

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.

April 6, 2016

MINUTES

Confirmation of the minutes of the meeting held on March 2, 2016.

PETITIONS AND COMMUNICATIONS

Permit Applications

RCRR Organizing Committee – Railway City Road Races – September 18, 2016 Pages 2-9

Bikers Rights Organization – BRO Awareness Ride – May 1, 2016 Pages 10-14

Heart and Stroke Foundation - Big Bike - May 11, 2016 Pages 15-20

Elgin Cattlemen's Association - Beef BBQ - August 17, 2016 Pages 21-25

Ontario Senior Games - District 31 Oxford-Elgin OSGA - June 14, 2016 Pages 26-30

CCHC - BBQ - May 25, June 29, July 27 and Aug 24, 2016 Pages 31-36

CMHA - Fundraiser BBQ - May 2, 2016 Pages 37-41

Downtown Bicycle Festival - June 4, 2016 Pages 42-49

UNFINISHED BUSINESS

Northern Heat Rib Series – St. Thomas Ribfest – July 9-11, 2016 REVISED Pages 50-65

NEW BUSINESS

NEXT MEETING

May 4, 2016

ADJOURNMENT

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City of St. Thomas
Received

MAR 02 2016

City Clerks Dept.

March 1, 2016

Attention: Councillor Wookey

Please find enclosed our special event permit application for the 2016 Railway City Road Races. This event takes place Sunday, Sept. 18, 2016.

Please note that the certificate of insurance will be provided separately. We are introducing "chip timing" to this year's event and are in the process of negotiating with two vendors. Once we have selected the provider, we will complete the insurance certificate as one provider requires inclusion on the certificate and the other doesn't. We can't complete until we determine which provider will be working with us.

Thanks

Nancy Lawrence
Member Local Organizing Committee
Railway City Road Races

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SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: RAILWAY CITY ROAD RACES (RCRR)
Date(s): SUNDAY, SEPTEMBER 18, 2016
Start Time: 6 am End Time: 1 pm
Location(s): CASO STATION
Organizing Group: RCRR Organizing Committee
Contact Name #1: Nancy Lawrence #2: Corinne Ross
Street Address: 1/2 189 Elm Street (STEGH)
Town/City: St Thomas Province: ON Postal Code: N5R5C4
Phone Number #1: 519-619-9547 (c) #2: 633-4300
Email Address: 519-633-2744 (h)
nlawrence@rogers.com / corinne.ross@lifemark.ca
Expected Attendance: 350 Number of Event Personnel/Volunteers: 100
Location and number of washrooms in place: in CASO STATION. 2 portapotties
at CASO and additional on the course
Location and Number of Parking Spaces: N/A - permission to
use VanPelts
Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: 3 VanPelts
at

Please describe your specific event. Attach additional sheets as necessary.

running event in support of STEGH. Kids 1km
run, 5km run, 10km run, 1/2 marathon
from Port Stanley to CASO Station

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☒No ☐

If Yes, you must submit the Special Events Notification Form to Elgin St. Thomas Public Health and attach a copy to this permit application.

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SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as part of the event?

Yes ☒ No ☐

If Yes, please specify the number and size of tents. 300 ppl - CASO Station

If the tents are larger than 60m² cumulatively, a building permit is required through the Building Division. Please attach a copy of the Permit and provide the Permit Number: _____

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the 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 for Special Events taking place on municipal property.

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off-premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

The area where alcohol is being served has to have a 36" (0.9m) high barrier/partition. Please note that there is a no staking policy in all of the City's Parks and Recreation facilities.

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.

Will you be requesting that City Council declare your event a "Municipally Significant Event"?

Yes ☐ No ☒

SECTION 6: MUSIC / NOISE

Will there be a concert or musical entertainment as part of the event?

Yes ☒ No ☐

If Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00 a.m. and 11:00 p.m. so long as the Police are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licensing through SOCAN for events not taking place in a City facility.

Please note that if utilizing a temporary stage structure, regulations are found under the Occupational Health and Safety Act and enforced by the Ministry of Labour. A resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

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SECTION 7: ANIMALS

Will there be a Petting Zoo or Animals at the event?

Yes ☐No ☒

If Yes, the Elgin-St. Thomas Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council. Please attach a copy of the application to this permit application. Please note that such approval may take several weeks.

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☒No ☐

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks. see attached (same as

previous 2 years)

Please attach a copy of the Right of Way Occupancy Permit and provide the permit #: _____

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located at www.stthomas.ca/content/official-plan-0. Describe the event and attach a map or sketch.

see attached (same as previous 2 years)

Do you require traffic control?

Yes ☒No ☐

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to direct traffic. Only the police can direct traffic pursuant to the Highway Traffic Act.

Have you contacted the Roads and Transportation Division for:

Barricades

Yes ☒No ☐N/A ☐

No Parking Signs

Yes ☐No ☐N/A ☐

Detour Signing

Yes ☒No ☐N/A ☐**SECTION 9: MUNICIPAL FACILITIES**

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

Have you contacted Parks and Recreation staff about your event? Yes ☒ No ☐ N/A ☐

Have you rented a pavilion/facility and signed a permit?

Yes ☐No ☒N/A ☐

If yes, please provide the location of the rental and attach a copy of the permit. _____

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Do you require picnic tables or garbage cans? Please note that availability and potential costs are at the discretion of the Parks and Recreation Department.

If Yes, how many are you requesting? # of Picnic Tables: _____ Yes ☒ No ☐ N/A ☐
of Garbage Cans: 4

Have you made arrangements with Environmental Services staff for recycling containers and collection? Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Hydro	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>

Please note that all equipment and extension cords must be in good condition and approved by an accredited certification body under the Ontario Electrical Safety Code or have been inspected by the Electrical Safety Authority. If required, please attach the Electrical Safety Authority documentation and provide the Permit Number:

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒

If Yes, please attach a copy of the Permit and provide the Permit Number: _____

SECTION 10: ACCESSIBILITY

As an event organizer, it is your responsibility to ensure that your organization is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Organizations with at least one employee have requirements to meet for accessibility, while an event organized and run entirely by volunteers is not required to comply under the AODA. Please note that directional signage needs to be prominently displayed throughout the event venue to indicate the barrier-free path of travel and location of accessible washrooms and parking. Although not required, the Special Events Committee recommends submitting a site plan to the Municipal Accessibility Advisory Committee for larger events for their review.

SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒
If Yes, what company and how many security officers will be present? _____

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☒ No ☐ N/A ☐
If Yes, please attach documentation providing proof that First Aid services have been retained.

If Yes, please attach documentation providing proof that First Aid services have been retained.
St John's Ambulance onsite - same as previous 2 years
 Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site?
 Yes ☒ No ☐

Fireworks: Will there be fireworks as part of your event? Yes ☐ No ☒
If Yes, a permit for exhibition fireworks is required through the Fire Department.

SECTION 12: SIGNATURE

Nancy Lawrence
(Signature of Individual Completing this Application)

March 1/2016
(Date completed)

Office Use Only: Application Received: _____ **Committee Approval:** _____

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SECTION 13: INSURANCE

A Certificate of Insurance is required providing proof of \$5,000,000 in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted a minimum of two weeks prior to the start of the event. The Special Events Committee reserves the right to impose additional requirements and increased insurance coverage for large community events.

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

Please note that an approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.

STATEMENT OF INDEMNIFICATION

Railway City Road Races organized by RCCR Organizing Committee
(Event Name) (Organizing Group)

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

Railway City Road Races organized by RCCR Organizing Ctte
(Event Name) (Organizing Group)

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:

K. Boughner

Name (Print):

Kimberly Boughner

Signed:

Nancy Lawrence

Name (Print):

Nancy Lawrence

Address:

40189 Elm St St Thomas
579-619-4547cc

Telephone:

579-633-2744(h)

Date:

March 1/16

Event Name:

Railway City Road Races

Organizing Group:

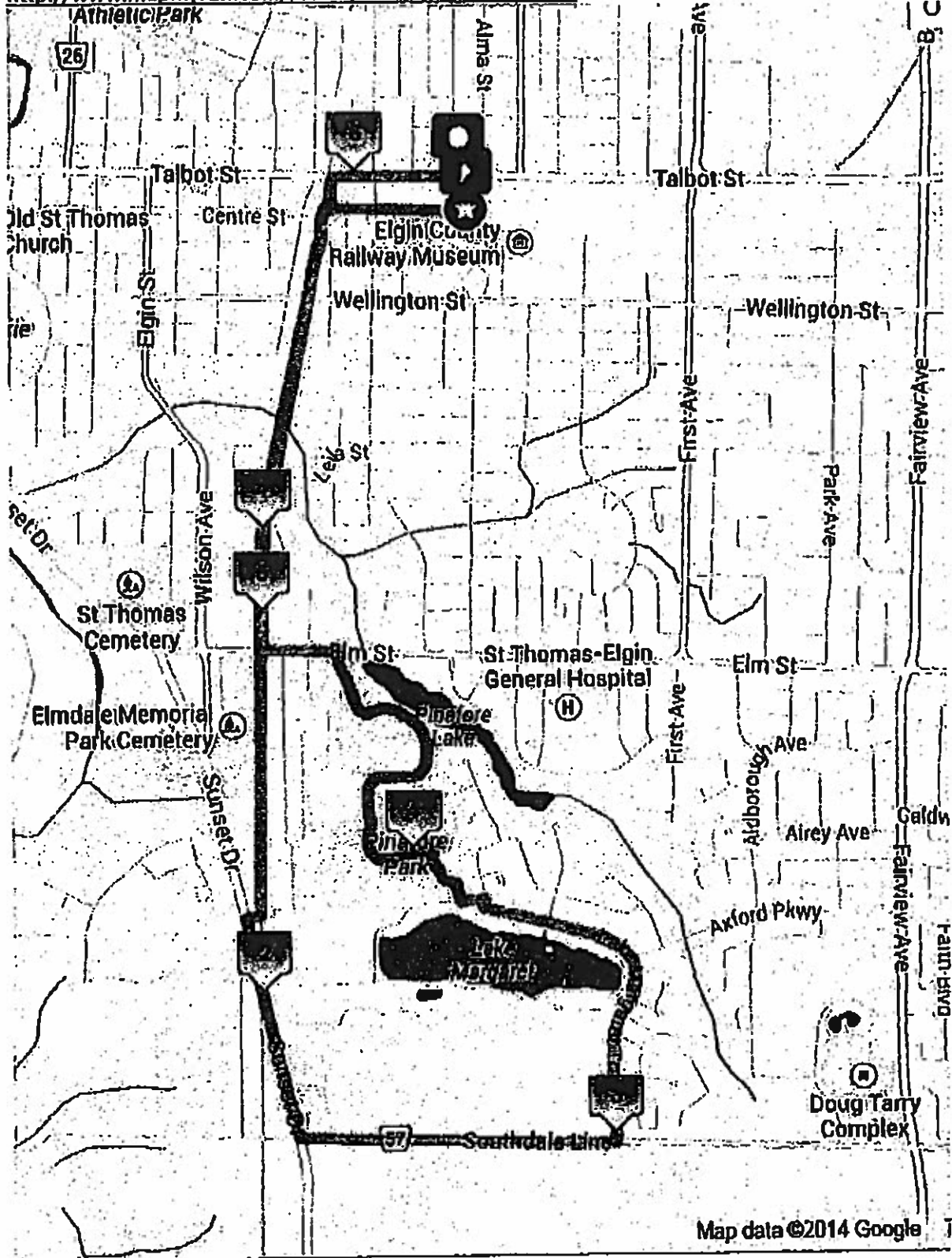
RCCR Organizing Ctte

Event Dates:

Sunday Sept 18/16

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Map Route

<http://www.mapmyrun.com/routes/fullscreen/361567137/>

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Special Events Notification Form

1230 Talbot Street
St. Thomas, ON N5P 1G9
Phone: (519) 631-9900
1-800-922-0096
Fax: (519) 633-0468
www.elginhealth.on.ca

Note: Every person who intends to sell food to the public must notify the Health Unit in accordance with Section 16(2) of the HPPA. Please complete and submit this form at least 2 weeks prior to the event date. Retain a copy of this form for your records; you will NOT be mailed/faxed a copy. If there are concerns, the public health inspector will call the person(s) responsible to clarify.
Note: Contact MUST be made with the Tobacco Enforcement Officer (TEO) to ensure compliance with the Smoke Free Ontario Act. Contact the TEO at smokefree@elginhealth.on.ca or 519-631-9900 Ext. 1325 before submitting this form.

Event Information

Name of Event: Railway City Race Event Location (Address): CASO STATION
Event Date(s): Sunday Sept 18/16 Set Up Date: Sept 18/16
Organization Name: RCCR Organizing Ctte Person Responsible: Nancy Lawrence
Bus. Phone: (519) 619-9547 Home Phone: (519) 633-2744 Email: N.lawrence@rogers.com

Concession Site:

☐ Tent ☐ Trailer ☐ Church ☒ Business Establishment ☐ Other

How is the water supplied?

☒ Municipally Supplied ☐ Well Water Supply ☐ Commercial Bottled Water

Describe handwashing station: must be equipped with liquid soap in a dispenser & paper towels

☒ fixed sink with hot & cold running water ☐ Coffee urn or portable supply with basin to catch waste water ☐ Other

What type of sink is provided for utensil washing?

☐ 2 compartment dishwashing ☐ 3 compartment dishwashing ☐ Other explain: multiple sinks

How will you dispose of waste water?

☒ Plumbed to municipal sewer ☐ collect for disposal in sanitary facility

How will you keep food hot?

☐ steam table ☐ warmer ☐ oven ☐ grill ☐ BBQ

How will you keep food cold?

☐ freezer ☒ refrigerator ☐ Ice chests/coolers ☐ Other explain:

How will you dispose of garbage?

☒ Municipal ☐ Other explain:

Is the food prepared in a kitchen inspected by a health unit? If yes, where?

☐ Yes ☐ No ☐ Name of establishment and location:

Food items to be served: (please list)

Food supplier or store/business where purchased

Address

Phone

1. yogurt	} donated by local businesses including Foodland, Brinners, The Breaded, Tim Hortons		()
2. bananas			()
3. granola bars			()
4. chocolate milk			()
5.			()

Note: The use and/or sale of uninspected meats & unpasteurized milk/milk products are strictly prohibited.

Signature of person(s) responsible for event: Nancy Lawrence

Date: March 1/16

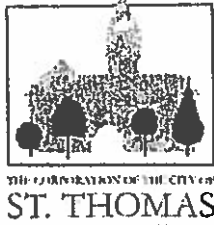
EHU 519 (Oct-15)

The Personal Information on this Special Events Notification Form is collected under the authority of the Health Protection and Promotion Act and applicable privacy legislation. This information will be used for delivery of public health programs and services and may be used for evaluation or statistical/research purposes. Any questions about the collection of this information should be directed to: ESTPH Privacy Officer, 1230 Talbot Street, St. Thomas, ON N5P 1G9; (519) 631-9900; Fax: (519) 631-3745; E-mail: estph@elginhealth.on.ca

Alderman Dave Warden
Chairman

Melanie Knapp
Secretary

City of St. Thomas
Received



Special Events Committee
c/o Clerk's Dept, 545 Talbot St.
P.O. Box 520, City Hall
St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4125
Fax: (519) 633-9019
Email: mknapp@city.st-thomas.on.ca

MAR 07 2016

City Clerks Dept.

SPECIAL EVENT PERMIT APPLICATION

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

NOTE: AN APPLICATION MUST BE SUBMITTED TO THE SPECIAL EVENTS COMMITTEE
EVEN IF IT IS AN ANNUAL EVENT.

Please refer to the City of St. Thomas Special Events Policy and Procedure 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 Policy & Procedure Manual.

I have received/reviewed the City of St. Thomas Special Events Policy & Procedure Manual.

Robert S. Ralf

(Signature of Individual completing this application)

Event Name: BRO AWARENESS RIDE
Date(s): MAY 1/16 Start Time: 1 PM End Time: 3 PM
Location(s): LONDON → ST. THOMAS
Organizing Group: BIKERS RIGHTS ORGANIZATION
Contact Name: ROBERT S. RALF
Address: 33 PITT ST. PO BOX 266
Town/City: PT. AUANCE Postal Code: N0S 1Y0
Phone Number: 519-874-4380 Cell Phone Number: 226 973 4380
Fax Number: _____ Email Address: STARRALF@HOTMAIL.COM
Sponsorship commitments (include alcohol): _____
Expected Attendance: 140

Will Alcohol be consumed at this Event?

Yes ☐ No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy.

Will you be requesting your event to be deemed a Community Festival?

(Council approval required)

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Yes ☐ No ☒

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).

ROUTE

HWY #3 at CENTENNIAL, LEFT ON ELGIN
RIGHT ON REGENT, LEFT ON WEST

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 of Tractor Trailers: _____

Number of Animals in the Event: _____ Number and Size of Tents: _____

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

MOTORCYCLE AWARENESS RIDE TO MAKE MOTORISTS
AWARE THAT MOTORCYCLES ARE ON THE ROAD
AND TO WATCH OUT FOR THEM.

Do you require Municipal Support:

Labour: Yes ☐ No ☒ Site Meeting: Yes ☒ No ☒ Water: Yes ☐ No ☒

Barricades: Yes ☐ No ☒ Traffic Control: Yes ☒ No ☐ Hydro: Yes ☐ No ☒

No Parking Signs: Yes ☐ No ☒ Detour Signing: Yes ☐ No ☒

Other: _____

Has the St. Thomas Fire Department been contacted? Yes ☒ No ☐

Has the St. Thomas Police Service been contacted? Yes ☒ No ☐

Has the Elgin-St. Thomas Public Health been contacted? Yes ☒ No ☐

Has the Parks and Recreation Department been contacted? Yes ☐ No ☒

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

If yes, Permit # _____

Have you obtained a Fire Hydrant connection permit (if required)? Yes ☐ No ☒

If yes, Permit # _____

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Have you obtained a Building Permit for tents larger than 60m² (if required)? Yes ☐ No ☒
If yes, Permit # _____

Have you obtained a Right of Way occupancy permit (if required)? Yes ☐ No ☒
If yes, Permit # _____

Have you submitted a location or site map with the application? Yes ☐ No ☒

Has a privately licensed security firm been contacted/retained? Yes ☐ No ☒
If yes, what company and how many security officers will be present? _____

Have you considered providing First Aid? Yes ☐ No ☒
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 ☒
If yes, how many? _____
Other types of volunteers: _____
If yes, how many? _____

ROBERT T. S. RALF.
(Print name of Individual completing this application)

Robert S. Ralf
(Signature of Individual completing this application)

Mar 7/2016.
Date of Application

Contacts:

- | | |
|---|--------------------|
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • Environmental Services – Building Division | 631-1680 Ext. 4168 |
| • Environmental Services – Property Services | 631-1680 Ext. 4180 |
| • Corporate Services (Insurance) | 631-1680 Ext. 4133 |
| • Fire Department – Fire Prevention Officer | 631-0210 |
| • Police Services | 631-1224 Ext. 113 |
| • Parks & Recreation Services | 633-7112 |
| • Elgin-St. Thomas Public Health – Inspections Dept | 631-9900 |

OFFICE USE ONLY

Application Received: _____
Special Events Committee Approval: _____
Council Approval: Road Closure _____
Community Festival _____
Grant Request _____

Insurance:

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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.

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

The event organizer is forewarned that an approved event may arbitrarily be altered or cancelled in response to an emergency situation. The use of this authority shall not be unreasonably applied.

Statement of Indemnification

(Event Name and Organizing Group) AWARENESS RIDE BIKERS RIGHTS ORGANIZATION 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 (Event Name and Organizing Group) AWARENESS RIDE BIKERS RIGHTS ORGANIZATION, 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: M Knapp

Name (Print): Mel Knapp

Signed: Robert S Raffe

Name (Print): ROBERT S RAFF

Address: 33 PITT ST PO 166

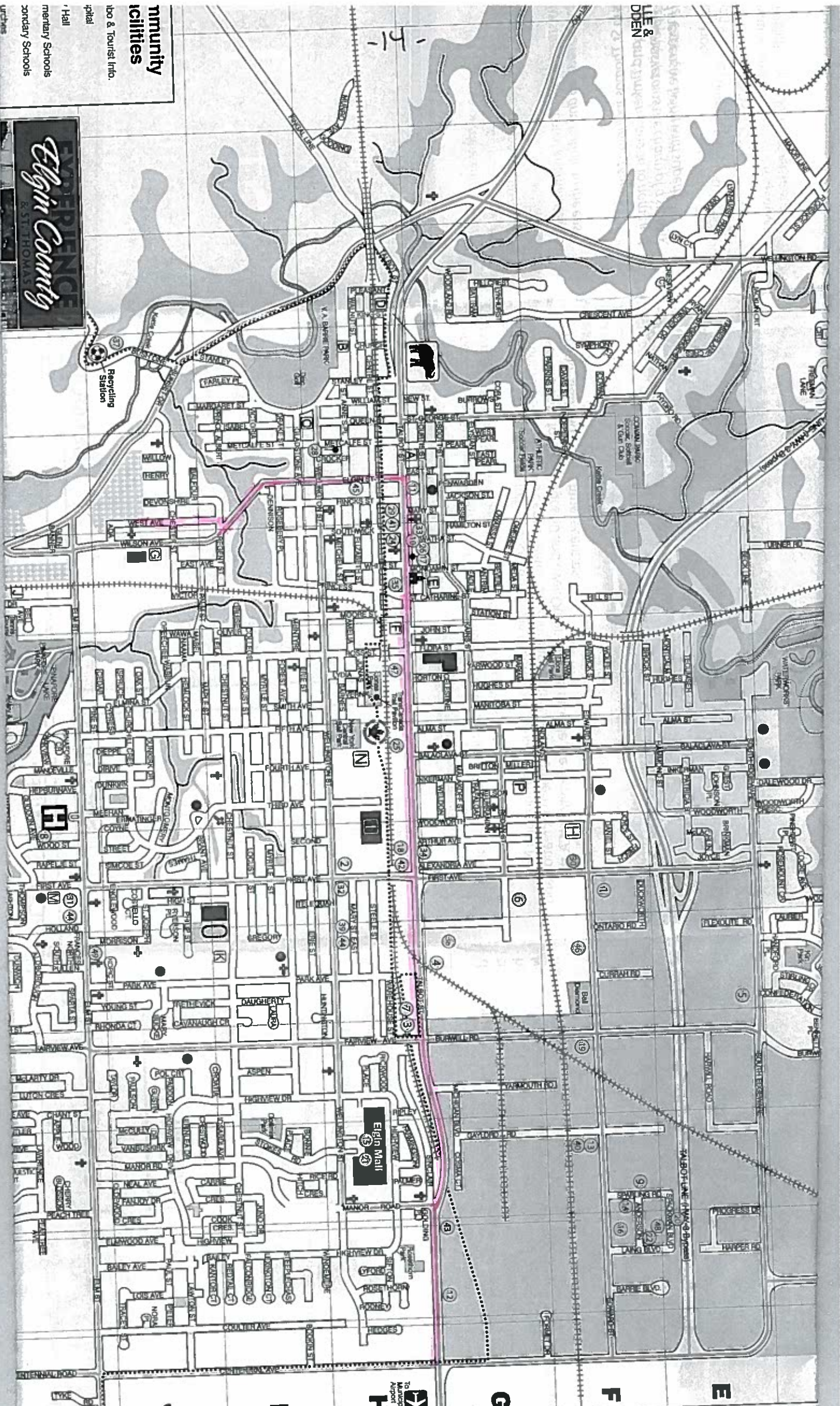
Telephone: 226-973-4880 CELL

Date: MAY 1/2016

Event Name: MOTORCYCLE AWARENESS RIDE

Organizing Group: BIKERS RIGHTS ORGANIZATION

Event Dates: MAY 1/16



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SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: BIG BIKE HEART AND STROKE
Date(s): MAY 11, 2016
Start Time: 12:00PM End Time: 8:00PM
Location(s): BOSTON PIZZA 860 TALBOT ST.
Organizing Group: HEART AND STROKE FOUNDATION
Contact Name #1: JENNIFER HASSAN #2: JAMIE LYNN HUITENHA
Street Address: 633 COLBORNE ST.
Town/City: LONDON Province: ON Postal Code: N6B 2V3
Phone Number #1: 519-679-0641 EXT 426 #2: _____
Email Address: jhassan@hsf.on.ca
Expected Attendance: 150 Number of Event Personnel/Volunteers: 6
Location and number of washrooms in place: 2 INSIDE BOSTON PIZZA

Location and Number of Parking Spaces: 50-100 between BOSTON PIZZA AND STARWOOD.

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: 50-100

Please describe your specific event. Attach additional sheets as necessary.

Every 1/2 hour teams of 29 ride the Big Bike around a 2 kms route to raise money for heart and stroke research

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☐ No ☒

If Yes, you must submit the Special Events Notification Form to Elgin St. Thomas Public Health and attach a copy to this permit application.

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SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as part of the event?

Yes ☐No ☒

If Yes, please specify the number and size of tents. _____

If the tents are larger than 60m² cumulatively, a building permit is required through the Building Division. Please attach a copy of the Permit and provide the Permit Number: N/A.

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the 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 for Special Events taking place on municipal property.

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

The area where alcohol is being served has to have a 36" (0.9m) high barrier/partition. Please note that there is a no staking policy in all of the City's Parks and Recreation facilities.

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.

Will you be requesting that City Council declare your event a "Municipally Significant Event"?

Yes ☐No ☒**SECTION 6: MUSIC / NOISE**

Will there be a concert or musical entertainment as part of the event?

Yes ☐No ☒

If Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00 a.m. and 11:00 p.m. so long as the Police are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licencing through SOCAN for events not taking place in a City facility.

Please note that if utilizing a temporary stage structure, regulations are found under the Occupational Health and Safety Act and enforced by the Ministry of Labour. A resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

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SECTION 7: ANIMALS

Will there be a Petting Zoo or Animals at the event?

Yes ☐No ☒

If Yes, the Elgin-St. Thomas Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council. Please attach a copy of the application to this permit application. Please note that such approval may take several weeks.

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐No ☒

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks. N/A

Please attach a copy of the Right of Way Occupancy Permit and provide the permit #: N/A

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located at www.stthomas.ca/content/official-plan-0. Describe the event and attach a map or sketch.

Do you require traffic control?

Yes ☐No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to direct traffic. Only the police can direct traffic pursuant to the Highway Traffic Act.

Have you contacted the Roads and Transportation Division for:

Barricades

Yes ☐No ☐N/A ☒

No Parking Signs

Yes ☐No ☐N/A ☒

Detour Signing

Yes ☐No ☐N/A ☒**SECTION 9: MUNICIPAL FACILITIES**

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

Have you contacted Parks and Recreation staff about your event?

Yes ☐No ☐N/A ☒

Have you rented a pavilion/facility and signed a permit?

Yes ☐No ☐N/A ☒

If yes, please provide the location of the rental and attach a copy of the permit. _____

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4/6

Do you require picnic tables or garbage cans? Please note that availability and potential costs are at the discretion of the Parks and Recreation Department.

If Yes, how many are you requesting? # of Picnic Tables: N/A Yes ☐ No ☒ # of Garbage Cans: N/A N/A ☐

Have you made arrangements with Environmental Services staff for recycling containers and collection?

Yes ☐ No ☐ N/A ☒

Will you require municipal support for: Water Yes ☐ No ☒ N/A ☐
Hydro Yes ☐ No ☒ N/A ☐

Please note that all equipment and extension cords must be in good condition and approved by an accredited certification body under the Ontario Electrical Safety Code or have been inspected by the Electrical Safety Authority. If required, please attach the Electrical Safety Authority documentation and provide the Permit Number: N/A

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒
If Yes, please attach a copy of the Permit and provide the Permit Number: N/A

SECTION 10: ACCESSIBILITY

As an event organizer, it is your responsibility to ensure that your organization is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Organizations with at least one employee have requirements to meet for accessibility, while an event organized and run entirely by volunteers is not required to comply under the AODA. Please note that directional signage needs to be prominently displayed throughout the event venue to indicate the barrier-free path of travel and location of accessible washrooms and parking. Although not required, the Special Events Committee recommends submitting a site plan to the Municipal Accessibility Advisory Committee for larger events for their review.

SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒
If Yes, what company and how many security officers will be present? _____

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☐ No ☐ N/A ☒
If Yes, please attach documentation providing proof that First Aid services have been retained.

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☐ No ☒

Fireworks: Will there be fireworks as part of your event? Yes ☐ No ☒
If Yes, a permit for exhibition fireworks is required through the Fire Department.

SECTION 12: SIGNATURE


(Signature of Individual Completing this Application)

Mar. 24/2016
(Date completed)

Office Use Only: Application Received: Mar 28/16 Committee Approval: _____

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SECTION 13: INSURANCE

A Certificate of Insurance is required providing proof of \$5,000,000 in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted a minimum of two weeks prior to the start of the event. The Special Events Committee reserves the right to impose additional requirements and increased insurance coverage for large community events.

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

Please note that an approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.

STATEMENT OF INDEMNIFICATION

BIG BIKE organized by HEART AND STROKE FOUNDATION
(Event Name) (Organizing Group)

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

BIG BIKE organized by HEART AND STROKE FOUNDATION
(Event Name) (Organizing Group)

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: [Signature]

Signed: [Signature]

Name (Print): [Signature]

Name (Print): Jennifer Hassar

Address: 633 Colborne St

Telephone: 519-679-0641 Ext 4263

Date: Mar-24/2016

Event Name: BIG BIKE

Organizing Group: HEART AND STROKE

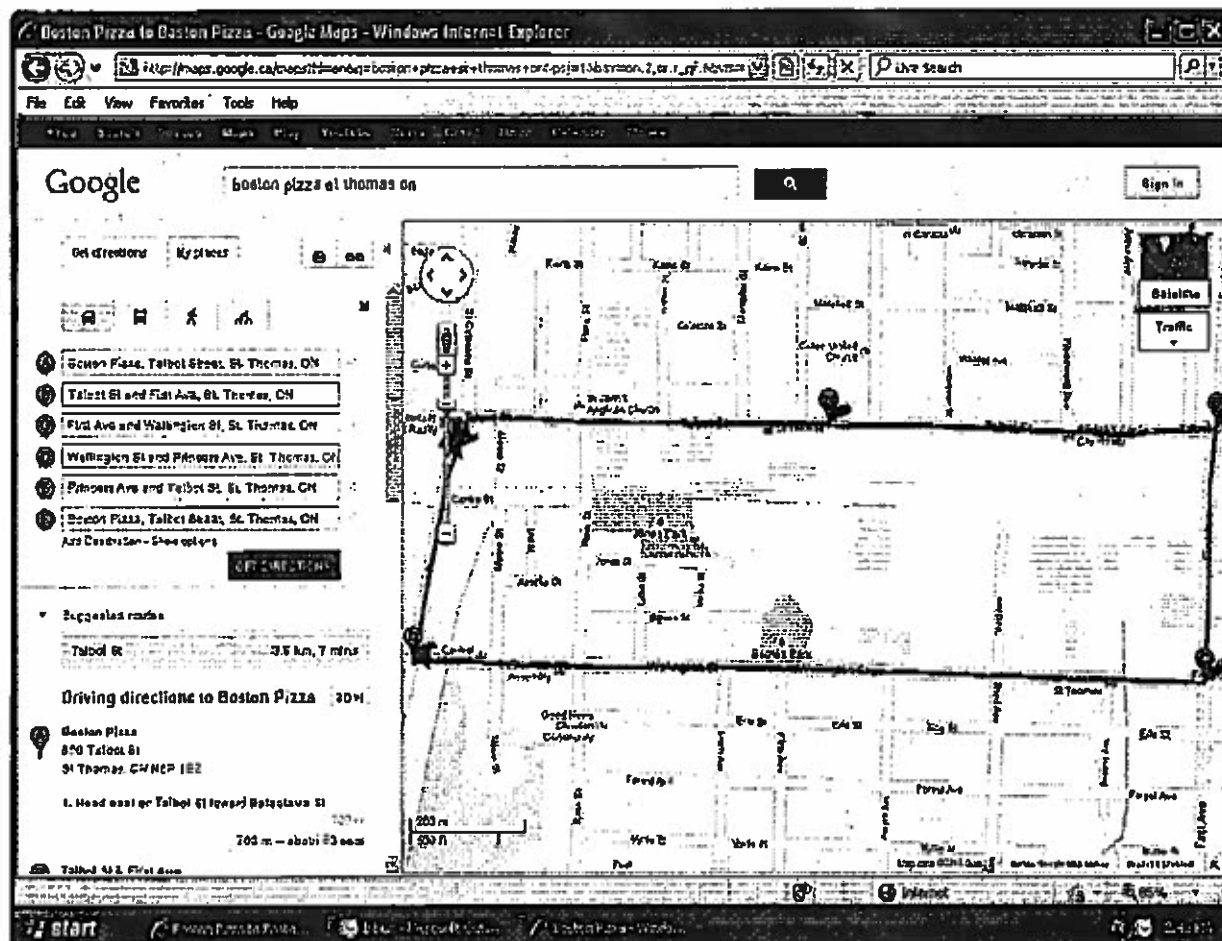
Event Dates: MAY 11, 2016

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Big Bike Route – St. Thomas – May 11, 2016

- Head East on Talbot St toward Balaclava St.
- Turn right onto First Ave.
- Head South on First Ave towards Steele St.
- Turn right onto Wellington St.
- Head West on Wellington St towards Second Ave.
- Turn right onto Princess Ave
- Head North on Princess Ave towards Mitchell St.
- Turn right onto Talbot St
- Head East on Talbot St towards Moore St.
- Back to start point on Frank St.



Alderman Dave Warden
Chairman

Melanie Knapp
Secretary



Special Events Committee
c/o CAO/Clerk's Dept, 545 Talbot
St., St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4122
Fax: (519) 633-9019
Email: mknapp@stthomas.ca

SPECIAL EVENT PERMIT APPLICATION

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

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

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

Event Name: Elgin Cattleman's Association Beef BBQ
Date(s): Aug 17, 2014 Start Time: 4:30 End Time: 7:30
Location(s): Pinebore Park, Dance Pavillion
Organizing Group: Elgin Cattleman's Association
Contact Name: Jan McKillop
Address: 29963 Silver Clay Line
Town/City: Dutton Postal Code: N0L 1J0
Phone Number: 519-762-6483 Cell Phone Number: 519-868-4202
Fax Number: 519-762-6483 Email Address: jmckillop@amtelcom.net
Expected Attendance: 700

Location and number of washrooms in place: Facilities at Park

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

If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.

Will there be a Petting Zoo or Animals at this Event? Yes ☐ No ☒

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

If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.

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

Yes ☐ No ☒ If yes, please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act and pertinent local by-law requirements.

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

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

Will Alcohol be consumed at this Event?

Yes ☐ No ☒

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

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

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

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

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

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

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

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

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

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

Do you require Municipal Support:

Labour: Yes ☒ No ☐ Site Meeting: Yes ☒ No ☐ Water: Yes ☒ No ☐

Barricades: Yes ☐ No ☒ Traffic Control: Yes ☐ No ☒ Hydro: Yes ☒ No ☐

No Parking Signs: Yes ☐ No ☒ Detour Signing: Yes ☐ No ☒

Other: _____

Has the St. Thomas Fire Department been contacted?

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.

Dance Pavilion

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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?
Attached

Yes ☒ No ☐ N/A ☐

Has a privately licensed security firm been contacted/retained?
If yes, what company and how many security officers will be present? _____

Yes ☐ No ☐ N/A ☒

Have you considered providing First Aid?
If yes, how do you intend on providing that service? _____

Yes ☐ No ☐ N/A ☒

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

Yes ☒ No ☐

Volunteers:

Will you have volunteers trained in traffic control?

Yes ☐ No ☐ N/A ☒

If yes, how many? _____

Other types of volunteers and number: _____


(Signature of individual completing this application)

Mar 21/16
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: _____

Mar 21/16.

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.

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

The event organizer is forewarned that an approved event may arbitrarily be altered or cancelled in response to an emergency situation. The use of this authority shall not be unreasonably applied.

Statement of Indemnification

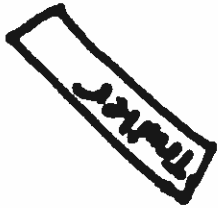
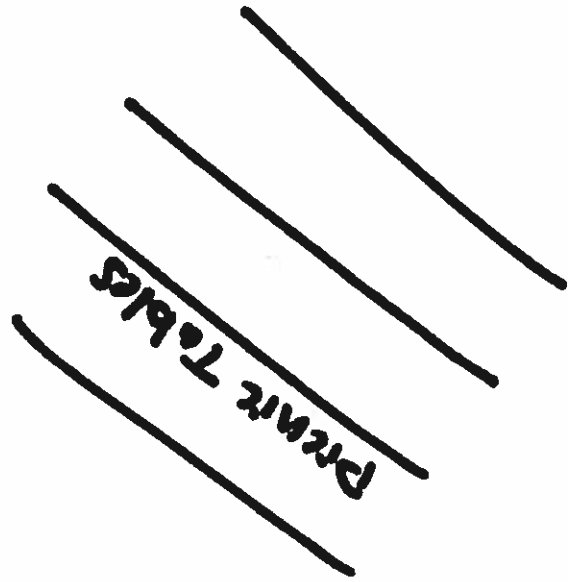
(Event Name and Organizing Group) Elgin Cattleman's Association Beef BBQ
shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

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 (Event Name and Organizing Group) Elgin Cattleman's Beef BBQ, 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.

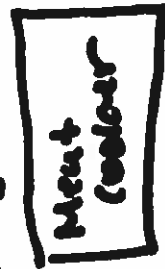
Witness: Mel Krapp
Name (Print): Mel Krapp

Signed: Maryjo Tait
Name (Print): Maryjo Tait
Address: 27401 Celtic Line
Telephone: 519-282-7602
Date: May 21/2014
Event Name: Elgin Cattleman's Beef BBQ
Organizing Group: Elgin Cattleman's Association Beef BBQ
Event Dates: Aug 17, 2014

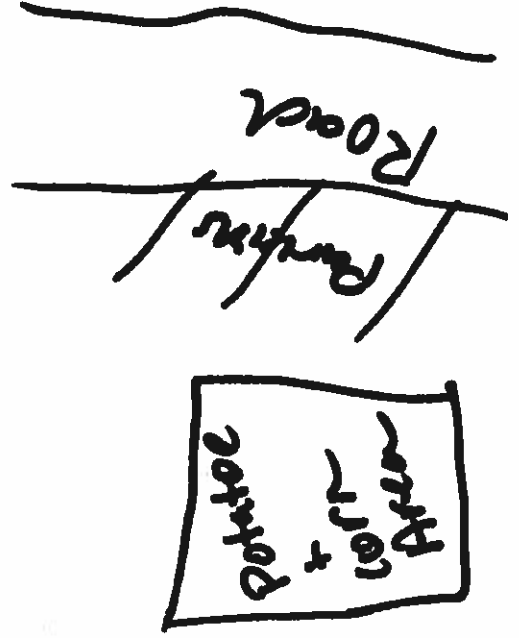
Elgin Beef Farmers Dance Pavilion Site Map



small
tent
near
entrance

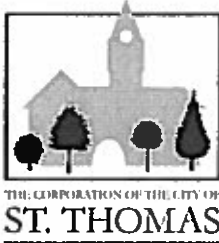


Approx. Site Layout



Alderman Dave Warden
Chairman

Melanie Knapp
Secretary



-26- Special Events Committee
c/o CAO/Clerk's Dept, 545 Talbot
St., St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4122
Fax: (519) 633-9019
Email: mknapp@stthomas.ca

SPECIAL EVENT PERMIT APPLICATION

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

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

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

Event Name: DISTRICT 31 OXFORD-Elgin OSGA
Date(s): JUNE 14 Start Time: 9:30 End Time: NOON
Location(s): PINAFORE PARK. Rain date JUNE 16th
Organizing Group: ONTARIO SENIOR GAMES.ca/31
Contact Name: CAROL Chute (Sec. DISTRICT 31 OSGA)
Address: 51 JOYCE ST.
Town/City: ST. THOMAS Postal Code: N5P 3M3
Phone Number: 519 633 8862 Cell Phone Number: _____
Fax Number: _____ Email Address: cchute63@gmail.com
Expected Attendance: 35-40

Location and number of washrooms in place: USE PARK FACILITIES

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 # _____ - 27 -

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)

USE paved walkways/ yielding Right of Way to others using paths
These are prediction events - NOT A RACE

Number of Event Personnel: 8-10 Number of Bands in the Event: _____

Number of Vehicles: 10-12 Number and Size of Tents: _____

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

SENIOR games - Ran 5Km Walk - 3 Km
- Cycle 5 Km
NORDIC WALK 1 Km + 3 Km

Do you require Municipal Support:

Labour: Yes ☐ No ☒ Site Meeting: Yes ☐ No ☒ Water: Yes ☐ No ☒

Barricades: Yes ☐ No ☒ Traffic Control: Yes ☐ No ☒ Hydro: Yes ☐ No ☒

No Parking Signs: Yes ☐ No ☒ Detour Signing: Yes ☐ No ☒

Other: _____

Has the St. Thomas Fire Department been contacted?

Yes ☐ No ☐ N/A ☒

Has the St. Thomas Police Service been contacted?

Yes ☐ No ☐ N/A ☒

Has Emergency Medical Services been contacted?

Yes ☐ No ☐ N/A ☒

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

Yes ☐ No ☐ N/A ☒

Has the Parks and Recreation Department been contacted?

Yes ☐ No ☒ N/A ☐

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

I will notify them after meeting

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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? _____

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: PARKING will be @ South end near Bondshell

Volunteers:

Will you have volunteers trained in traffic control? Yes ☒ No ☐ N/A ☐
If yes, how many? 2
Other types of volunteers and number: 7-8 where crossing
road is necessary

Baral Ghute
(Signature of Individual completing this application)

April 1/16
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: _____

Mar 30/16

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.

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

The event organizer is forewarned that an approved event may arbitrarily be altered or cancelled in response to an emergency situation. The use of this authority shall not be unreasonably applied.

Statement of Indemnification

(Event Name and Organizing Group) Run/WALK/cycle OSGA DISTRICT 31
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 (Event Name and Organizing Group) ONTARIO SENIOR games, CA/31, 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: Gail Price
Name (Print): GAIL PRICE

Signed: Carol Chute
Name (Print): CAROL Chute
Address: 51 Joyce St.
ST. THOMAS
Telephone: 519-633 8862

Date: March 28/16
Event Name: ONTARIO SENIOR games
Organizing Group: OSGA DISTRICT 31
ELGIN OXFORD.
Event Dates: JUNE 14/16
RAIN date JUNE 16th



CERTIFICATE OF INSURANCE

This is to certify to: To Whom it May Concern					that policies of insurance as herein described have been issued to the Insured named below and are in force at this date	
Name of Insured:		Ontario Senior Games Association				
Address of Insured:		3 Concorde Gate, Suite 310, Toronto ON, M3C 3N7				
Location and Operations to which this Certificate applies:		Sanctioned activities of the named insured with respect to district activities, meetings, and playdowns, open invitational, regional games, Provincial Ontario 55+ Summer and Winter Games				
KIND OF POLICY	POLICY NUMBER	EXPIRY DATE D M Y			LIMITS OF LIABILITY	
COMMERCIAL GENERAL LIABILITY	GAME00463-003 Gameday Insurance Inc. Underwritten by Aviva Insurance Company of Canada	01	04	16	\$ 5,000,000	Each Occurrence Limit
TENANTS LEGAL LIABILITY <small>Products-Completed Operations Included Excluded</small>	Included				\$ 2,000,000	General Aggregate Limit
AUTOMOBILE LIABILITY <small>All owned vehicles</small>					\$	Inclusive Limits - Bodily Injury & Property Damage Combined
<small>Standard non-owned</small>	<input checked="" type="checkbox"/>	01	04	16	\$5,000,000	
ERRORS & OMISSIONS LIABILITY		01	04	16	\$1,000,000	
EMPLOYERS LIABILITY					Included	
CROSS LIABILITY						
PARTICIPANT LIABILITY						
NOTE: <i>This Insurance has been renewed and I will supply copy ASAP. Paul Chute</i>						
The insurance afforded is subject to the terms, conditions and exclusions of the applicable policy. This Certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer. The Insurer will endeavour to mail to the holder of this Certificate written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.						
DATE:	Mar 26/15	 Kam Singh			AUTHORIZED REPRESENTATIVE	

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: CCHC BBQ'S

Date(s): MAY 25/16 June 29/16 / July 27/16
Aug. 24/16

Start Time: 11:00 A.m End Time: 1:00 p.m

Location(s): Behind 359 TALBOT ST.

Organizing Group: CENTRAL Community HEALTH Centre

Contact Name #1: Gery Moniz #2: CATHY OORIGAT

Street Address: 359 TALBOT ST.

Town/City: ST. THOMAS Province: ON Postal Code: N5P 1B7

Phone Number #1: 633-7989 #406 #2: 633-7989 #427

Email Address: gmoniz@CENTRALHC.COM

Expected Attendance: 100 Number of Event Personnel/Volunteers: 15

Location and number of washrooms in place: USING WASHROOMS
LOCATED INSIDE 359 TALBOT (4 IN TOTAL)

Location and Number of Parking Spaces: /

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: -

Please describe your specific event. Attach additional sheets as necessary.

A BBQ FOR CCNC CLIENTS AND THE
LOCAL COMMUNITY.

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☒

No ☐

If Yes, you must submit the Special Events Notification Form to Elgin St. Thomas Public Health and attach a copy to this permit application.

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SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as part of the event?

Yes ☐

No ☒

If Yes, please specify the number and size of tents. _____

If the tents are larger than 60m² cumulatively, a building permit is required through the Building Division. Please attach a copy of the Permit and provide the Permit Number: _____

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the 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 for Special Events taking place on municipal property.

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

The area where alcohol is being served has to have a 36" (0.9m) high barrier/partition. Please note that there is a **no staking policy** in all of the City's Parks and Recreation facilities.

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.

Will you be requesting that City Council declare your event a "Municipally Significant Event"?

Yes ☐

No ☒

SECTION 6: MUSIC / NOISE

Will there be a concert or musical entertainment as part of the event?

Yes ☐

No ☒

If Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00 a.m. and 11:00 p.m. so long as the Police are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licensing through SOCAN for events not taking place in a City facility.

Please note that if utilizing a temporary stage structure, regulations are found under the Occupational Health and Safety Act and enforced by the Ministry of Labour. A resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

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SECTION 7: ANIMALS

Will there be a Petting Zoo or Animals at the event?

Yes ☐

No ☒

If Yes, the Elgin-St. Thomas Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council. Please attach a copy of the application to this permit application. Please note that such approval may take several weeks.

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☒

No ☐

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

Closure of the Traffic Flow to the
Portion of the Parking lot directly behind 359 TARBOT ST.
Access to the parking lot from East St. or
Curtis Street would not be disrupted.

Please attach a copy of the Right of Way Occupancy Permit and provide the permit #: _____

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located at www.stthomas.ca/content/official-plan-0. Describe the event and attach a map or sketch.

Do you require traffic control?

Yes ☐

No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to direct traffic. Only the police can direct traffic pursuant to the Highway Traffic Act.

Have you contacted the Roads and Transportation Division for:

Barricades

Yes ☒

No ☐

N/A ☐

No Parking Signs

Yes ☐

No ☒

N/A ☐

Detour Signing

Yes ☐

No ☒

N/A ☐

SECTION 9: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

Have you contacted Parks and Recreation staff about your event?

Yes ☐

No ☐

N/A ☒

Have you rented a pavilion/facility and signed a permit?

Yes ☐

No ☐

N/A ☒

If yes, please provide the location of the rental and attach a copy of the permit. _____

Do you require picnic tables or garbage cans? Please note that availability and potential costs are at the discretion of the Parks and Recreation Department.

Yes ☐ No ☒ N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: _____

Have you made arrangements with Environmental Services staff for recycling containers and collection?

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water

Yes ☐

No ☐

N/A ☒

Hydro

Yes ☐

No ☐

N/A ☒

Please note that all equipment and extension cords must be in good condition and approved by an accredited certification body under the Ontario Electrical Safety Code or have been inspected by the Electrical Safety Authority. If required, please attach the Electrical Safety Authority documentation and provide the Permit Number: _____

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒

If Yes, please attach a copy of the Permit and provide the Permit Number: _____

SECTION 10: ACCESSIBILITY

As an event organizer, it is your responsibility to ensure that your organization is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Organizations with at least one employee have requirements to meet for accessibility, while an event organized and run entirely by volunteers is not required to comply under the AODA. Please note that directional signage needs to be prominently displayed throughout the event venue to indicate the barrier-free path of travel and location of accessible washrooms and parking. Although not required, the Special Events Committee recommends submitting a site plan to the Municipal Accessibility Advisory Committee for larger events for their review.

SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained?

Yes ☐

No ☒

If Yes, what company and how many security officers will be present? _____

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☐ No ☐ N/A ☒

If Yes, please attach documentation providing proof that First Aid services have been retained.

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☐ No ☒

Fireworks: Will there be fireworks as part of your event?

Yes ☐

No ☒

If Yes, a permit for exhibition fireworks is required through the Fire Department.

SECTION 12: SIGNATURE

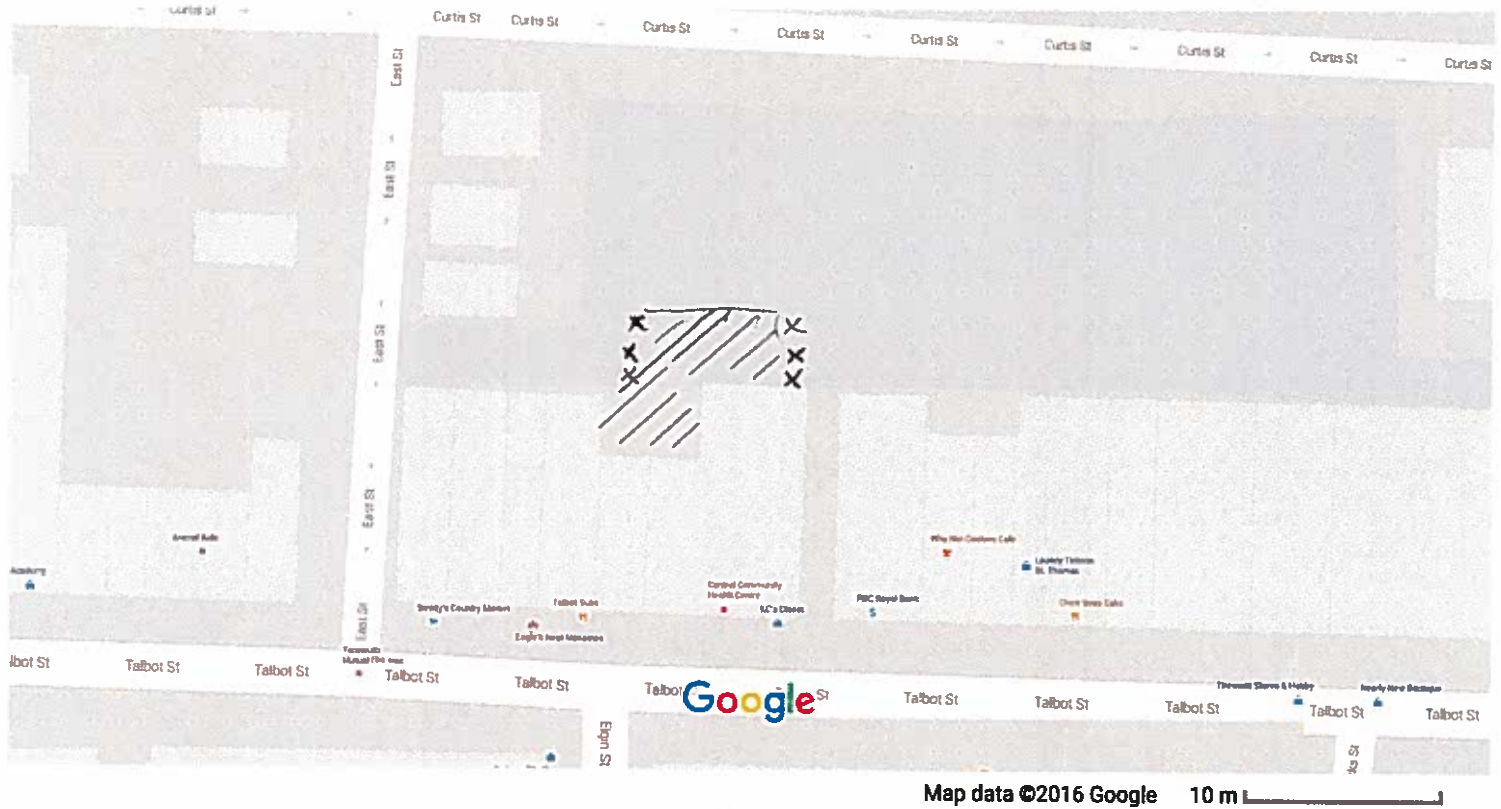
(Signature of Individual Completing this Application)

(Date completed)

Office Use Only: Application Received: Mar 30/16 Committee Approval: _____

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Google Maps



Google Maps

X = BARRICADES

// - Area used
For BBO
+ Table

- 36 -
SECTION 13: INSURANCE

A Certificate of Insurance is required providing proof of \$5,000,000 in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted a minimum of two weeks prior to the start of the event. The Special Events Committee reserves the right to impose additional requirements and increased insurance coverage for large community events.

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

Please note that an approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.

STATEMENT OF INDEMINIFICATION

CCHC BBOS organized by Central Community Health Centre
(Event Name) (Organizing Group)

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

CCHC BBOS organized by Central Community Health Centre
(Event Name) (Organizing Group)

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:

Name (Print):

[Signature]
Jon Hindley

Signed:

Name (Print):

Address:

Telephone:

Date:

Event Name:

Organizing Group:

Event Dates:

[Signature]
Gerry Moniz
359 TACLOIT ST
633-7989
March 29/16
CCHC BBOS
Central Community Health Centre
MAY 25/16
June 29/16
July 27/16
Aug 24/16
} 11:00 a.m.
- 1:00 p.m.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Mental Health Week Fundraiser BBQ
 Date(s): Monday, May 2, 2016
 Start Time: 9:00am (setup) 10:00am (BBQ) End Time: 2:00pm (BBQ) 3:30pm (tear down)
 Location(s): Hepburn Parkette
 Organizing Group: Canadian Mental Health Association
 Contact Name #1: Colleen Spenard #2: Melisa Moore
 Street Address: 110 Centre St.
 Town/City: St. Thomas Province: ON Postal Code: N5R 2Z9
 Phone Number #1: 519 633 1781 #2: _____
 Email Address: melisam@cmbhaelgin.ca
 Expected Attendance: 100 Number of Event Personnel/Volunteers: 10
 Location and number of washrooms in place: 2 port-a-potties, back corner of park - CIBC side
 Location and Number of Parking Spaces: parking lot behind parkette.

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: _____

Please describe your specific event. Attach additional sheets as necessary. _____

Fundraiser BBQ, musical entertainment, info booth.
Community Awareness.

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event? Yes ☒ No ☐
 If Yes, you must submit the Special Events Notification Form to Elgin St. Thomas Public Health and attach a copy to this permit application.

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as part of the event?

Yes ☒ No ☐

If Yes, please specify the number and size of tents. 0 tents - 10ft x 20ft

If the tents are larger than 60m² cumulatively, a building permit is required through the Building Division. Please attach a copy of the Permit and provide the Permit Number: _____

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the 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 for Special Events taking place on municipal property.

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

The area where alcohol is being served has to have a 36" (0.9m) high barrier/partition. Please note that there is a no staking policy in all of the City's Parks and Recreation facilities.

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.

Will you be requesting that City Council declare your event a "Municipally Significant Event"?

Yes ☐ No ☒

SECTION 6: MUSIC / NOISE

Will there be a concert or musical entertainment as part of the event?

Yes ☒ No ☐

If Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00 a.m. and 11:00 p.m. so long as the Police are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licencing through SOCAN for events not taking place in a City facility.

Please note that if utilizing a temporary stage structure, regulations are found under the Occupational Health and Safety Act and enforced by the Ministry of Labour. A resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

SECTION 7: ANIMALS

Will there be a Petting Zoo or Animals at the event? Yes ☐ No ☒

If Yes, the Elgin-St. Thomas Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council. Please attach a copy of the application to this permit application. Please note that such approval may take several weeks.

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

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

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks. _____

Please attach a copy of the Right of Way Occupancy Permit and provide the permit #: _____

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located at www.stthomas.ca/content/official-plan-0. Describe the event and attach a map or sketch.

Do you require traffic control? Yes ☐ No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to direct traffic. Only the police can direct traffic pursuant to the Highway Traffic Act.

Have you contacted the Roads and Transportation Division for:

Barricades	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
No Parking Signs	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Detour Signing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

SECTION 9: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

Have you contacted Parks and Recreation staff about your event? Yes ☐ No ☐ N/A ☒

Have you rented a pavilion/facility and signed a permit? Yes ☐ No ☐ N/A ☒
If yes, please provide the location of the rental and attach a copy of the permit. _____

Do you require picnic tables or garbage cans? Please note that availability and potential costs are at the discretion of the Parks and Recreation Department.

If Yes, how many are you requesting? # of Picnic Tables: 8 Yes ☒ No ☐ N/A ☐ # of Garbage Cans: 5

Have you made arrangements with Environmental Services staff for recycling containers and collection? Yes ☐ No ☒ N/A ☐

Will you require municipal support for: Water Yes ☐ No ☒ N/A ☐
Hydro Yes ☒ No ☐ N/A ☐

Please note that all equipment and extension cords must be in good condition and approved by an accredited certification body under the Ontario Electrical Safety Code or have been inspected by the Electrical Safety Authority. If required, please attach the Electrical Safety Authority documentation and provide the Permit Number: _____

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒
If Yes, please attach a copy of the Permit and provide the Permit Number: _____

SECTION 10: ACCESSIBILITY

As an event organizer, it is your responsibility to ensure that your organization is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Organizations with at least one employee have requirements to meet for accessibility, while an event organized and run entirely by volunteers is not required to comply under the AODA. Please note that directional signage needs to be prominently displayed throughout the event venue to indicate the barrier-free path of travel and location of accessible washrooms and parking. Although not required, the Special Events Committee recommends submitting a site plan to the Municipal Accessibility Advisory Committee for larger events for their review.

SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒
If Yes, what company and how many security officers will be present? _____

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☐ No ☐ N/A ☒
If Yes, please attach documentation providing proof that First Aid services have been retained.

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☐ No ☒

Fireworks: Will there be fireworks as part of your event? Yes ☐ No ☒
If Yes, a permit for exhibition fireworks is required through the Fire Department.

SECTION 12: SIGNATURE

Melisa Moore
(Signature of Individual Completing this Application)

March 30, 2016
(Date completed)

Office Use Only: Application Received: Mar 30/16 Committee Approval: _____

SECTION 13: INSURANCE

A Certificate of Insurance is required providing proof of \$5,000,000 in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted a minimum of two weeks prior to the start of the event. The Special Events Committee reserves the right to impose additional requirements and increased insurance coverage for large community events.

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

Please note that an approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.

STATEMENT OF INDEMINIFICATION

Mental Health Week Fundraiser BBQ organized by Canadian Mental Health Assoc.
(Event Name) (Organizing Group)

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

Mental Health Week Fundraiser BBQ organized by Canadian Mental Health Assoc.
(Event Name) (Organizing Group)

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: Mel Knapp
Name (Print): Mel Knapp

Signed: Kelly Hoogstra
Name (Print): Kelly Hoogstra
Address: 110 Centre St.
Telephone: 519 633-1781 ext. 142
Date: March 30/16
Event Name: Mental Health Week - BBQ
Organizing Group: CHHA, Elgin
Event Dates: May 2, 2016

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SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Downtown Bicycle Festival

Date(s): June 4

Start Time: Set up 7am - Start 9am End Time: End 12pm - Take down 1pm

Location(s): L&PS Corridor and Moore Street

Organizing Group: Downtown Bicycle Festival Planning Committee

Contact Name #1: Laura Crandall #2: Megan Pickersgill

Street Address: 1230 Talbot Street

Town/City: St. Thomas Province: ON Postal Code: N5P 1G9

Phone Number #1: 519-631-9900 x1324 #2: 519-631-1880 x4132

Email Address: lcrandall@elginhealth.on.ca tourism@stthomas.ca

Expected Attendance: 400+ Number of Event Personnel/Volunteers: 12-15

Location and number of washrooms in place: Legends Tavern washrooms + L&PS Station washrooms

Location and Number of Parking Spaces: Moore Street Parking lot

Number of Accessible Washrooms: 3 Number of Accessible Parking Spots: 4

Please describe your specific event. Attach additional sheets as necessary.

Live music, bicycle skills training, bike tune-ups, healthy food options, dance, exercise activities, fun run, bike parade, bike decorating, chalk drawing, raffle prizes, community booths.

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☒ No ☐

If Yes, you must submit the Special Events Notification Form to Elgin St. Thomas Public Health and attach a copy to this permit application.

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SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as part of the event?

Yes ☐

No ☒

If Yes, please specify the number and size of tents. _____

If the tents are larger than 60m² cumulatively, a building permit is required through the Building Division. Please attach a copy of the Permit and provide the Permit Number: _____

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the 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 for Special Events taking place on municipal property.

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

The area where alcohol is being served has to have a 36" (0.9m) high barrier/partition. Please note that there is a no staking policy in all of the City's Parks and Recreation facilities.

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.

Will you be requesting that City Council declare your event a "Municipally Significant Event"?

Yes ☐

No ☒

SECTION 6: MUSIC / NOISE

Will there be a concert or musical entertainment as part of the event?

Yes ☒

No ☐

If Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00 a.m. and 11:00 p.m. so long as the Police are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licensing through SOCAN for events not taking place in a City facility.

Please note that if utilizing a temporary stage structure, regulations are found under the Occupational Health and Safety Act and enforced by the Ministry of Labour. A resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

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SECTION 7: ANIMALS

Will there be a Petting Zoo or Animals at the event? Yes ☐ No ☒
If Yes, the Elgin-St. Thomas Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council. Please attach a copy of the application to this permit application. Please note that such approval may take several weeks.

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

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

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

Moore Street for the duration of the event (up to southern most parking lot entry point). There will also be a bicycle parade which is being coordinated with the St. Thomas police. The fun run will utilize the paved L&PS trail.

** we have been in touch with Dave White about road closure and parade **

Please attach a copy of the Right of Way Occupancy Permit and provide the permit #: _____

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located at www.stthomas.ca/content/official-plan-0. Describe the event and attach a map or sketch.

Parade: start at Moore street - Centre - White - Talbot - and finish back at Moore

Do you require traffic control? Yes ☒ No ☐
If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to direct traffic. Only the police can direct traffic pursuant to the Highway Traffic Act.

Have you contacted the Roads and Transportation Division for:

Barricades	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
No Parking Signs	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Detour Signing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

SECTION 9: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

Have you contacted Parks and Recreation staff about your event? Yes ☒ No ☐ N/A

Have you rented a pavilion/facility and signed a permit? Yes ☐ No ☐ N/A ☒
If yes, please provide the location of the rental and attach a copy of the permit. _____

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Do you require picnic tables or garbage cans? Please note that availability and potential costs are at the discretion of the Parks and Recreation Department.

If Yes, how many are you requesting? # of Picnic Tables: 10 Yes ☒ No ☐ N/A ☐
of Garbage Cans: 3

Have you made arrangements with Environmental Services staff for recycling containers and collection?
Yes ☐ No ☐ N/A ☒

Will you require municipal support for: Water Yes ☐ No ☒ N/A ☐
Hydro Yes ☒ No ☐ N/A ☐

** the hydro connection at the L&PS Corridor must be set up in advance, we would like to ensure this can be done before our event **
Please note that all equipment and extension cords must be in good condition and approved by an accredited certification body under the Ontario Electrical Safety Code or have been inspected by the Electrical Safety Authority. If required, please attach the Electrical Safety Authority documentation and provide the Permit Number: _____

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒
If Yes, please attach a copy of the Permit and provide the Permit Number: _____

SECTION 10: ACCESSIBILITY

As an event organizer, it is your responsibility to ensure that your organization is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Organizations with at least one employee have requirements to meet for accessibility, while an event organized and run entirely by volunteers is not required to comply under the AODA. Please note that directional signage needs to be prominently displayed throughout the event venue to indicate the barrier-free path of travel and location of accessible washrooms and parking. Although not required, the Special Events Committee recommends submitting a site plan to the Municipal Accessibility Advisory Committee for larger events for their review.

SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒
If Yes, what company and how many security officers will be present? _____

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☒ No ☐ N/A ☐
If Yes, please attach documentation providing proof that First Aid services have been retained.

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☒ No ☐

Fireworks: Will there be fireworks as part of your event? Yes ☐ No ☒
If Yes, a permit for exhibition fireworks is required through the Fire Department.

SECTION 12: SIGNATURE


(Signature of Individual Completing this Application)

March 31, 2016
(Date completed)

Office Use Only: Application Received: Mar 31/16 Committee Approval: _____

SECTION 13: INSURANCE

A Certificate of Insurance is required providing proof of \$5,000,000 in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted a minimum of two weeks prior to the start of the event. The Special Events Committee reserves the right to impose additional requirements and increased insurance coverage for large community events.

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

Please note that an approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.

STATEMENT OF INDEMNIFICATION

Downtown Bicycle Festival organized by Elgin St. Thomas Public Health
(Event Name) (Organizing Group)

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

Downtown Bicycle Festival organized by Elgin St. Thomas Public Health
(Event Name) (Organizing Group)

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: Laura Crandall

Name (Print): Laura Crandall

Signed: Megan Pickersgill

Name (Print): Megan Pickersgill

Address: 805 Telbot Street

Telephone: 519-631-1680 x4132

Date: March 31, 2016

Event Name: Downtown Bicycle Festival

Organizing Group: Elgin St. Thomas Public Health

Event Dates: June 4, 2016



Special Events Notification Form

99 Edward Street
St. Thomas, ON N5P 1Y6
Phone: (519) 631-9900
1-800-922-0066
Fax: (519) 633-0468
www.elginhealth.on.ca

Note: Regardless of Exemptions under the Food Premises Regulations, every person who intends to sell food to the public (e.g., BBQ fundraiser, church supper, etc.) must notify the Health Unit in accordance with Section 19(2) of the Health Protection & Promotion Act. Please complete and submit this form at least two weeks prior to the event date to Public Health. Retain a copy of this form for your records; you will NOT be mailed/faxed a copy. IF THERE ARE CONCERNS, THE PUBLIC HEALTH INSPECTOR WILL CALL THE PERSON(S) RESPONSIBLE TO CLARIFY.

Event Information

Name of Event: St. Thomas Down Town Bike Festival Event Location (Address): Moore St. Parking Lot 40 Moore St. St. Thomas
Event Date(s): June 4, 2016 Set Up Date: June 4, 2016
Name of Your Organization: Elgin St. Thomas Public Health Person Responsible: Laura Crandall
Bus. Phone: (519) 631-9900 Home Phone: () Email: lcrandall@elginhealth.on.ca
K 1304

Concession Site:
☐ Tent ☐ Trailer ☐ Church ☐ Business Establishment ☒ Other Outdoor

How is the water supplied?
☐ Municipally Supplied ☐ Well Water Supply ☒ Commercial Bottled Water

Describe handwashing station: must be equipped with liquid soap in a dispenser & paper towels
☐ fixed sink with hot & cold running water ☐ Coffee urn or portable supply with basin to catch waste water ☒ Other Hand sanitizer

What type of sink is provided for manual washing?
☐ 2 compartment dishwashing ☐ 3 compartment dishwashing ☒ Other explain: Plastic utensils - throw away

How will you dispose of waste water?
☐ Plumbed to municipal sewer ☒ collect for disposal in sanitary facility N/A.

How will you keep food hot?
☐ steam table ☐ Warmer ☐ oven ☐ grill ☒ BBQ N/A.

How will you keep food cold?
☐ freezer ☐ refrigerator ☐ ice chests/coolers ☒ Other explain:

How will you dispose of garbage?
☒ Municipal ☐ Other explain:

Is the food prepared in a kitchen inspected by a health unit? If yes, where?
☒ Yes ☐ No ☐ Name of establishment and location: Trinity Anglican Church 55 Southwick St.

Food items to be served: (please list)	Food supplier or store/business where purchased	Address	Phone
1. Bagels	Trinity Anglican Church	55 Southwick St. St. Thomas	()
2. Butter			()
3. Cream cheese			()
4. Fruit tray			()
5.			()

Note: The use and/or sale of uninspected meats & unpasteurized milk/milk products are strictly prohibited.

Signature of person(s) responsible for event: Laura Crandall Date: March 30 /16

EHU 519 (Sep12)

The Personal Information on this Special Events Notification Form is collected under the authority of the Health Protection and Promotion Act and applicable privacy legislation. This information will be used for delivery of public health programs and services and may be used for evaluation or statistical research purposes. Any questions about the collection of this information should be directed to: ESTPH Privacy Officer, 99 Edward Street, St. Thomas, ON N5P 1Y6; (519) 631-9900; Fax: (519) 631-3745; E-mail: etph@elginhealth.on.ca



-48-

75 Main Street North, Princeton, ON N0J 1V0

Phone: 800-265-4000 Fax: 519-458-4366

CERTIFICATE OF INSURANCE


This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

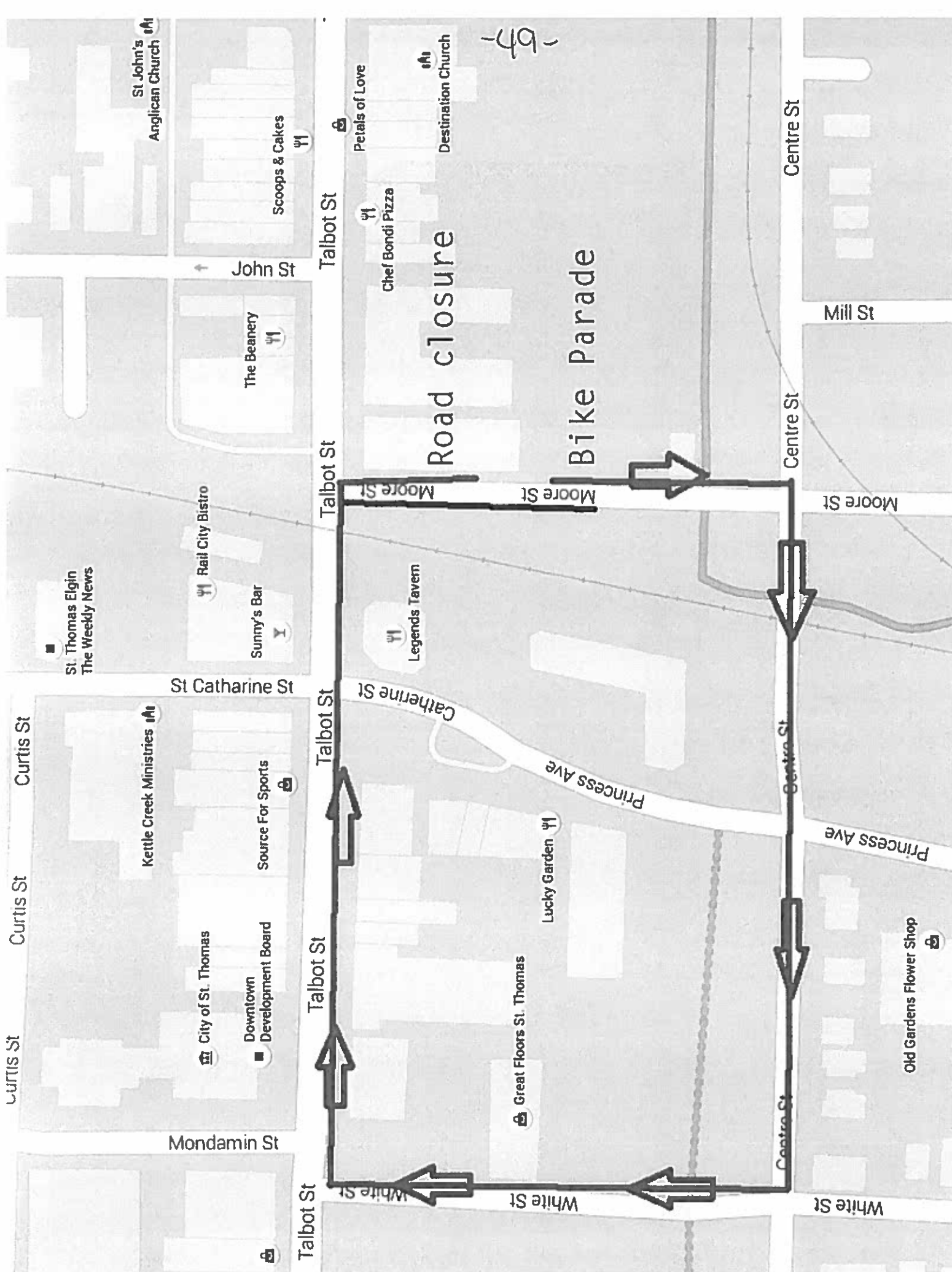
INSURED'S FULL NAME AND MAILING ADDRESS <input type="checkbox"/> Supplementary Schedule	BROKER'S FULL NAME AND MAILING ADDRESS
ELGIN-ST. THOMAS HEALTH UNIT 1230 TALBOT STREET ST. THOMAS, ON N5P 1G9	Underwriting Agent Frank Cowan Company Limited 75 Main Street North Princeton, ON N0J 1V0

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE	EXPIRY DATE	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
HEALTHCARE GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE or <input checked="" type="checkbox"/> OCCURRENCE	Subscribing Companies as Identified in CP98264	May 31, 2016	May 31, 2017	BODILY INJURY & PROPERTY DAMAGE EACH OCCURRENCE	\$5,000,000
<input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS				GENERAL AGGREGATE	
<input checked="" type="checkbox"/> EMPLOYERS LIABILITY				PRODUCTS-COMPLETED OPERATIONS AGG	
<input checked="" type="checkbox"/> PERSONAL INJURY				PERSONAL INJURY	INCLUDED
<input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY				MEDICAL PAYMENTS (Any One Person)	
<input type="checkbox"/> NON-OWNED AUTO <input type="checkbox"/> HIRED AUTOMOBILES				TENANTS LEGAL LIABILITY	INCLUDED
<input checked="" type="checkbox"/> PROFESSIONAL / MALPRACTICE LIABILITY				NON-OWNED AUTO	
<input checked="" type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> BLANKET CONTRACTUAL				PROFESSIONAL / MALPRACTICE LIABILITY	INCLUDED
<input type="checkbox"/> ENVIRONMENTAL LIABILITY <input type="checkbox"/> CLAIMS MADE				OCCURRENCE	AGGREGATE
				LIMIT	AGGREGATE
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE					
				BODILY INJURY AND PROPERTY DAMAGE COMBINED	
				BODILY INJURY (Per Person)	
				BODILY INJURY (Per Accident)	
				PROPERTY DAMAGE	
OTHER <input type="checkbox"/> CLAIMS MADE or <input type="checkbox"/> OCCURRENCE					
<input type="checkbox"/>				LIMIT	AGGREGATE
<input type="checkbox"/>				LIMIT	DEDUCTIBLE
<input type="checkbox"/>				OCCURRENCE	AGGREGATE
PROPERTY <input type="checkbox"/> PROPERTY 'ALL RISKS' <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Supplementary Schedule					
				Valuation	
				BLANKET	
				Deductibles ALL OTHER	
				EARTHQUAKE	FLOOD
ADDITIONAL INSURED NAME <input type="checkbox"/> Supplementary Schedule	DESCRIPTION OF OPERATIONS / LOCATIONS / AUTOMOBILES / SPECIAL ITEMS				
	PROOF OF INSURANCE WITH RESPECT TO THE EVENTS PERMIT WITH THE NAMED INSURED FOR THE BIKE FESTIVAL ON JUNE 4, 2016				
Fax	Interest to Insured				
CERTIFICATE HOLDER - NAME AND MAILING ADDRESS				CANCELLATION	
CITY OF ST. THOMAS				Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named on the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its brokers or representatives.	
SUBSCRIBING COMPANIES ON BEHALF OF FRANK COWAN COMPANY LIMITED, AS MANAGING GENERAL AGENT INCLUDING BUT NOT LIMITED TO:					
The Guarantee Company of North America					
Temple Insurance Company					
Underwriters at Lloyds of London					
				9	March 24, 2016

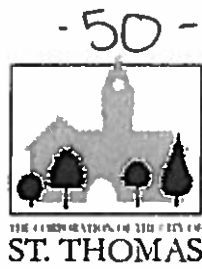


Road closure

Bike Parade

49-

City of St. Thomas
Received
FEB 24 2016
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 RIB FEST
Date(s): JULY 9, 10, 11 Start Time: 4PM, 11AM, 11AM End Time: 11PM, 11PM, 7PM
Location(s): PINAFORE PARK
Organizing Group: NORTHERN HEAT RIB SERIES
Contact Name: JUSTIN BROWN
Address: 40 CRESENT AVE
Town/City: ST THOMAS Postal Code: N5P 2K3
Phone Number: (519) 636-4037 Cell Phone Number: SAME
Fax Number: _____ Email Address: justin@northernheatribseries.ca
Expected Attendance: 10,000
Location and number of washrooms in place: PORTA JOHNS ON-SITE (13)
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: (8) 10' x 10'

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

FREE to the public. Food and drinks will be available. Bouncy castles for children. Bubble soccer and face painting. Licensed area. ~~Feast and fireworks~~. WOULD LIKE TO DISCUSS POSSIBILITY OF MIDWAY

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?

Yes ☒ No ☐ N/A ☐

If yes, what company and how many security officers will be present? DOMINION SECURITY

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: Handicap washrooms will be available as well as designated parking. Pathways are used strategically when setting up event layout.

Volunteers:

Will you have volunteers trained in traffic control?

Yes ☒ No ☐ N/A ☐

If yes, how many? 5 / Day

Other types of volunteers and number: Kid Zone, Green Team (garbage), set up, tear down (30-40)


(Signature of Individual completing this application)

Oct 28, 2015
Date of application

Contacts:

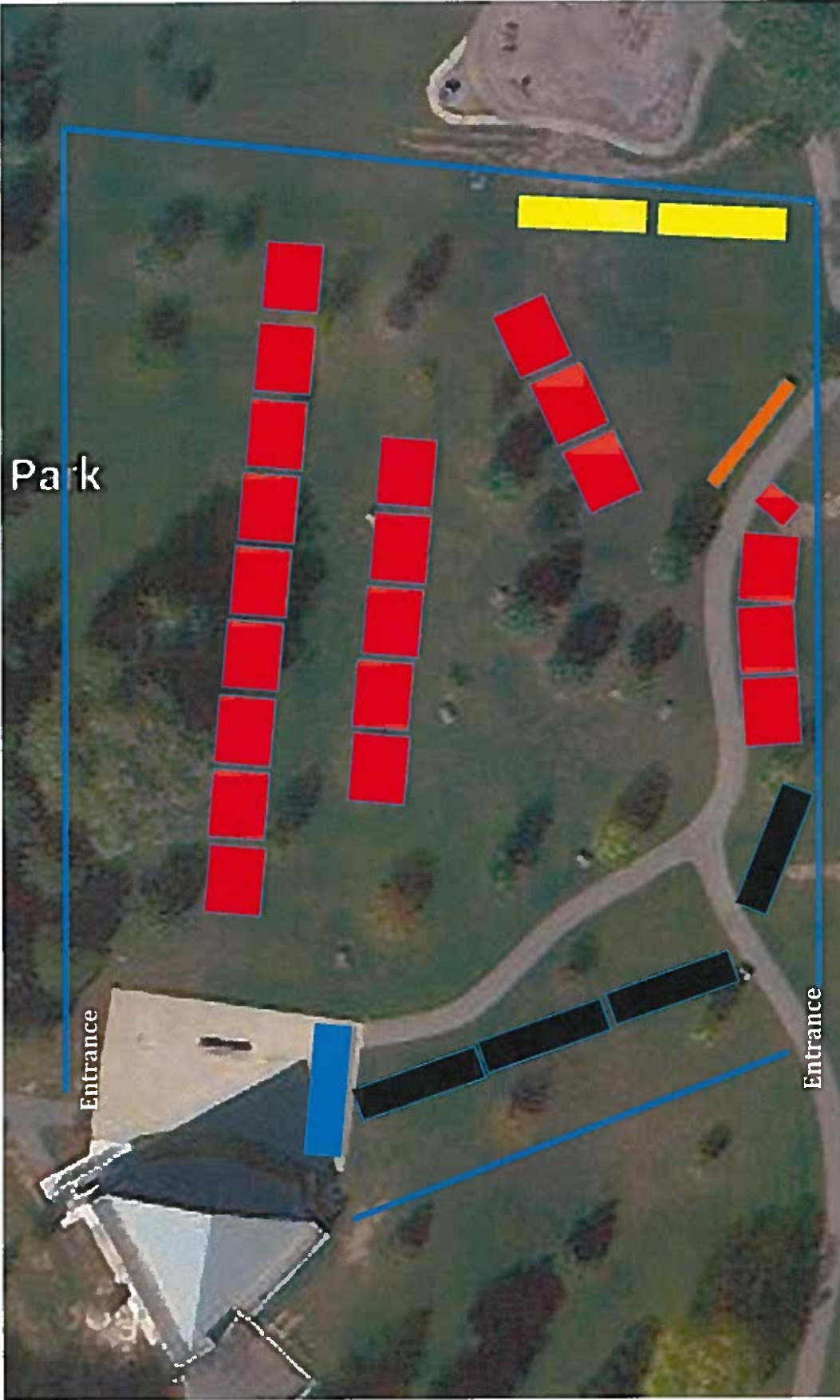
- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |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

2016 ST THOMAS RIB FEST SITE PLAN



- Ribber's
- Food/Craft Vendors
- Toilets
- Bar
- Kid Zone
- SOP Area

St Thomas Rib Fest

2016 Operational Plan

October 2015
Justin Brown

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Event Intro

St Thomas Rib Fest is a family oriented food and music festival taking place at TPinafore Park in St Thomas, on July 9, 10, 11, 2016. The event is FREE OF CHARGE and the focus of the event is to bring the community together in a common place to enjoy the summer weather.

The event will feature 20 food vendors; each providing unique food offerings. The feature of the event is the professional rib teams that come in from across Canada.

Live music and entertainment will take place on the event's stage located on-site. Entertainment will consist of rock/country bands and line dancing performances.

St Thomas Rib Fest will feature an SOP area on-site. This area will be patrolled by paid duty police officers as well as a professional security team.. Government issued I.D will be required in order to purchase alcohol. Those that are not 19+ will not be able to consume alcohol within the SOP area.

St Thomas Rib Fest aims to produce a family event that the community can be proud of and bring back annually.

Dates and Times:

Friday (4PM – 11PM)

Saturday (11AM – 11PM)

Sunday (11AM – 11PM)

Company Background

St Thomas Rib Fest is part of the Northern Heat Rib Series which consists of 7 events across Ontario. St Thomas Rib Fest, the original event in the series has won the Spirit of St Thomas Award for #1 event in both 2014 and 2015. Our organization aims to produce this quality of event each and every time.

Food on Site

St Thomas Rib Fest will offer an array of food options for its attendees. These options will be available throughout the event on the following dates and times:

Friday (4PM – 11PM)

Saturday (11AM – 11PM)

Sunday (11AM – 11PM)

The food options available will be:

Ribs

Pulled Pork

Chicken

Poutine/French Fries

Hamburgers

Hot Dogs/Sausages

Blooming Onion

Ice Cream

Lemonade

Slushies

Funnel Cake

Candy

Age of Majority

People wishing to purchase 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. The SOP area will be all ages.

Attendees will be asked to provide ID at point of entrance. Attendees that are under 19 or look under 25 years of age will not receive a wristband indicating they need to present ID at point of purchase.

Security guards as well as Paid Duty officers will be tasked with patrolling the SOP area for under age drinking. St Thomas Rib Fest will make this easier by placing colored wristbands on attendees that of legal age (19+). Any one that is spotted with an alcoholic beverage that does not have a wristband will be approached and ID'd. If they are under 19 they will have the drink confiscated and will be escorted out of the event. If they are of age (19+) they will be allowed to keep their drink.

If someone is caught passing an alcoholic beverage to some one that is under the legal age (19) they will be escorted out of the event.

Lighting – St Thomas Rib Fest will rent high-powered stadium style lighting from Little Electric. These light towers will be placed so that they light the SOP area. Lighting will be sufficient that police and security are able to distinguish faces and properly ensure that under age drinking is not taking place.

Checking I.D

We will have three (3) security guards present at the entrance to the SOP area checking for ID, putting on wristbands and operating a clicker.

Attendees without wristbands will have to present ID at point of purchase to prove they are (19+) if they wish to consume alcohol. Servers will be smart serve qualified.

Process for guards: Step #1 – If the person looks identifiably over 19 years of age let them pass and give them a wristband. Step #2 Ask all individuals that look 25 years of age and under for valid photo ID. Step #3 Proceed to give them a bracelet if they are (19+).

Process for servers: Step #1 – Check individual for wrist band at point of purchase. Step #2 – If the individual does not have a wristband then ask them to provide valid photo ID

Four (4) guards will be monitoring the area for underage drinking and over consumption. One (1) guard will be patrolling the perimeter of the

event. Security will ask for ID any time they see someone without a wristband having an alcoholic drink.

Serving Practices

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

Alcohol Tickets – (2-3) staff will be selling drink tickets

of Servers – There will be 3-4 smart serve certified servers working the bar

Price of alcohol tickets – Single drink ticket **(\$5)**

Maximum of four (4) 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.

Alcohol will be served in cans and clear plastic cups.

Non-alcoholic drinks will be served in colored plastic cups

Type of Alcohol to be Served – St Thomas Rib fest will serve the following: beer, cider, 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

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

Alcohol Ticket Refund Policy – All alcohol tickets may be refunded at point of purchase until 45 minutes after the event ends each day. All staff will be made aware of this policy. Patrons will be able to ask security for information as they will have knowledge of the policy as well.

Schedule for Alcohol Servers – (Please see attached schedule)

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

Over-intoxication

St Thomas Rib Fest will only hire bar staff that are smart serve certified and trained in proper serving practices. They will be on constant watch for over consumption and notify security/police should an issue arise.

Servers are trained to monitor consumption and watch for tell tale signs of over consumption. Food will be available at all time during the event

Security and off duty police will be patrolling the SOP area, watching for individuals who show signs of over-intoxication.

If someone shows signs of overconsumption they will no longer be permitted to consume alcohol at St Thomas Rib Fest. They will be given a water and asked to vacate the event. St Thomas Rib Fest will call a taxi for the individual and have them escorted to the taxi by off duty police.

If the individual has a designated driver, police will escort them to the vehicle and ensure that the individual does not drive drunk.

Security

Estimated Attendance – We are expecting the entire event to attract 2,000 per day.

Number of Volunteers – We will have 12 volunteers present in the SOP area

Number of Licensed Private Security (Dominion Security) – There will be EIGHT (8) 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 checking for ID, putting on wristbands and operating a clicker. Four (4) guards will be monitoring the area for underage drinking and

over consumption. One (1) guard will be patrolling the perimeter of the event. Security will ask for ID any time they see someone without a wristband having an alcoholic drink.

Number of Paid Duty Police Officers – We will have paid duty police officers on-site. They will be sourced from the St Thomas Police Department/OPP. Their schedule is as follows:

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

Lighting – St Thomas Rib Fest will rent high-powered stadium style lighting from Little Electric. These light towers will be placed so that they light the SOP area. Lighting will be sufficient that police and security are able to distinguish faces and properly ensure that under age drinking is not taking place.

Fence Type and Height – Six (6)-foot high Moduloc metal fencing surrounding the entire SOP area.

Lost Child Contact Area/Procedure – In the event of a lost child, OPP will be notified immediately. An announcement will be made over the PA to help locate the children or have them come to the stage. If the child is not located, the police will be continue to take control of the matter
Schedule of Security Guards – **(Please see attached schedule)**

Washrooms

St Thomas Rib Fest will provide portable washrooms and hand wash stations for the patrons inside the SOP area. There will be (1) handicap and (7) standard washroom units located inside the SOP area.

Washrooms will be serviced by the sanitization company daily.

Emergency Vehicle Plan

Note: In case of an emergency, an announcement will be made over the PA notifying people to clear the roadway for vehicles to pass.

Fire – St Thomas Rib Fest will leave a clear path through the event for easy access of Fire safety vehicles. The access road leading from the main parking lot will be left unobstructed to ensure access for vehicles. Should anything block the road way, security will ensure that it is removed. Announcements will be made over the PA on the main stage notifying attendees of the blocked passageway and ask that it be removed.

EMS - St Thomas Rib Fest will leave a clear path through the event for easy access of EMS safety vehicles. The access road leading from the main parking lot will be left unobstructed to ensure access for vehicles. Should anything block the road way, security will ensure that it is removed. Announcements will be made over the PA on the main stage notifying attendees of the blocked passageway and ask that it be removed.

On-site EMS: if required, St Thomas Rib Fest will utilize the services of *Spectrum Event Medical Services* for on-site emergency services. A proof of contract will be provided 30 days prior to the event confirming the booking of said services.

Police - St Thomas Rib Fest will leave a clear path through the event for easy access of Police safety vehicles. The access road leading from the main parking lot will be left unobstructed to ensure access for vehicles. Should anything block the road way, security will ensure that it is removed. Announcements will be made over the PA on the main stage notifying attendees of the blocked passageway and ask that it be removed.

Fire Safety Plan

In the event of a fire, call 911 immediately and notify the Fire Department. Extinguishers are located at the entrance to the SOP, the Rib Trailers, and behind the bar.

Notify the paid duty officers on-site of the situation. Make an announcement over the PA notifying patrons to vacate the area of the fire and to leave a path for emergency vehicles.

Waste Management

Special event garbage stations will be placed throughout the SOP area. These will be serviced throughout the event and bags will be replaced as they become full.

The St Thomas Rib Fest "Green Team" will be responsible for doing mandatory sweeps of the event checking for overflow every 40 minutes. Waste will be sorted and put into separate bins

Tables and Chairs

Tables and chairs will be provided by St Thomas Rib Fest. We will utilize event grade, plastic banquet tables and chairs. There will be approximately 100 tables and 500 chairs located within the SOP area.

Food Safety

There will be a variety of different food being offered for sale during hours of operation (i.e. hot dogs, hamburgers, pizza, sandwiches, snack foods, etc.). Food offerings will be provided by various gourmet food trucks, community groups and local Elgin County food vendors. The event, its operators, and any vendor shall meet the requirements of the Health Protection and Promotion Act, its associated regulations and the applicable requirements under the Ontario Public Health Standards.

Each vendor will provide the appropriate cooking, heating and holding units ranging from propane BBQ's and ovens to full kitchens housed inside their food trucks. All food vending operations will adhere to Elgin County District Health Unit's (ECDHU) licensing and guidelines.

Water Safety

A potable water supply must be available for hand sinks, utility sinks and any sinks designated for food preparation, cleaning and disinfection. This supply must be continuous during the event's hours of operation.

If the water supply is from a private well, not municipally run, it must be tested and approved by the Elgin County District Health Unit (ESTPH) prior to the event.

If potable water is to be transported to the site, the names and phone numbers of the water haulers are to be provided to ESTPH at least 15 days prior to the event.

The equipment used by water haulers and the source of their supply shall be inspected and / or approved by ESTPH prior to the event.

The method of distribution of potable water to patrons shall be approved by ESTPH prior to the event. Food grade hoses must be used. Distribution points shall be in such numbers as deemed necessary by ESTPH and shall be accessible, conveniently located to the public and vendors, and clearly identified.

Smoke Free Ontario

This event will be operated in accordance with the Smoke-Free Ontario Act(SFOA). Violators may be charged with fines commencing at \$305.00 and/or removed from the event.

PATIOS/FOOD SERVICE AREAS - Smoking is prohibited on patios where food and drink is served including outdoor areas where seating and tables are provided for patrons to consume their meal or beverage.

SIGNS - Event organizers will post SFOA no-smoking signs as required by law.

BUILDINGS AND WORK VEHICLES - Smoking is prohibited inside buildings and work vehicles at the event.

TOBACCO SALES - Cigarettes and other tobacco products cannot be sold at the event without regulatory compliance with the SFOA and the Tobacco Tax Act as enforced by health unit tobacco enforcement and the Ministry of Finance.

TOBACCO PROMOTION - Tobacco brands and products cannot be promoted or displayed at the event.