

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

COMMITTEE ROOM 204
CITY HALL

3:00 P.M.

May 6, 2015

MINUTES

Confirmation of the minutes of the meeting held on April 1, 2015.

PETITIONS AND COMMUNICATIONS

Permit Applications

STELIP – Diversity BBQ – June 25, July 9, July 23, August 6, 2015 **Pages 2-4**

Law Enforcement Torch Run – June 4, 2015 **Pages 5-7**

St. Thomas Rib Fest – July 24-26, 2015 (Revised Dates) **Pages 8-16**

2015 Iron Horse Festival – August 20-23, 2015 **Pages 17-20**

Central Community Health Centre Community BBQ – May 27, June 24, July 29, August 26, 2015 **Pages 21-24**

Day Out With Thomas – July 18, 19, 24, 25, 26, 2015 **Pages 25-27**

UNFINISHED BUSINESS

Permit Applications

Holiday Fantasy of Lights – Nov 28-Dec 31, 2015

NEW BUSINESS

Festivals and Events Manual and Application– Proposed Changes

Members to discuss proposed changes to the Festivals and Events Manual and Application.

NEXT MEETING

To be determined.

ADJOURNMENT

City of St. Thomas
Received
APR 01 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: STELIP - Diversity BBQ

Date(s): June 25, July 4, 23 Start Time: 10 Setup End Time: 2:30 clean up
Aug 6 BBQ 11:30 1:30 BBQ end

Location(s): Leppowin Parkette

Organizing Group: St. Thomas YWCA - St. Thomas - Elgin Local Immigration Partnership

Contact Name: Fabiana Estrela

Address: 16 Mary St West

Town/City: St. Thomas Postal Code: N5P 2S3

Phone Number: (519) 631-9800 Cell Phone Number: (226) 456-7881

Fax Number: (519) 631-6411 Email Address: festrela.stelip@gmail.com

Expected Attendance: ~ 50

Location and number of washrooms in place: N/A

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: 2 Number of Bands in the Event: _____

Number of Vehicles: 0 Number and Size of Tents: 2

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.

Hebburn Parkette

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: washrooms located at nearby YWCA

Volunteers:

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

If yes, how many? _____

Other types of volunteers and number: 5-10

Betty Bon Accord
(Signature of individual completing this application)

Mar, 26 / 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: _____

- 5 -

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

City of St. Thomas
Received

APR 13 2015

City Clerks Dept.

SPECIAL EVENT PERMIT APPLICATION

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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: LAW ENFORCEMENT Torch Run.
Date(s): June 4/15 Start Time: 10:00am End Time: 12:00pm
Location(s): Talbot St. (E) to Flat AC (S) Elgin St (W) end
Organizing Group: ST. THOMAS Police ANA FOR APRIL
Contact Name: Kim Manuel
Address: 30 ST CATHARINE ST
Town/City: ST THOMAS Postal Code: N5P 2V8
Phone Number: 519-224-4229 Cell Phone Number: _____
Fax Number: 519-637-6725 Email Address: kmanuel@stps.on.ca
Expected Attendance: 40-50
Location and number of washrooms in place: 6

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.

- 6 -

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).

No closure, slower traffic

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

Route Details (Use a separate sheet if required)

Talbot St (west end) E/B to First Ave., S/B First Ave, W/B
Elm St to Pinetree 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 ☒ 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.

T.B.D

- 7 -

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? police all trained.

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? VARIOUS police officers

Other types of volunteers and number: _____

K. Manuel
(Signature of individual completing this application)

Apr 13/15
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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| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received: _____

Special Events Committee Approval: _____

City of St. Thomas
Received
APR 14 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

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

Event Name: St Thomas Rib Fest
Date(s): July 24, 25, 26 Start Time: 11AM End Time: 11PM
Location(s): Pinafore Park
Organizing Group: St Thomas Rib Fest
Contact Name: Justin Brown
Address: 40 Crescent Ave
Town/City: St Thomas Postal Code: N5P 2K3
Phone Number: (519) 636-4037 Cell Phone Number: (519) 636-4037
Fax Number: N/A Email Address: justin.brown1781@gmail.com
Expected Attendance: 12,000
Location and number of washrooms in place: (11) Porta-Johns
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: 40-50 Number of Bands in the Event: (15)
Number of Vehicles: 20 Number and Size of Tents: (5) 10'x10'

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

Rib Fest is FREE to the public and is aimed at bringing
out the whole family for a chance to enjoy summer
and have food, listen to music and have a good time.

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?

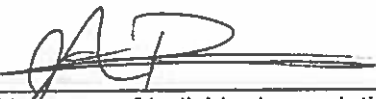
Yes ☒ No ☐ N/A ☐

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
- Have you considered providing First Aid? Yes ☒ No ☐ N/A ☐
If yes, how do you intend on providing that service? 3rd Party
- Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: Accessible washrooms will be on-site.
Designated parking is available
- Volunteers:
- Will you have volunteers trained in traffic control? Yes ☒ No ☐ N/A ☐
If yes, how many? 4/day
- Other types of volunteers and number: (40) gar/bage, entertainment
miscellaneous


(Signature of Individual completing this application)

14/04/2015
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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| • Fire Department – Fire Prevention Officer | 631-0210 |
| • Police Services | 631-1224 Ext. 141 |
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| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received: _____

Special Events Committee Approval: _____

SITE PLAN



Toilets

Kid Zone

SOP Area

Ribber's

Food/Craft
Vendors

Total area = 10,800 sq/ft

Washroom area = 150 sq/ft

Seating area #1 = 600 sq/ft

Seating area #2 = 600 sq/ft

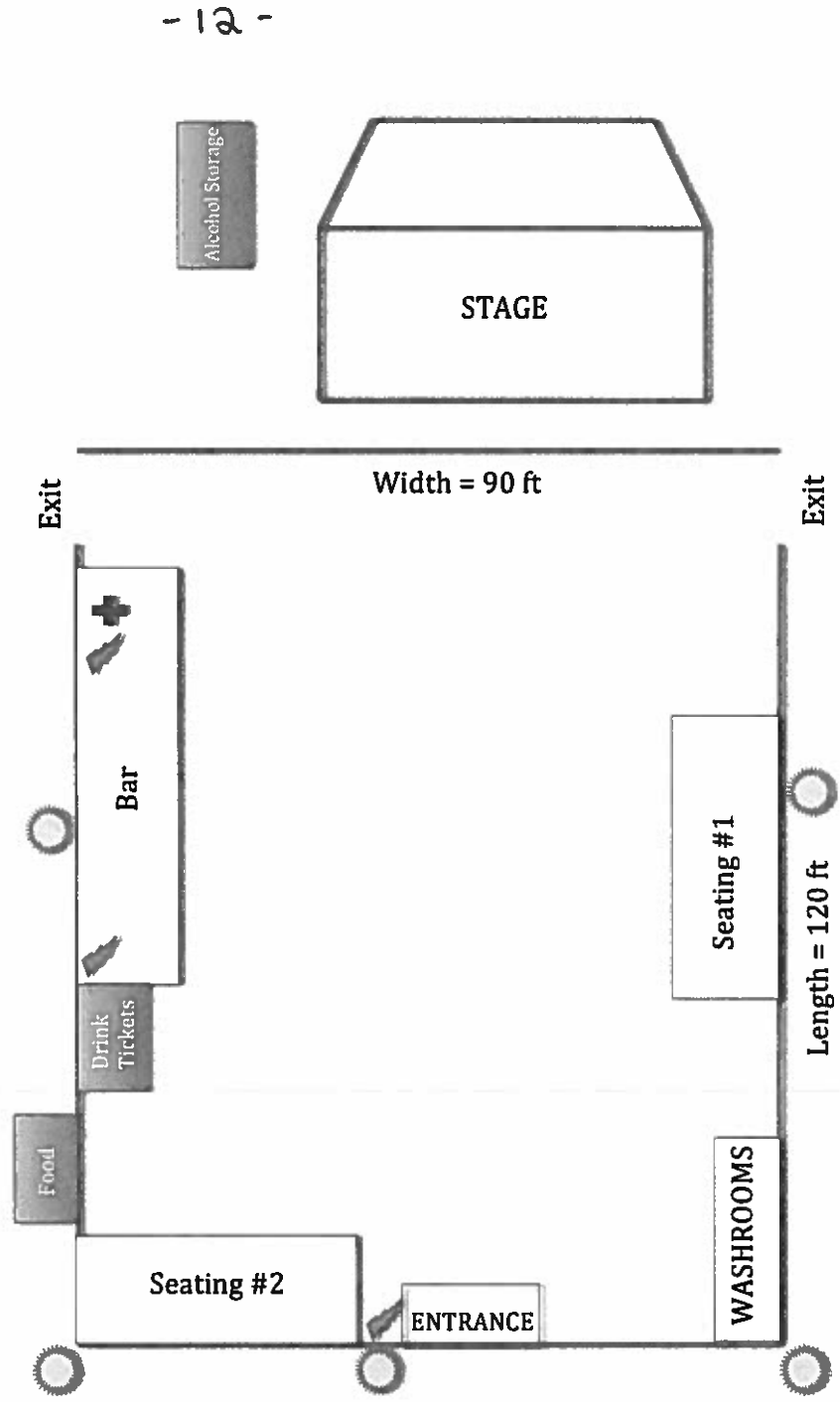
Bar area = 900 sq/ft

Drink Tickets = 150 sq/ft

Remaining space = 8,400

-  Extinguishers
-  First Aid
-  Lighting

St. Thomas Rib Fest - S.O.P Area July 11, 12, and 13, 2014



St Thomas Rib Fest Operational Form

Operational Plan

Set Up – Will take place on Thursday from 10AM until 9PM and will resume Friday from 8AM until 1PM

Tear Down – Will take place Monday from 8AM until 6PM. Or until the cleanup is complete.

Type of Food

Ribs will be the main attraction in terms of food, but we will be offering other genres as well. Everything from french fries, hot dogs, hamburgers, funnel cakes, ice cream, and many others.

Pizza Pizza will be serving food to people within the SOP area. They will be located on the edge of the SOP area serving pizza over the fence. **(Please refer to site plan)**. Pricing will be set by Pizza Pizza.

Janitorial Clean up Crew

We will have a team (The Green Team) of volunteers monitoring garbage and recycling throughout the event. Containers will be placed within the 'Green Zone' areas where patrons will be able to discard their plastic cups and garbage. These 'Green Zones' will be located under clearly marked 10' x 10' tents and will have (2) volunteers monitoring their activity.

Another part of the Green Team will consist of 'runners' whose job is to collect full bags of garbage from the 'Green Zones' and bring them to the large bin.

We will be accounting for the large amount of waste generated by bringing in a much larger bin than we had in 2014.

We are working with Parks to develop of Recycling program for the event. We will require the use of 40 Garbage Cans.

Washrooms – We will be using Johnson Sanitization to provide porta-johns for the event. They will be serviced on Saturday.

The Wheelchair Accessible Washroom facilities in the band shell will be open for public use

Parking – We will have a team of volunteers dedicated to directing vehicles into properly formed rows when parking. This will ensure we maximize the space available while also limiting the possibility of accidents or traffic jams.

Age of Majority Only – People wishing to consume alcohol in the SOP area will be required to provide security with **valid, government issued photo I.D.** Once in the SOP area they will be able to purchase 'drink tickets'. Alcohol is NOT permitted to be brought in or leave the SOP area.

Checking I.D – We will have three (3) security guards present at the entrance to the SOP area. Two (2) will be checking for valid, government issued photo I.D. One (1) will be using a counter to monitor the capacity of the area.

Lighting – Lighting will come from the stage as well as from elevated lights placed around the perimeter of the SOP area. **(Please refer to site plan)**

Hours of Operation – Friday (4PM – 11PM), Saturday (11AM – 11PM) Sunday (11AM – 7PM)

Price of alcohol tickets – Single drink ticket **(\$5)** or Five (5) drink tickets for **(\$20)**

Serving Practices – Maximum of five (5) tickets will be sold to one (1) person at a time. Maximum of two (2) drinks can be served to any one (1) person at a time.

Method of Alcohol Service – Alcohol will be served in plastic cups

Signage

We will have signage in certain areas around the event displaying sponsor information.

We will have the following information posted on signs around the SOP area: Taxi service contact numbers, hours of operation, serving practices, liquor price list, food price list, person in charge name and contact, please do not drink and drive.

Power Requirements – The event requires approximately (7) 50AMP and (15) 30AMP power hookups.

We are aware that this is not currently available from the facility. We will be bringing in generators to fulfill our power needs.

Brining in outside power is by far the largest expense we have as operators and is something we would like to have discussions with the city about.

Server Training – All servers will be Smart Serve trained

Type of Music and Schedule – Music will consist of Rock and Roll, Alternative, and Country. For schedule, **(Please refer to the attached entertainment schedule).**

Type of Alcohol to be Served – St Thomas Rib fest will serve the following: beer, liquor (vodka, rum, rye, and gin)

Type of Non-Alcoholic Drinks – St Thomas Rib Fest will serve the following non-alcoholic beverages: water, juice, and pop

Seating – There will be benches and picnic tables for people to sit on. We will require the use of roughly 120 picnic tables. **(Please refer to site plan).**

Alcohol Storage – Alcohol will be stored on-site in a locked, refrigerated, refer truck.

Person in Charge Schedule – **(Please refer to attached schedule)**

Taxi – Cox Cabs and Red Line taxi services will be made aware of the event so that they may properly staff for the weekend.

SOP Permit Location – SOP permit will be displayed behind the bar

Admission Fees – There will be no admission fee to the event or SOP area

Alcohol Ticket Refund Policy – All alcohol ticket purchases are final sale

First Aid – St Johns Ambulance will be on-site


Local Agencies Notified for Input – St Thomas Police have been notified and off duty officers will be hired and on-site, St Thomas fire and EMS have been notified, St Thomas Building & Electrical have been contacted


Site Plan – **Please see Attached Site Plan**

Fencing – 4 foot high metal fencing surrounding the entire SOP area

Lighting Standards Locations – Represented by  **(Please refer to site plan).**

ID Check Location – ID's will be checked at the main entrance **(Please refer to site plan).**

First Aid Location – Represented by  **(Please refer to site plan).**

Fire Extinguishers – Represented by  **(Please refer to site plan).**

Security Plan

Estimated Attendance – We are expecting the entire event to attract 4,500 per day.

Number of Volunteers – We will have 4-6 volunteers present in the SOP area

Number of Licensed Private Security – There will be six (6) licensed private security at any given time in the SOP area. We will have three (3) security guards present at the entrance to the SOP area. Two (2) of them will be checking for valid, government issued photo I.D. One (1) will be using a counter to monitor the capacity of the area. Another one (1) will be walking around the SOP area. The remaining two (2) will be at the exits of the SOP area.

Number of Paid Duty Police Officers – We will have 2-3 paid duty police officers on-site. They will be sourced from the St Thomas Police Department

All volunteers and paid private security will be wearing clearly identifiable uniforms to set them apart from the general public

Who will be selling alcohol tickets – 3-4 volunteers will be selling drink tickets

Server Training – All alcohol servers will be required to have Smart Serve training

Fence Type and Height – 4-foot high metal fencing surrounding the entire SOP area

Schedule of Security Guards – (Please see attached schedule)

Schedule of Volunteers – (Please see attached schedule)

Schedule for Alcohol Servers – (Please see attached schedule)

SOP Permits and Receipts Locations – These items will be located behind the bar

First Aid on Site – First aid will be provided by St John's Ambulance

Security of Money and Proceeds – Money will be secured behind the bar and deposited each day at 6PM. Remaining funds at the end of the night will be collected, recorded and taken by Justin Brown, to be deposited the next morning.

Procedure for Handling Drunk Persons – Drunk persons will be asked to leave the SOP area by security. They will be provided with the number to a taxi service. If they cannot call a taxi service we will make arrangements for them. If they become disorderly we will call up the paid duty police officers to step in.

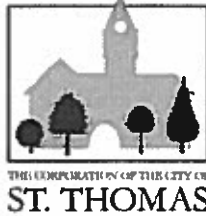
Procedure for a Lost Child – In the event of a lost child, parents or guardians will be able to approach the stage and notify event organizers, volunteers and security. An announcement will be made over the PA and children will be asked to approach the stage. If the child is not located, the police will be notified.

Councillor Wookey
Chairman

City of St. Thomas
Received

APR 20 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: 2015 IRON HORSE FESTIVAL
Date(s): Aug 20-23/15 Start Time: 11AM End Time: 11PM
Location(s): Elgin County Railway Museum - Railway lands
Organizing Group: IRON HORSE FESTIVAL COMMITTEE
Contact Name: Paul Conniveau
Address: P.O. Box 20094
Town/City: St. Thomas Postal Code: N5P 4H4
Phone Number: 519 207 4000 Cell Phone Number: 519 709 9753
Fax Number: 519 207 4001 Email Address: pconniveau@railwaycitybrewing.com
Expected Attendance: 25000-30,000
Location and number of washrooms in place: TBD 2014=36 total 4 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)

Number of Event Personnel: 10 Number of Bands in the Event: 12-15

Number of Vehicles: _____ Number and Size of Tents: 7-10

Event Details (List all activities. Use a separate sheet if required) (approx 10' x 20' Max)

MIDWAY, CONCERTS, daytime musical events, kids junction
educational demonstrations and displays, large vehicle
displays, vendors, exhibitors

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: picnic tables for seating, snow fence for safety &
traffic control.

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? TBD

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

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

Describe: Clearly Marked accessible parking South parking lot & West of
Beer building, additional parking North in CASO Station. Clearly marked
Volunteers: Washroom locations

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

If yes, how many? 10.

Other types of volunteers and number: bingo/lotto tents, beer garden, info booth,
gate attendants (cash only), logistics (setup/garbage) MINIMUM 100


(Signature of Individual completing this application)

April 15/15
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: _____

TALBOT

GIANT
TRUCK

CRUISE & BIKE NIGHT

CASO STATION

TRAIN RIDES

VAN PELT'S / STARWOOD

VOLUNTEER
CENTRAL &
PRINCIPAL

HIGHWAY

KIDS
MUSIC

Main
Stage
Area

Community
Stage Area

Jonas
PARK

- Exhibitors
- Food Vendors
- Cruise & Bike Night
- RV & Large Vehicle Show
- Potty/Washrooms
- Plan it area
- INFO BOOTH
- WALKWAYS

RAILWAY MUSEUM

-02-

PARKING

PARKING

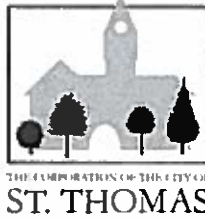
Baseball
Diamond

1 MILE

City of St. Thomas
City Clerk's Dept.
Received

APR 24 2015

City Clerk's Dept.
City Clerk's 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: CENTRAL Community HEALTH Centre Community BBQ
Date(s): MAY 27/15 July 29/15
JUNE 24/15 AUG 26/15 Start Time: 11:30 AM End Time: 1:00 PM
Location(s): 359 TALBOT ST.
Organizing Group: CENTRAL Community HEALTH Centre
Contact Name: Gerry Moniz
Address: 359 TALBOT ST S
Town/City: ST. THOMAS Postal Code: N5P 1K1
Phone Number: 633-7789 Cell Phone Number: 519 868 0706
Fax Number: 633-8467 Email Address: gmoniz@centralchc.com
Expected Attendance: 100
Location and number of washrooms in place: 2 Public bathrooms in 359 TALBOT
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 ☐ PARKING LOT LAND

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).

ATTACHED

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

Route Details (Use a separate sheet if required)

Number of Event Personnel: 12 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)

Free BBQ For clients of Central Community Health Center and the community

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)?
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 ☐

DOCTORS / NURSES on site

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

Yes ☒ No ☐

Describe: Building and BBO Area
fully accessible

Volunteers:

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

If yes, how many? _____

Other types of volunteers and number: 10 volunteers serving food,
BBQ, cooking food & assisting participants

[Signature]
(Signature of Individual completing this application)

April 24/15
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: _____

-24-

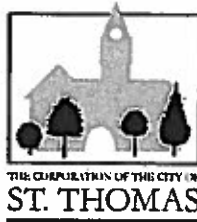


X = Request BARRICADES AT THESE LOCATIONS

Councillor Wookey
Chairman

City of St. Thomas
Received

MAY 04 2015



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

City Clerks Dept.

SPECIAL EVENT PERMIT APPLICATION

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

Event Name: Day Out With Thomas
Date(s): July 18, 19, 24, 25, 26, 2015 Start Time: 8:00 am End Time: 6:00 pm
Location(s): St. Thomas Elgin Memorial Community Centre
Organizing Group: Elgin County Railway Museum
Contact Name: Jeff De Leeboeck
Address: 225 Wellington Street.
Town/City: St. Thomas Postal Code: N5R 2S6
Phone Number: (519) 637-6284 Cell Phone Number: (519) 617-2772
Fax Number: (519) 842-5359 Email Address: jeffd1@ecrm5700.org
Expected Attendance: 20,000
Location and number of washrooms in place: 13 Portable Washrooms throughout grounds
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: 200 Number of Bands in the Event: 0
Number of Vehicles: 7 Number and Size of Tents: 2 of various sizes

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

Train Ride, Hay Bale Maze, Petting Zoo, Bubble Area, Ride on Toys, Food Area, Bouncy Castles, Story Telling, Video Presentations, Retail Area, Live Entertainment

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: Park Benches, Road Barricades, Picnic Tables

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.

St. Thomas Memorial Centre

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 Ambulance

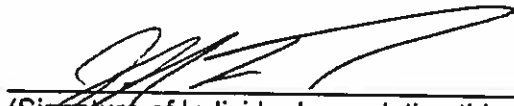
Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: Washrooms, Parking, Lifts.

Volunteers:

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

If yes, how many? 5

Other types of volunteers and number: Crowd Control - 100.


(Signature of Individual completing this application)

2015/04/17
Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
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OFFICE USE ONLY

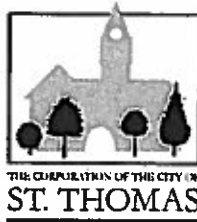
Application Received: _____

Special Events Committee Approval: _____

Councillor Wookey
Chairman

City of St. Thomas
Received

MAY 04 2015



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

City Clerks Dept.

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Location(s): St. Thomas Elgin Memorial Community Centre
Organizing Group: Elgin County Railway Museum
Contact Name: Jeff De Leeboeck
Address: 225 Wellington Street.
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Phone Number: (519) 637-6284 Cell Phone Number: (519) 617-2772
Fax Number: (519) 842-5359 Email Address: jeffd1@ecrm5700.org
Expected Attendance: 20,000
Location and number of washrooms in place: 13 Portable Washrooms throughout grounds
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: 200 Number of Bands in the Event: 0
 Number of Vehicles: 7 Number and Size of Tents: 2 of various sizes

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

Train Ride, Hay Bale Maze, Petting Zoo, Bubble Area, Ride on Toys, Food Area, Bouncy Castles, Story Telling, Video Presentations, Retail Area, Live Entertainment

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: Park Benches, Road Barricades, Picnic Tables

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.

St. Thomas Memorial Centre

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 Ambulance

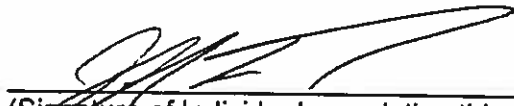
Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: Washrooms, Parking, Lifts.

Volunteers:

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

If yes, how many? 5

Other types of volunteers and number: Crowd Control - 100.


(Signature of Individual completing this application)

2015/04/17
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: _____