

**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.**

**January 6, 2016**

**MINUTES**

Confirmation of the minutes of the meetings held on December 2, 2015.

**PETITIONS AND COMMUNICATIONS**

**Permit Applications**

Railway City Tourism - Railway City Arts Crawl Fireworks – February 27, 2016 Pages 2-5

Shamrock Shuffle Committee (Inn Out of the Cold) – The Shamrock Shuffle – March 19, 2016  
Pages 6-11

St. Thomas-Elgin General Hospital Foundation – 2016 World Tubing Championships – February  
12-13, 2016 Pages 12-22

**UNFINISHED BUSINESS**

Festivals and Events Manual and Application – Proposed Changes  
A report has been drafted for Council's review.

**Permit Applications**

**NEW BUSINESS**

**NEXT MEETING**

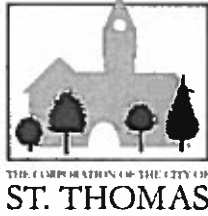
To be determined.

**ADJOURNMENT**

City of St. Thomas  
Received

DEC 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: Railway City Arts Crawl Fireworks

Date(s): Feb. 27 2016 Start Time: 6:50pm End Time: 7:00pm

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 60m<sup>2</sup> 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).

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

Route Details (Use a separate sheet if required)

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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)

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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? 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

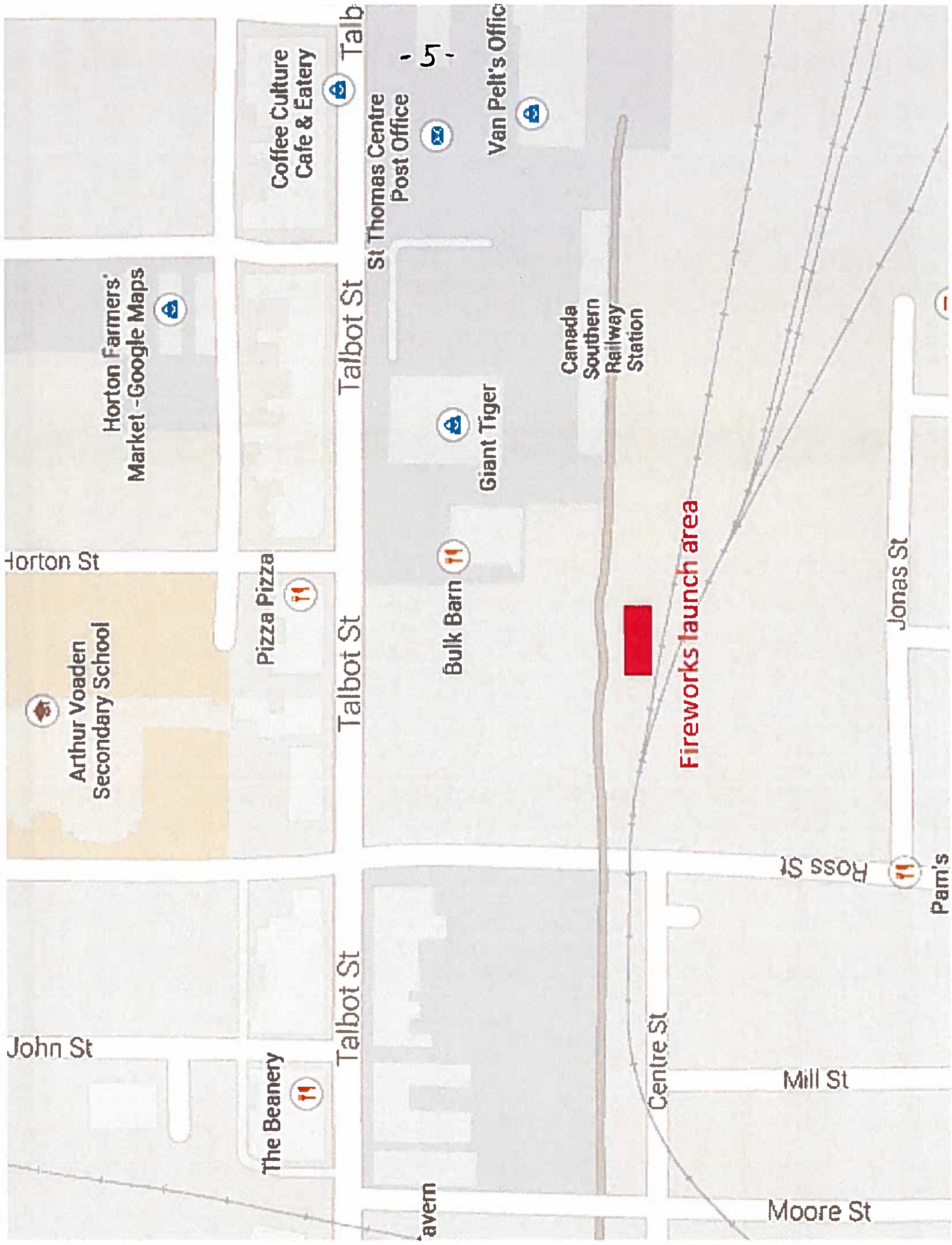
**Contacts:**

- |  |                    |
|--|--------------------|
| • 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 |
| • 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 |

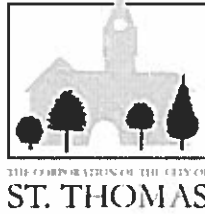
**OFFICE USE ONLY**

Application Received: \_\_\_\_\_

Special Events Committee Approval: \_\_\_\_\_



City of St. Thomas  
Received  
DEC 10 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: The Shamrock Shuffle  
Date(s): March 19/16 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: Yo Kyathi Toltiffe  
Address: 5 Galbraith Court  
Town/City: St. Thomas Postal Code: N5R 6G8  
Phone Number: — Cell Phone Number: 519-631-2501  
Fax Number: — Email Address: The Shamrock Shuffle@gmail.com  
Expected Attendance: 300

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 60m<sup>2</sup> 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).

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

Route Details (Use a separate sheet if required)

Please See Attached Routes Most of the Event Uses the Trail

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Number of Event Personnel: TBD 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

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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? St. John's Ambulance

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐  
Describe: Accessible Parking at the Church; Accessible Washroom; Church has a lift

**Volunteers:**

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

If yes, how many? IBD Based on Route Conditions

Other types of volunteers and number: Water stops / Route Cyclists / Start + Finish line / Parking - all #s based on Registration

Kathi Julliffe  
(Signature of Individual completing this application)

Nov 18, 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           |
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| • St. Thomas Tourism   | 631-1680 ext. 4132 |
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**OFFICE USE ONLY**

Application Received: \_\_\_\_\_

Special Events Committee Approval: \_\_\_\_\_



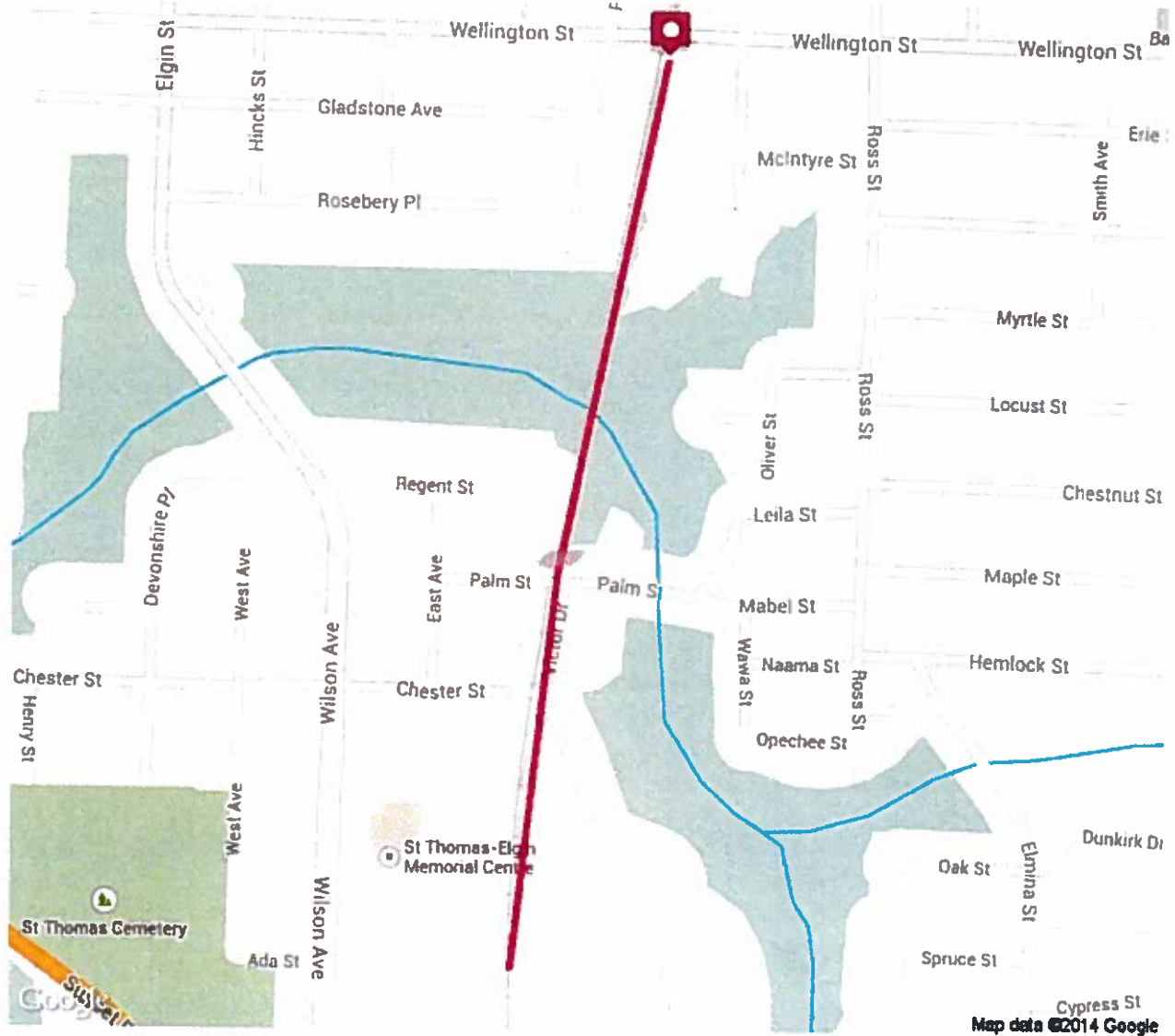


mapmyrun

2014 Shamrock Shuffle 2 km Route

Distance: 2.02 km

Elevation: 8.36 m (Max: 234.69 m)



- 10 -



# Map your runs

- 11 -

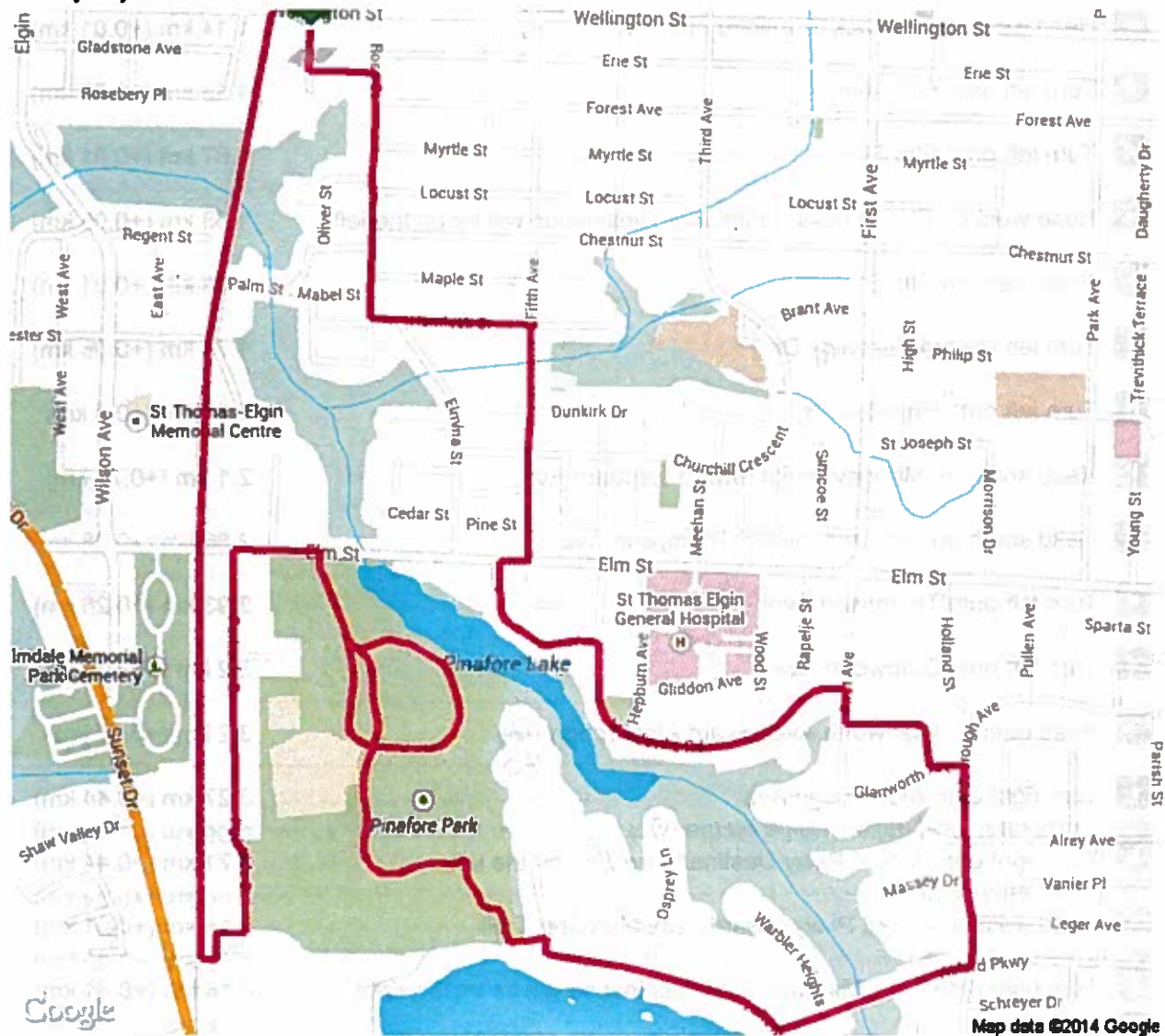


## 2014 Shamrock Shuffle 10 km

Distance: 10.12 km

Elevation: 27.01 m (Max: 242.72 m)

mapmyrun



**Special Events Committee**  
c/o CAO/Clerk's Dept, 545 Talbot St.,  
St. Thomas, ON N5P 3v7  
Phone: (519) 631-1680 Ext. 4007  
F : 519 633-9019

City of St. Thomas  
Received

DEC 10 2015

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**

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

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**Event Name: 2016 World Tubing Championships ([www.TheWorlds.ca](http://www.TheWorlds.ca))**

**Date(s): Friday, February 12<sup>th</sup>, 2016, from 2 p.m. until 10 p.m., and Saturday, February 13<sup>th</sup>, 2016, from 8 a.m. until 9 p.m. (Family Day Weekend)**

**Location(s): McCaig Family International Tubing Park (Bush Line and Sunset)**

**Organizing Group: St. Thomas Elgin General Hospital Foundation**

**Contact Name: Paul Jenkins, Executive Director**

**Address: 189 Elm Street, St. Thomas, Ontario, N5R 5C4**

**Phone Numbers: 519.631.2030 x2247 or 519.200.1232**

**Email Address: [pjenkins@stegh.on.ca](mailto:pjenkins@stegh.on.ca) or [foundation@stegh.on.ca](mailto:foundation@stegh.on.ca)**

**Expected Attendance: 1,500 day one; 2,500 day two**

Location and number of washrooms in place: **TBD – We have three proposals from vendors and are awaiting guidance from Public Health to ensure we have the appropriate number of toilets onsite. Yes, we are considering accessibility.**

Will food of any kind be available at this Event? **Yes**

*If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health. We have already been in touch with Public Health. All vendors will fill out Public Health's own special events form, and have all suitable training and their own PAL insurance in place.*

Will there be a Petting Zoo or Animals at this Event? **Yes**

*If Yes, please contact Elgin St. Thomas Public Health for health requirements. COMPLETE*

Will there be an indoor/tent covered area used for public assembly as part of the event? **Yes.**

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

**We will be in touch the week of December 14<sup>th</sup>, 2015 regarding this exact requirement.**

Have you obtained a Building Permit for tents larger than 60m<sup>2</sup> cumulatively (if required)?

**In progress.**

Will Alcohol be consumed at this Event? **Yes**

*If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.*

**We have reviewed it and we will exceed it.**

Will you be requesting your event to be deemed a Municipally Significant Event? **Not at this point.**

*If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.*

Are you anticipating any road closures/traffic flow changes? **Yes**

*NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.*

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

### **Parking Overview**

**101:**

2.4 = average number of people we can anticipate coming in each car

72 = number of people who can fit on a standard school bus

3 = parking locations we have secured: Geerlinks Home Hardware; across from the Timken Centre; and GCW.

Several = additional parking lots we're looking at, including: Masco; Ontario Hydro, the Elgin Mall, City parking lots too!

2 = the number of local EDs (Railway Museum) and CEO's (Great Lakes Air Show) I talked to

1 = the number of accessible buses we would like the City to provide complete with driver to work both the Friday and Saturday of the event as a partner in the 2016 World Tubing Championships.

As such, the challenge becomes moving large amounts of people in a set amount of time from the site to their parking in potentially inclement weather. It will be much easier to get people on the site both days. The two most challenging times will be from 8:30 p.m. until 10:30 p.m. on the Friday evening, and from 7 p.m. until 9 p.m. on the Saturday evening, when the entire site will have to be emptied.

While an important and delicate task, our challenge pales in comparison to the Great Lakes Air Show – a partner of the Foundation no less – which runs more than 40 buses at its busiest time.

Spectator drop off will be on the northside of Bush Line and controlled by a local civic organization. Spectators can also be dropped off and picked up at this location, but no spectator parking is allowed onsite.

Participants will park in the lot south of the turnaround area in a controlled lot, again, managed by volunteers. We expect as many as, but not more than 100 teams, and they will each be allowed to park only one vehicle, although they can carry as many people as their vehicles can safely fit.



Onsite parking is restricted to vendors, leadership volunteers, and key safety stakeholders like St. John's Ambulance, which will include less than 50 vehicles. These will be parked along a roadway outside of the main event area. Internal transportation through the park will include two wagons pulled by tractors, as well as a form of accessible transportation. We hope to collect donations to offset the cost of providing free shuttles. ATVs and/or snowmobiles, as well as snow machinery will also be onsite.

PUBLIC MESSAGING EXAMPLE: "There is **NO** spectator parking at the 2016 World Tubing Championships. Spectators can be dropped off and picked up at the Event Location, or you can take a free shuttle service that will take you from locations throughout St. Thomas to the McCaig Family International Tubing Park on both event days. Come back to this website, follow us on Facebook, or listen to event partners, myFM 94.1, Easy 101, and Jack 102.3 for the latest on event parking and the best way to make the most hay out of your day!"

	<b>FRIDAY</b>	<b>SATURDAY</b>
<b>08h00</b>		Park Opens
<b>09h00</b>		Run I
<b>10h00</b>		Bonfire Relit
<b>11h00</b>		Food & Drink open
<b>12h00</b>		Entertainment Starts
<b>13h00</b>	Park Opens	
<b>13h30</b>	Spectator Shuttles Start	Run II
<b>14h00</b>	Practice Runs Begin	
<b>15h00</b>		
<b>16h00</b>	Food & Drink open	
<b>17h00</b>		
<b>18h00</b>	Practice Runs End	Finals
<b>18h30</b>		Medal Ceremony
<b>19h00</b>	Opening Ceremonies - includes symbolic lighting of the bonfire.	
<b>20h00</b>		Food & Drink Close
<b>21h00</b>	Food & Drink close	Park Closes & Shuttles End

<b>22h00</b>	Park Closes & Shuttles End	
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Number of Event Personnel: ~200

Number of Bands in the Event: **Multiple.**

Number of Vehicles: **See above.**

Number and Size of Tents: **10 10x10 pop ups with sidewalls and space heaters, one 30x20 tent, and a main tent roughly 100x100 in size.**

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

**Sleigh/Wagon Rides - TBD**

**Tubing**

**Bonfire with s'mores**

**Live Entertainment**

**Fireworks**

Do you require Municipal Support?

Labour: **No.**

Site Meeting: **Yes. Safety stakeholders will be well versed in the site location and how it will operate in advance of the event.**

Water: **Yes. We would also like to borrow a hose.**

Barricades: **Yes. Access to the site will be restricted before, during, and after the event.**

Traffic Control: **Yes. Brad Derrough, OPP, is our Security Guru. We'll make sure we're aligned with all industry and insurable expectations.**

Hydro: **No. We will provide our own energy source. H. Broer Equipment and Services is donating their generators for this event. These are the same used at the Relay for Life.**

Parking Signs: **There will be signage for the Parking and Shuttles.**

Detour Signing: **See above.**

Portable Hydro Panel: **No.**



Has the St. Thomas Fire Department been contacted? **Yes.**

Has the St. Thomas Police Service been contacted? **Yes.**

Has Emergency Medical Services been contacted? **Yes.**

Has the Elgin—St. Thomas Public Health been contacted? **Yes.**

Has the Parks and Recreation Department been contacted? **Yes.**

*If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental. N/A*

Have you obtained an Electrical Safety Authority permit (if required)? **Not yet, but Koolen Electric is the 2016 World Tubing Championship electrician of record.**

*If yes, Permit #*

Have you obtained a Fire Hydrant connection permit (if required)? **Not yet or N/A**

*If yes, Permit #*

Have you obtained a Right of Way occupancy permit (if required)? **Not yet or N/A**

*If yes, Permit #*

Have you submitted a location or site map with the application? **Yes.**

Has a privately licensed security firm been contacted/retained? **NO, but we will likely work with Lyndon Security.**

Have you considered providing First Aid? **YES**

**St. John's Ambulance will be onsite. We will also have event sponsor Advanced Motorsports onsite with either snowmobiles or ATVs to be able to move above the event location. We also anticipate EMS to be entering a team.**

Have you considered provisions for accessibility? **YES**

***Describe:* Fully accessible toilets will be available. Accessible transportation will be offered to and from the event location.**

*Volunteers:* **Various civic organizations.**

*Will you have volunteers trained in traffic control? If required, yes.*

If yes, how many? **Determined by best practices.**

Other types of volunteers and number:

**200. Each element of the event will be “owned” by a specific volunteer. The overall co-ordination of the event is being undertaken by the Foundation.**

Paul Jenkins, Executive Director of the St. Thomas Elgin General Hospital Foundation

Date of application: **Wednesday, November 25<sup>th</sup>, 2015**

- 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
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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

**Insurance:**

A Certificate of Insurance is required providing proof of all applicable insurance coverages and in the amount designated by the City of St. Thomas; including the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance **MUST** be submitted with this application.

**Special Events Committee confirmed that this does not need to be submitted at the time of application.**

The provision of the completed and signed Statement of Indemnification below is required.

Statement of Indemnification

The STEGH Foundation

Shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of the 2016 World Tubing Championships, its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City of St. Thomas its officers, agents, servants, employees, contractors, customers, invitees or licensees.

Witness: **Joanne Beaton**

Signed:

Name **Paul Jenkins**

Address: **189 Elm Street, St. Thomas, Ontario**

Telephone: **519.631.2030 x2247 or 519.200.1232**

Date: **Wednesday, December 16<sup>th</sup>, 2015**

Event Name: **2016 World Tubing Championships**

Organizing Group: **St. Thomas Elgin General Hospital Foundation**

# 2016 WORLD TUBING CHAMPIONSHIPS

## McCaig Family International Tubing Park

SPECTATOR  
SHUTTLE PICKUP/  
DROP OFF

Participant  
PARKING

(P) volunteers  
PARKING  
(P) vendors

START

MAIN  
TENT

REST

KIDZ' ZONE

BONFIRE

(G) controlled  
gate

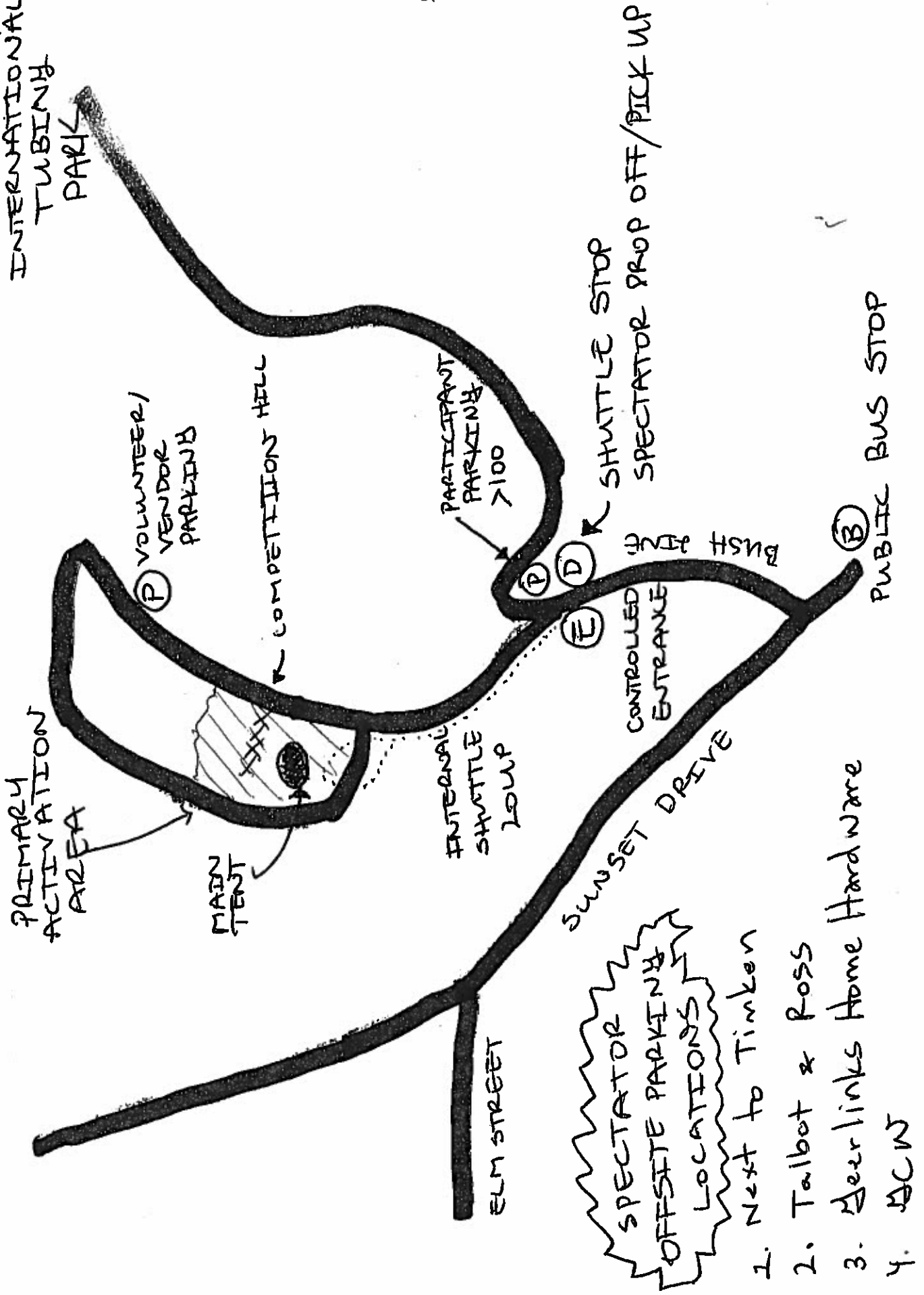
BUSH JUNGLE

INTERNAL TRANSFER ROUTE

\* A list of items  
to also include on this  
map is attached.

SUNSET DRIVE

# 2016 WORLD TUBING CHAMPIONSHIPS - MCCAIG'S FAMILY INTERNATIONAL TUBING PARK



ACTIVATIONS	FOOD & DRINK	MAIN TENT	LITTLE TENTS	KEEPING CLEAN	OTHER
Bonfire	Hamburger Stand	Railway City Tourism	MCs	Garbage bins	Tube storage
Fireworks	Taco Bar	STEGH Foundation	Race Marshalls	Recycling bins	Signage
Sleigh Rides	Produce Stand	United Way	Welcome	Port-o-potties	ATM
Toboggan Hill	Soup Stand	Entertainment Stage	Volunteers	Handwashing stations	St. John's Ambulance
Kidz' Zone	Pizza Stand		Team Registration		Generator storage
	Water		HQ		Kidz' Zone tent
	Tea		Internal Transport x2		Picnic Tables
	Coffee				Stadium Seating
	Hot Chocolate				Muskoka Chairs
	Beer				Space Heaters
	Wine				Scoreboard
	Spirits				A/V
					Lighting

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