

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

COMMITTEE ROOM 204
CITY HALL

3:00 P.M.

June 3, 2015

MINUTES

Confirmation of the minutes of the meeting held on May 6, 2015.

PETITIONS AND COMMUNICATIONS

Permit Applications

St. Thomas Tomcat Fish Fry and Beer Tent – July 11, 2015 Pages 2-6

Iron Horse Festival Fireworks – August 22, 2015 Pages 7-10

St. Thomas Fire Muster Days – September 4-6, 2015 Pages 11-13

Optimist Santa Claus Parade – November 22, 2015 Pages 14-16

Canada Day Celebration – July 1, 2015 Pages 17-21

UNFINISHED BUSINESS

Permit Applications

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

Festivals and Events Manual and Application – Proposed Changes

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

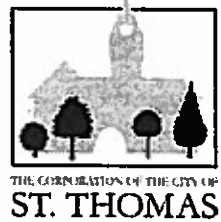
NEW BUSINESS

NEXT MEETING

To be determined.

ADJOURNMENT

City of St. Thomas
Received
MAY 07 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 TOMCAT FISH FRY & BEER TENT
 Date(s): JULY 11/15 Start Time: 2 pm End Time: 10 pm
 Location(s): PINAFORE PARK, EMSLIE FIELD
 Organizing Group: ST. THOMAS TOMCATS' OPTIMIST CLUB
 Contact Name: DIANE WAKEFIELD
 Address: 48 RHONDA COURT
 Town/City: ST. THOMAS Postal Code: N5R 4X1
 Phone Number: 519 631 2840 Cell Phone Number: 519 859 2840
 Fax Number: 519 631 1875 Email Address: wakefields@rogers.com
 Expected Attendance: 100

Location and number of washrooms in place: EMSLIE FIELD

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? _____

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: _____

D. McNeil
(Signature of Individual completing this application)

May 5/15
Date of application

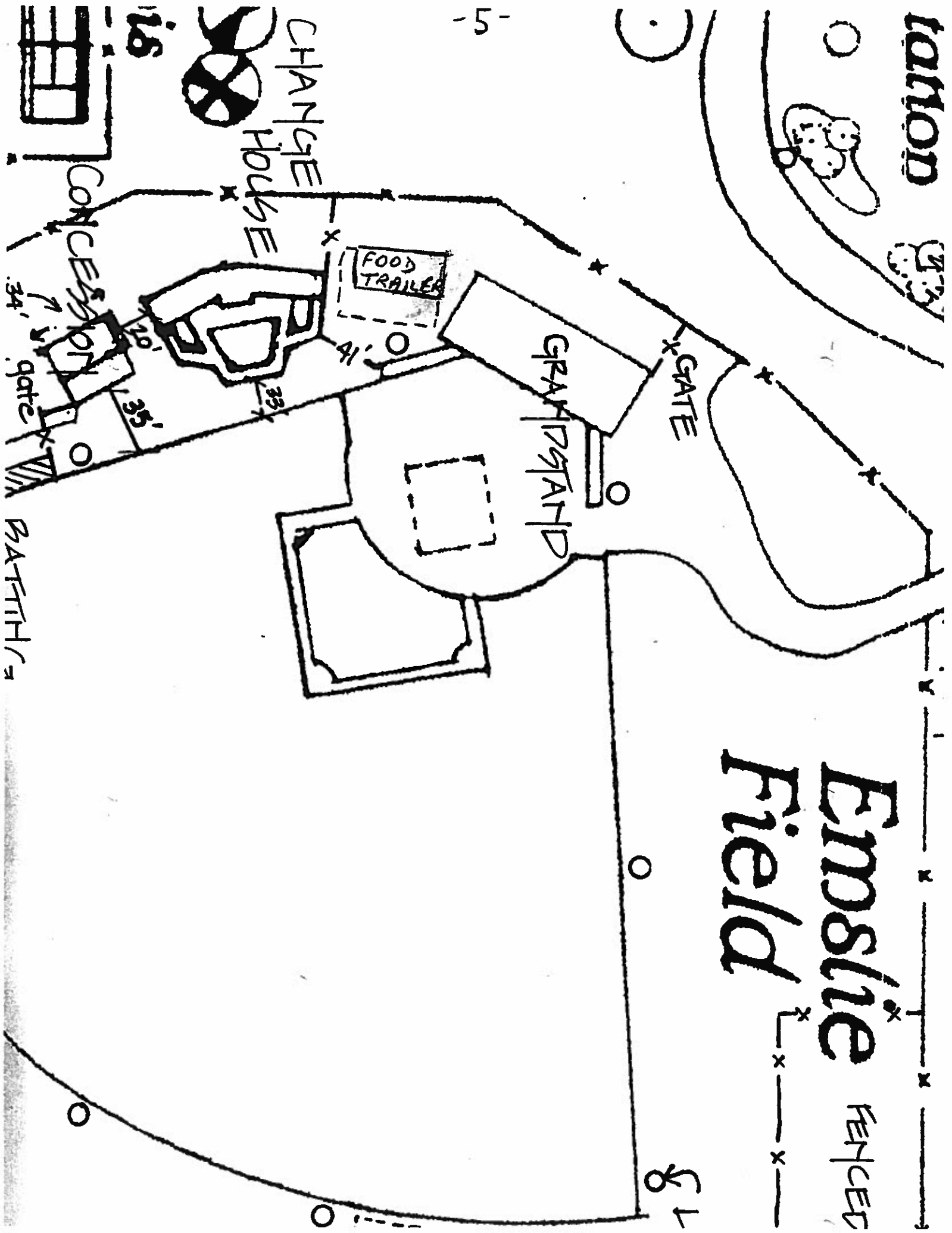
Contacts:

- 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
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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: _____

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Emoslie Field

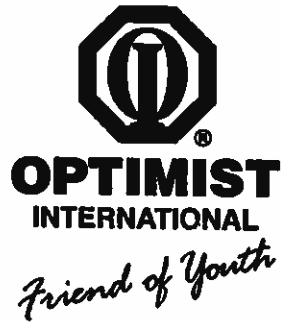
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BATH



May 5, 2015

Dear Fire Chief, Police Chief, Health Unit
and City of St. Thomas Building Dept. and
St. Thomas Parks Dept.

On Saturday, July 11, 2015, the Optimist Club of St. Thomas will be preparing food for
a fish fry at Emslie Field and they will be running the bar area.

All funds raised at this event and others during the summer are used to support youth
activities in the community.

If you have any questions, please contact me at 519-852-2125

Thanks,

Jim Wakefield
Past President
Optimist Club of St. Thomas

MAY 27 2015

City Clerks Dept.



Corporation of the City of St. Thomas
545 Talbot
St, Thomas, ON
N5P 3V7

Attn: Special Events Committee

Wednesday, May-27-15

To whom it may concern;

Please find attached an addendum application for the 2015 Iron Horse Festival Fireworks component. With permission, we would like to add a 12-15 minute Fireworks display between 10:40pm-10:55pm on Saturday August 22, 2015.

If you have any questions I am available at your convenience at 519-207-4000.

Thank you for your time and consideration.

Yours

A handwritten signature in black ink, appearing to read "Ryersee", is written over a horizontal line. Below the line, the name "Rebekah Ryerse" is printed in a smaller font, followed by the title "FESTIVAL MANAGER" in all caps.

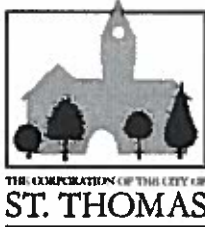
Rebekah Ryerse
FESTIVAL MANAGER

SOMETHING DIFFERENT EVERYDAY!

City of St. Thomas
Received

MAY 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
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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: 2015 IRON HORSE FESTIVAL * FIREWORKS *
Date(s): Aug 22/15 Start Time: 10:40 End Time: 11pm
Location(s): ECRM East side onto McCaig property
Organizing Group: IRON HORSE FESTIVAL
Contact Name: Rebekah Rynose
Address: P.O. Box 20094
Town/City: St. Thomas Postal Code: N5P4H4
Phone Number: 2074000 Cell Phone Number: 5197778849
Fax Number: 2074001 Email Address: rebekahr@ironhorsefestival.com
Expected Attendance: 10,000?

Location and number of washrooms in place: PBD

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: 16 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)

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? _____

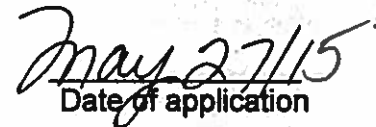
Have you considered providing First Aid? Yes No N/A
If yes, how do you intend on providing that service? _____

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: _____



(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
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OFFICE USE ONLY

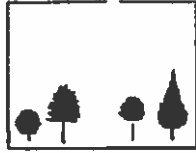
Application Received: _____
Special Events Co mmittee Approval: _____

Councillor Wookey
Chairman

City of St. Thomas
Received

MAY 27 2015

City Clerks Dept.



ST. THOMAS

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 FIRE MUSTER DAYS
Date(s): Sept 4-7th/15 Start Time: 7am End Time: 1am
Location(s): PINAFORK PARK ST THOMAS
Organizing Group: ST THOMAS PROFESSIONAL FIRE FIGHTERS ASSO.
Contact Name: DARYL SMITH
Address: 305 WELLINGTON ST
Town/City: ST THOMAS Postal Code: N5R 2T2
Phone Number: 519-631-3260 Cell Phone Number: 519-495-4576
Fax Number: _____ Email Address: stthomasfiremustr@gmail.com
Expected Attendance: 10,000

Location and number of washrooms in place: WASHROOMS IN PARK BEHIND IN 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 # N/A

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).
PARADE IS A TRUCK ONLY EVENT NO CLOSURES ANTICIPATED

If the event is a Parade/Run/Walk/Pass through Sporting Event:
Route Details (Use a separate sheet if required)
TALBOT (063) RUNNING WEST TO ELGIN TO WILSON TURNING EAST ON ELM ENDING IN BIDARTON PARK

Number of Event Personnel: 40 Number of Bands in the Event: 6
Number of Vehicles: _____ Number and Size of Tents: 0

Event Details (List all activities. Use a separate sheet if required)
AUG FIRE TRUCK PARADE, KIDS AREA, BUNGER CASHIO, FOOD VENDS CAR SHOW, TRUCK SHOW, FIRE FIGHTER GAMES

Do you require Municipal Support:
Labour: Yes No Site Meeting: with Catherine as always 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? Sending letters Yes No N/A

Has Emergency Medical Services been contacted? Yes No N/A

Has the Elgin-St. Thomas Public Health been contacted? will forward permit form. 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. Johns

Have you considered provisions for accessibility? i.e. parking, washrooms Yes No
Describe: Portable Washrooms (Accessible)

Volunteers:
Will you have volunteers trained in traffic control? Yes No N/A
If yes, how many? 8-10
Other types of volunteers and number: _____

[Signature]
(Signature of Individual completing this application)

May 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
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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: _____

City of St. Thomas
Received

MAY 29 2015

City Clerks Dept



-14-

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: Optimist Santa Claus Parade.
Date(s): Sat Nov 22 Start Time: 3:00 PM End Time: 8:00 PM.
Location(s): Talbot St from First Ave. to William St.
Organizing Group: Optimist Club of St. Thomas.
Contact Name: Ken Clarke
Address: 14 Trafalgar St.
Town/City: St. Thomas Postal Code: N5P 1N9.
Phone Number: 519-633-7213 Cell Phone Number: 519-870-7459.
Fax Number: _____ Email Address: kendalgc@yahoo.ca.
Expected Attendance: 12,000-15,000.

Location and number of washrooms in place: None.

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).

West side of First Ave from Talbot St. to Redan + all streets off of Talbot from First to William St.

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

Route Details (Use a separate sheet if required) Parade Starts @ First Ave, between Talbot + Redan

It proceeds west on Talbot to Elgin St where Floats are dispersed some onto Elgin St, others continue along Talbot St to William St.

Number of Event Personnel: 20 Number of Bands in the Event: 2-4.

Number of Vehicles: 60 Number and Size of Tents: N/A.

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

Christmas Themed Floats, some with Bands, some Marching Bands. Vehicles with dignitaries + public officials + leaders.

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: using city streets + sidewalks for spectators, accessibility is there.

Volunteers:

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

If yes, how many? _____

Other types of volunteers and number: Parade Marshalls from Optimist Club membership.

Ken [Signature]

(Signature of Individual completing this application)

May 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
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OFFICE USE ONLY

Application Received: _____

Special Events Committee Approval: _____

City of St. Thomas
Received

MAY 29 2015

City Clerks Dept.



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

Event Name: Canada Day Celebration

Date(s): July 1 Start Time: 8am End Time: 11pm

Location(s): Pinafore Park

Organizing Group: Canada Day Committee

Contact Name: April Gagne

Address: 545 Talbot St.

Town/City: St. Thomas Postal Code: N5P 3V7

Phone Number: 519-631-1680 ^{Ext 4122} Cell Phone Number: 519-615-1770

Fax Number: 519-633-9272 Email Address: agagne@stthomas.ca

Expected Attendance: 5,000 - 10,000

Location and number of washrooms in place: park main, bandshell, portajonis @ splashpad

Will food of any kind be available at this Event? Yes No splashpad

If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health. will be submitting by law exemption

Will there be a Petting Zoo or Animals at this Event? ponies Yes No Accessible portajon. also being included

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.

Kinsmen Club running beer garden.

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: 5 approx

Number of Vehicles: 200 Number and Size of Tents: vendor shelters

9x9 approx 15

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

Pancake Breakfast
Vendors - food not for profit Pony rides
Vendors - craft Inflatables for kids
Bandshell Entertainment Fireworks Display @ 10pm

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.

entire park.

Have you obtained an Electrical Safety Authority permit (if required)? Yes No N/A
If yes, Permit # _____ Working w Tim Bridge regarding inspection day of

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 contacted St. John

Have you considered provisions for accessibility? i.e. parking, washrooms, Yes No
Describe: parking spaces are identified at the park in various areas
accessible portajon will be provided as in previous years.

Volunteers:
Will you have volunteers trained in traffic control? Yes No N/A

If yes, how many? unknown. REACT

Other types of volunteers and number: _____

April Gyda
(Signature of Individual completing this application)

May 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
 - 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: _____



Canada Day Celebrations – July 1st Pinafore Park, 95 Elm Street, St. Thomas
Enjoy a day packed full of fun in the sun. Music, food, local vendors and free kids activities!

- 7 8 am – 12 pm Lions Club Pancake Breakfast (main West Dance pavilion)
- 6 11 am – 10 pm Kinsmen Club Beer Garden (main West Dance pavilion) approved by Special Events earlier this year
- 2 12 pm – 5 pm \$5.00 pony rides courtesy of Party CC Ponyz (beside bird aviary)
- 8 12pm – Hero A1 – Visit from 3 Super Heros!!!! (at Bandshell)
- 3 12 pm – 2 pm St. Thomas Art Centre will host a kids junction located in the Street Railway shelter (beside the splashpad) with arts and crafts
- 4 1 pm – 3 pm Police, Fire, EMS display (across from the splashpad)
STPS & LPD k9 will provide (two) ½ hour demonstrations in the afternoon
- 3 1 pm – 5 pm The Parks and Recreation Department will be running kids games and activities in the Street Railway shelter (beside the splashpad) .
- 1 2 pm – 8:30 pm Free games and inflatables for kids of all ages courtesy of Ifast parties

Art, crafts, clothing, accessories, weight loss, jewelry, baked goods, ice cream, candles, steeped tea, flags, toys, face painting, soaps, HBBA and other unique vendors.
Food served all day from Kuma Catering and various local service clubs
Enjoy the splash pad, playground and visit the myFM cruiser!

Music & Entertainment at the Morris F Jones Bandshell from 11 am – 10 pm

10 pm - Spectacular Fireworks Display Courtesy of the St. Thomas Kinsmen Club! Goodwill donations will be collected by the Kinsmen Club. Fireworks will be set off on Emslie field with the viewing area inside Pinafore Park. There is no entry or viewing permitted inside Emslie field.

St. John's Ambulance will be providing First Aid Support.

St. Thomas REACT will assist with parking coordination inside Pinafore Park.

St. Thomas Police Services will provide traffic control at three locations to allow for the proper flow of traffic following the fireworks.

The St. Thomas Fire Department has arranged and will coordinate with the fireworks provider.

Please note there is limited designated and overflow parking inside Pinafore Park.

There will be no entry into Pinafore Park after 8 pm.

Parking is available within walking distance at Memorial arena, 80 Wilson Ave., Parkside Collegiate, John Wise Public School and the St. Thomas Curling Club, Parkside Drive.

-21-
2015



Pinafore Park

95 Elm St.

