAIN PAUILLION (2)

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 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)

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)

- EASTER EGG 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 ☒ 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.

MAIN (DANCE) PAVILION

Have you obtained an Electrical Safety Authority permit (if required)? Yes ☒ No ☐ N/A ☐
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? _____

Have you considered providing First Aid? Yes ☒ No ☐ N/A ☐
If yes, how do you intend on providing that service? 3 member are certified

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: Park is accessible

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☒ N/A ☐
If yes, how many? _____
Other types of volunteers and number: 20 VOLUNTEERS

Paul Ertler
(Signature of Individual completing this application)

JAN 14 2015
Date of application

Contacts:

- Alcohol and Gaming Commission of Ontario (416) 326-8700
- CAO/Clerk's Dept – Municipally Significant Event 631-1680 Ext. 4007
- Elgin-St. Thomas Public Health – Healthy Environments Team 631-9900
- Emergency Medical Services 637-3098 Ext. 30
- Environmental Services – Roads & Transportation 631-0368 Ext. 5130
- 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
- St. Thomas Tourism 631-1680 ext. 4132
- Treasury Department - Insurance 631-1680 Ext. 4105

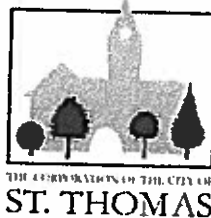
OFFICE USE ONLY

Application Received:
Special Events Committee Approval:

Jan 23/15

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.

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

Event Name: St. Thomas Teddy Bear Picnic
Date(s): June 10/15 Start Time: 10:00am End Time: 1:00pm
Location(s): Pinafore Park
Organizing Group: Elgin Teddy Bear Picnic Committee
Contact Name: Bev Fellows
Address: 7 Morrison Drive
Town/City: St. Thomas Postal Code: N5R 4S5
Phone Number: 519-631-9496 Cell Phone Number: _____
Fax Number: 519-631-0820 Email Address: 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 Public Health. Cookies and Watermelon are supplied by the ESTHU for this event.

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 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)

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

Yes ☐ No ☐ N/A ☐

Has the St. Thomas Police Service been contacted?

attend the

Yes ☐ No ☐ N/A ☐

Has Emergency Medical Services been contacted?

event. Date to

Yes ☐ No ☐ N/A ☐

Has the Elgin-St. Thomas Public Health been contacted?

connect is Feb 2015.

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.

Feb
2015

Have you obtained an Electrical Safety Authority permit (if required)? Yes ☐ No ☐ N/A ☒
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? _____

Have you considered providing First Aid? Yes ☒ No ☐ N/A ☐
If yes, how do you intend on providing that service? ESTHU provides the event with First Aid kits
and we have EMS and nurses on site.
Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: all provided in Pinafore Park

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☐ N/A ☒

If yes, how many? _____

Other types of volunteers and number: _____


(Signature of Individual completing this application)

January 19/15
Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • Environmental Services – Building Division | 631-1680 Ext. 4168 |
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| • 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 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received:

Special Events Committee Approval:

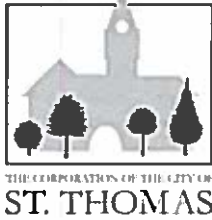
Jan 23/15

Councillor Wookey
Chairman

City of St. Thomas
Received

JAN 21 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.

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

Event Name: Vanden Leads Change! Kindness... Run with it!
Date(s): May 2/2015 Start Time: 8:30am End Time: 12:00pm
Location(s): 41 Flora St St Thomas ON
Organizing Group: Committee - Arthur Vanden and group of individuals
Contact Name: Amy Hill, COOPERATORS INSURANCE
Address: 555 Talbot St
Town/City: St Thomas Postal Code: N5P 1C5
Phone Number: 519 633 3600 Cell Phone Number: _____
Fax Number: 519 637 5347 Email Address: amy-hill@cooperators.ca
Expected Attendance: 350 (at 15 minute intervals start times - 50 at a time)
Location and number of washrooms in place: inside Arthur Vanden Secondary School
multiple male/female plus accessible washrooms.
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 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)

ACTUAL USE OF SIDEWALK
WOULD BE APPROXIMATELY 1.5 HRS

See attached route example. This will be an out and back
run - will not cross Talbot St and we will have 2 volunteers
at each turn on the route.

Number of Event Personnel: 40 Number of Bands in the Event: _____

Number of Vehicles: 0 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. Prizes for
fastest 5k and 10k run times. Participants will meet at
Arthur Voaden to register, hear a band play and to meet
there after the run/walk for more band playing and will hand out prizes.

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 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 required)? Yes ☐ No ☐ N/A ☒
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? _____

Have you considered providing First Aid? Yes ☒ No ☐ N/A ☐
If yes, how do you intend on providing that service? React

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: outdoor event, level ground main floor accessibility.

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☒ N/A ☐

If yes, how many? _____

Other types of volunteers and number: 20 people at each turn on the route (2 per turn), bikes - 6 people on bikes monitoring route start and finish line - 5 people 10-15 people - setup/take down, registration

Amy D
(Signature of Individual completing this application)

21/01/2015
Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • 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 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received:

Special Events Committee Approval:

Jan 21/15

Student & Adult on every turn/corner
2 balloons & placards to control crossing

Police to assist

React to assist.

6 Bike Bunnies/Pacers

2 Water Stations @ 2.5 & 5k.
garbage cans to be located here

Run out on 1 side on sidewalk
Run back " other side

5K^{mal}
~~Park~~
turn around
for
10K

Burnwell Rd.

S. Edgeware

2.5
turn around for
5K.

Balclava St.

First Ave

Redan St.

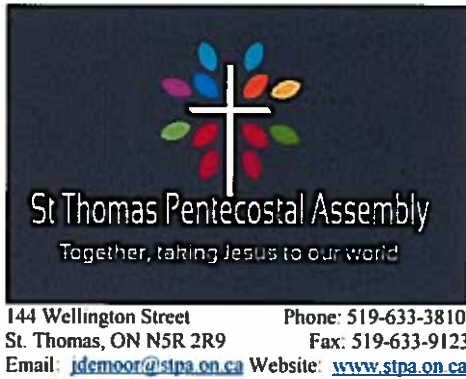
Alma St.

Kains St.

AVSS start/end

Flora St.

Flora St.



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 Annual Cross Walk.

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,

Janice DeMoor
Secretary/Treasurer
St. Thomas Pentecostal Assembly

Councillor Wookey
Chairman



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.

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

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. → city Hall
Organizing Group: St. Thomas Pentecostal Assembly
Contact Name: Rev. Peter W. Cusick
Address: 144 Wellington Street
Town/City: St. Thomas Postal Code: N5R 2R9
Phone Number: 519-633-3810 Cell Phone Number: 519-494-5014
Fax Number: 519-633-9123 Email Address: pwcusick@me.com
Expected Attendance: 100-150

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 ☒ 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 # _____ - 660 -

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).

When we leave the church we will be walking down one lane of the
road to our destination of city Hall.
- no road closures required. One police escort only at the event
time.

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 @ 11am - turn onto Ross St. then
left onto Talbot St. all the way to City Hall. Arrive at
approximately 11:30 - 11:45 am.

Number of Event Personnel: 1 Number of Bands in the Event: _____

Number of Vehicles: 1 Number and Size of Tents: _____

Event Details (List all activities. Use a separate sheet if required)

Parade from St Thomas Pentecostal Assembly @ 144 Wellington St. to
city Hall. Once we arrive at city Hall a small 20 minute
performances will be held on the steps. Music will be performed.
Testimonies and dramas. Music will be played during parade.

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 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.

- 67 -

- Have you obtained an Electrical Safety Authority permit (if required)? Yes ☐ No ☐ N/A ☐
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? _____
- Have you considered providing First Aid? Yes ☐ No ☐ N/A ☐
If yes, how do you intend on providing that service? _____
- Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☐ No ☐
Describe: _____

Volunteers:

- Will you have volunteers trained in traffic control? Yes ☐ No ☐ N/A ☐
If yes, how many? _____
Other types of volunteers and number: _____

Janice De Moor
(Signature of Individual completing this application)

Jan. 22/15
Date of application

Contacts:

- Alcohol and Gaming Commission of Ontario (416) 326-8700
- CAO/Clerk's Dept – Municipally Significant Event 631-1680 Ext. 4007
- Elgin-St. Thomas Public Health – Healthy Environments Team 631-9900
- Emergency Medical Services 637-3098 Ext. 30
- Environmental Services – Roads & Transportation 631-0368 Ext. 5130
- 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
- St. Thomas Tourism 631-1680 ext. 4132
- Treasury Department - Insurance 631-1680 Ext. 4105

OFFICE USE ONLY

Application Received:

Special Events Committee Approval:

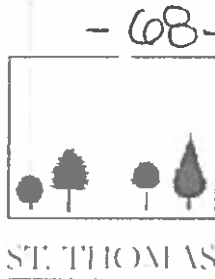
Jan 26/15

Councillor Wookey
Chairman

City of St. Thomas
Received

JAN 27 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.

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

Event Name: NOSTALGIA NIGHTS / TRAIN RIDES / ART SHOW
Date(s): July 11 Start Time: 2⁰⁰ PM End Time: 9⁰⁰ PM
Location(s): TALBOT ST.
Organizing Group: DDB
Contact Name: EARL TAYLOR / BETH BURNS
Address: 545 TALBOT ST
Town/City: ST THOMAS Postal Code: N5P 3B7
Phone Number: 519-633-5248 Cell Phone Number: 519-670 9223
Fax Number: — Email Address: info@downtownstthomas.com
Expected Attendance: 750 1 ACCESSIBLE
Location and number of washrooms in place: 2 LPS STATION 2 GREENS PARLETTE
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 by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?

Yes ☐ No ☐ N/A ☒ If yes, Permit # _____ - 69 -

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. Application Submitted 1/27/15

If yes, describe the road closure requirement (Use a separate sheet if required).

SEE MAP.

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: 2

Number of Vehicles: 350 Number and Size of Tents: 7 (10x10)

Event Details (List all activities. Use a separate sheet if required)

ART SHOW 2-7pm

TRAIN RIDES 2-7pm

STATIC CAR SHOW 4-9 (ROAD CLOSURE)

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 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.

10 PICNIC TABLES 10 GARBAGE CANS

Have you obtained an Electrical Safety Authority permit (if required)? Yes ☐ No ☐ N/A ☒
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? REACT

Have you considered providing First Aid? Yes ☒ No ☐ N/A ☐
If yes, how do you intend on providing that service? ST JOHN'S

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: PARKING @ MOORE ST + WASHROOM @ LPS STATION

Volunteers:

Will you have volunteers trained in traffic control? Yes ☒ No ☐ N/A ☐
If yes, how many? 6
Other types of volunteers and number: 20 PARKING / REGISTRATION


(Signature of Individual completing this application)

JANUARY 27, 2015
Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • 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 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received:

Special Events Committee Approval:

JAN 27 / 15

11-

HAWAIIAN

WHITE ST

MORRIS ST

ARRETS
PARK

TRAIL

THRU TRAFFIC
PRINCESS ST. CATHEDRAL

KANSAS ST.

KLEIN

ART
SHOW

MADE ST

JOHN

EMS THRUWAY

CHURCH
WASH
PNS

REISIGLE
MARTIN

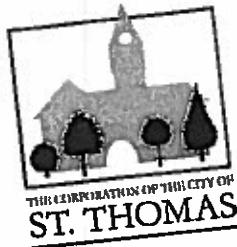
CENTRAL ST.

X WASH Pns
BARRICADES

-72-

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.

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

Event Name: ST. THOMAS RESPECT LIFE WALK-A-THON
Date(s): MAY 23/15 Start Time: 9:00 AM End Time: 12:00 P.M.
Location(s): PINAFORE PARK, MARSHALL FIELD LAKESIDE PAVILION
Organizing Group: ST. THOMAS, + DISTRICT RIGHT TO LIFE
Contact Name: CHARLIE DIMARIA
Address: 468 TALBOT STREET
Town/City: ST. THOMAS Postal Code: N5P 1C2
Phone Number: 519-633-5433 Cell Phone Number: stthomasst1@bellnet.ca
Fax Number: _____ Email Address: 926-678-1090
Expected Attendance: 75-100

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.

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 by-law requirements.

Yes ☐ No ☒ N/A ☐ If yes, Permit # _____ -73-

Yes ☐ No ☒

Will you be requesting your event to be deemed a Municipally Significant Event? Yes ☐ No ☒

Are you anticipating any road closures/traffic flow changes? Yes ☐ No ☒

If yes, describe the road closure requirement (Use a separate sheet if required).

Route Details (Use a separate sheet if required)

SINGAPORE PARK - ELM STR. TO FAIRVIEW & BACK TO THE PARK

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?

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.

PINAFORK PARK-PICNIC SHELTERS-MARSHALL FIELD LAKE-SIDE PAVILION
NORTH SIDE

- 7A -

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 ☐ 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 ☐ No ☐ N/A ☒

Have you considered provisions for accessibility? i.e. parking, washrooms
Describe: _____

Yes ☐ No ☒

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☒ N/A ☐

If yes, how many? _____

Other types of volunteers and number: _____

Charles D. Morris

(Signature of Individual completing this application)

JAN. 28/15

Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • 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 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received:

Special Events Committee Approval:

Jan 28, 2015

Councillor Wookey
Chairman

City of St. Thomas
Received

JAN 29 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.

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

Event Name: Steve Jennings Classic
Date(s): Aug 1/2015 Start Time: 9:00am End Time: 6:00pm
Location(s): Athletic Park
Organizing Group: Steve Jennings Classic Committee
Contact Name: Jill Duimette Jaime Smith
Address: 4-206 Balaclava street
Town/City: St. Thomas Postal Code: ON
Phone Number: 519-207-2900 Cell Phone Number: 519-495-6505
Fax Number: 0 Email Address: jduimette@hotmail.com
Expected Attendance: 200

Location and number of washrooms in place: Clubhouse washrooms

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 by-law requirements.

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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).

Ø

If the event is a Parade/Run/Walk/Pass through Sporting Event:
Route Details (Use a separate sheet if required)

Ø

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)

Ø

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: garbage collection & washroom cleaning
picnic tables to park day before event.

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.

Fields Booked & invoiced (#9300)

-77-

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 ☐ 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 ☐ No ☐ N/A ☐

911 if needed First Aid Kit
on site.

Have you considered provisions for accessibility? i.e. parking, washrooms
Describe: site is accessible

Yes ☒ No ☐

Volunteers:

Will you have volunteers trained in traffic control?
If yes, how many? _____

Yes ☐ No ☐ N/A ☒

Other types of volunteers and number: Registration, help day up (setup/cleanup)
approx. 8

[Signature]
(Signature of Individual completing this application)

January 29/15
Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • Environmental Services – Building Division | 631-1680 Ext. 4168 |
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| • 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 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received: _____

Special Events Committee Approval: _____

Jan 29/15

-78-



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.

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

Event Name: St Thomas Rib Fest
Date(s): 07/10/2015 07/12/2015 Start Time: 11am End Time: 11pm
Location(s): Pinnafore Park
Organizing Group: St Thomas Rib Fest
Contact Name: Justin Brown
Address: 40 Crescent Ave, St. Thomas, ON, N5P 2K3
Town/City: St. Thomas Postal Code: N5P 2K3
Phone Number: (519) 636-4057 Cell Phone Number: Same
Fax Number: _____ Email Address: justin@stthomasribfest.com
Expected Attendance: 15,000

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 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 # 79

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)

Number of Event Personnel: 30 Number of Bands in the Event: 15-20

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:	<input checked="" type="radio"/> Yes	No
Barricades:	Yes	No	Traffic Control:	Yes	No	Hydro:	<input checked="" type="radio"/> 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 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 required)?

Yes No N/A

If yes, Permit # _____ - 80 -

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? ISM (6)

Have you considered providing First Aid?

Yes No N/A

If yes, how do you intend on providing that service?

St. Johns

Have you considered provisions for accessibility? i.e. parking, washrooms

Yes No

Describe: Bathrooms, Parking, Seating

Volunteers:

Will you have volunteers trained in traffic control?

Yes No N/A

If yes, how many? (4)

Other types of volunteers and number: _____

[Signature]
(Signature of Individual completing this application)

Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • 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 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received:

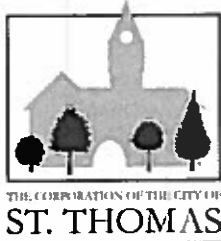
Special Events Committee Approval:

Jan 30/15

-81-
Councillor Wookey
Chairman City of St. Thomas
Received

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

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.

Event Name: St Thomas Kinsmen Canada Day Beer Garden
Date(s): July 1st Start Time: 11:00am End Time: 12:00am
Location(s): Main Dance Pavilion, Pinetree Park
Organizing Group: St. Thomas Kinsmen Club
Contact Name: Matt Sharpe
Address: P.O. Box 22075, 204 First Ave
Town/City: St. Thomas Postal Code: N5R 4P5
Phone Number: _____ Cell Phone Number: 519-495-2818
Fax Number: _____ Email Address: president@st.thomas.kinsmen.com
Expected Attendance: 300

Location and number of washrooms in place: 2 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 ☒ 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 # -82-

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)

Number of Event Personnel: 10 Number of Bands in the Event: 0

Number of Vehicles: 3 Number and Size of Tents: 0

Event Details (List all activities. Use a separate sheet if required)

BBQ & Beer Garden as a part of the Cities Canada Day celebrations.

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 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 required)? Yes ☐ No ☐ N/A ☒
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? _____
- Have you considered providing First Aid? Yes ☐ No ☒ N/A ☐
If yes, how do you intend on providing that service? _____
- Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☐ No ☒
Describe: _____

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☒ N/A ☐

If yes, how many? _____

Other types of volunteers and number: 10 members of our club will be on hand for the day.

M. Hyde
(Signature of Individual completing this application)

January 30/15
Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
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OFFICE USE ONLY

Application Received: _____

Special Events Committee Approval: _____

Jan 30/15