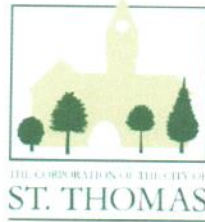


Councillor Wookey  
Chair



**Special Events Committee**

c/o Breanna Pawlak  
City Clerk's Dept, 545 Talbot St.,  
St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4125  
Fax: (519) 633-9019  
Email: bpawlak@stthomas.ca

## **SPECIAL EVENT PERMIT APPLICATION**

### **INTRODUCTION**

The City of St. Thomas Special Events Committee strives to help co-ordinate and maintain high standards, which are applicable and beneficial to all parties involved in a special event. Please complete the following steps in order to file this application:

1. Review the Festivals and Events Manual and ensure all requirements pertinent to your event are fulfilled prior to filing this application with the City Clerk's Department. There are further resources and guides under the Special Events Permits page on the City's website.
2. Complete the application. If you have any questions about a particular area, there is a Key Contacts section located below. **\*\*All information and materials submitted for the application shall be made available to the public.\*\***
3. Attach a site plan map or sketch showing the location of the event, identifying any associated activities, vendors, and required road closures if applicable, as well as standard and accessible washrooms, tents and parking.
4. Complete the Statement of Indemnification form and submit your Certificate of Insurance a minimum of two weeks prior to the start of the event.

**NOTE: Applications must be received in the City Clerk's Department a minimum of twelve (12) weeks prior to the event. The Special Events Committee meets monthly if required.**

### **KEY CONTACTS**

Alcohol and Gaming Commission of Ontario	416-326-8700 <a href="mailto:customer.service@agco.ca">customer.service@agco.ca</a>
Smart Serve Ontario	1-877-620-6082 <a href="mailto:info@smartserve.ca">info@smartserve.ca</a>
City Clerk's Dept – Municipally Significant Event	519-631-1680 ext. 4100 <a href="mailto:customerservice@stthomas.ca">customerservice@stthomas.ca</a>
Chamber of Commerce	519-631-1981 <a href="mailto:mail@stthomaschamber.ca">mail@stthomaschamber.ca</a>
Downtown Development Board	519-633-5248 <a href="mailto:earl-taylor@coldwellbanker.ca">earl-taylor@coldwellbanker.ca</a>
Electrical Safety Authority	1-877-372-7233 <a href="mailto:Eric.Kingston@electricalsafety.on.ca">Eric.Kingston@electricalsafety.on.ca</a>
Elgin-St. Thomas Public Health	519-631-9900 <a href="mailto:APowell@elginhealth.on.ca">APowell@elginhealth.on.ca</a>
Emergency Medical Services (Ambulance Services)	519-637-3098 <a href="mailto:pauline.meunier@memseo.com">pauline.meunier@memseo.com</a>
Public Works Dept – Roads, Animals	519-631-1680 ext. 5130 <a href="mailto:dwhite@stthomas.ca">dwhite@stthomas.ca</a>
Planning & Building Services	519-631-1680 ext. 4160 <a href="mailto:cpeck@stthomas.ca">cpeck@stthomas.ca</a>
Environmental Services - Waste Management	519-631-1680 ext. 4258 <a href="mailto:mshannon@stthomas.ca">mshannon@stthomas.ca</a>
Fire Department – Fireworks, Fire Prevention	519-631-0210 <a href="mailto:btodd@stthomas.ca">btodd@stthomas.ca</a>
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161 <a href="mailto:gchapman@stthomas.ca">gchapman@stthomas.ca</a>
Parks and Recreation – Property Mgmt, Hydro	519-631-1680 ext. 4180 <a href="mailto:tbridge@stthomas.ca">tbridge@stthomas.ca</a>
Parks, Rec and Property Mgmt Department	519-633-7112 <a href="mailto:mrunk@stthomas.ca">mrunk@stthomas.ca</a>
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141 <a href="mailto:bcarnegie@stps.on.ca">bcarnegie@stps.on.ca</a>
Railway City Tourism	519-631-1680 ext. 4132 <a href="mailto:tourism@stthomas.ca">tourism@stthomas.ca</a>
St. John's Ambulance (First Aid)	519-633-2290 <a href="mailto:st.thomas@on.sja.ca">st.thomas@on.sja.ca</a>
Treasury Department – Insurance	519-631-1680 ext. 4105 <a href="mailto:jblackmore@stthomas.ca">jblackmore@stthomas.ca</a>

## SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: DAY OUT WITH THOMAS (2017)  
Date(s): JULY 15, 16 + 21, 22, 23, 2017  
Start Time: 8 am End Time: 6 pm  
Location(s): 80 WILSON AVE. - ST. THOMAS ELGIN MEMORIAL CENTRE  
Organizing Group: ELGIN COUNTY RAILWAY MUSEUM  
Contact Name #1: DAWN MISKELLY #2: JEREMY LOCKE  
Street Address: 225 WELLINGTON STREET  
Town/City: ST. THOMAS Province: ON Postal Code: N5R 2S6  
Phone Number #1: 519-637-6284 #2: 226-234-2939  
Email Address: dawnm@ecrm5700.org

Expected Attendance: 18,000 Number of Event Personnel/Volunteers: 300+ OF THE EVENT  
(3,000 to 4,000 PER DAY) <sup>OVER COURSE</sup>

Location and number of washrooms in place: ARENA → PUBLIC WASHROOMS OFF AUDITORIUM

+ PETER LYNCH HALLWAY, 2 ACCESSIBLE IN WEST HALLWAY. OUTSIDE PORTABLE RENTALS → 11 WASHROOMS + 2 WHEELCHAIR, AND SINK STATIONS

Location and Number of Parking Spaces: 650 + AVAILABLE SPACES. UTILIZING

FRONT LOT OF ARENA, ADJACENT GRAVEL LOT + PROPERTY TO SOUTH, STREET PARKING IN AREA

Number of Accessible Washrooms: 4 Number of Accessible Parking Spots: 16

Please describe your specific event. Attach additional sheets as necessary. DAY OUT WITH THOMAS IS

A FUN-FILLED FAMILY EVENT THAT GIVES FANS THE CHANCE TO CLIMB

ABOARD FOR A 25-MINUTE TRAIN RIDE LED BY EVERYONE'S FAVOURITE #1

BLUE ENGINE - THOMAS! VISITORS CAN ALSO MEET SIR TOPHAM HATT, AND

ENJOY A DAY FULL OF ACTIVITIES INCLUDING, CRAFTS, TEMPORARY TATTOOS,

LIVE MUSIC, MAGIC, PUPPETS, BUBBLES, INFLATABLE BOUNCERS, TRAIN TABLES

## SECTION 2: FOOD AND BEVERAGE

STORIES AND MORE!

Will food of any kind be available at this event?

Yes ☒

No ☐

If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)

WE ARE BOOKING A VARIETY OF FOOD VENDORS FOR THE EVENT. THEY ARE REQUIRED TO SUBMIT THEIR NOTIFICATIONS TO THE HEALTH UNIT AS PART OF THEIR CONTRACTS.



### SECTION 3: TENTS

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

BOTH

Yes ☒ No ☐

If Yes, please specify the number and size of tents. LIST OF TENTS ATTACHED

AND MARKED ON DIAGRAMS (#1, #2, #3)

If the tents are larger than 60m<sup>2</sup> cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: SUBMITTED APRIL 28, 2017

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, Rec and Property Management 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, Recreation and Property Management 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.

DONE

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. *\* ATTACHED*

*\* HAND WASHING / SANITIER STATION WILL BE BESIDE THE PETTING ZOO AREA. Attach #4*

## 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 under the Special Events page on the City website. 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 Public Works Department for:

*YES - CONFIRMED WITH DAVE WHITE APRIL 26/17*

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, Rec and Property Management 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.

*#12679*



Do you require picnic tables or garbage cans? Please note availability is at the discretion of the Parks, Rec and Property Management Dept and that delivery/pick up is the responsibility of the event organizer.

Yes ☒ No ☐ N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: 15 # of Garbage Cans: 16

*\*SPECIAL REQUEST - FOR DELIVERY AND PICK-UP PLEASE\**

Apr 25 Have you made arrangements with Environmental Services staff for recycling containers and collection?  
→ EMAILED REQUESTING ADDITIONAL BINS FOR OUTSIDE. WILL USE SORTING STATIONS INSIDE MEMORIAL ARENA

Yes ☒ No ☐ N/A ☐

Will you require municipal support for:

Water Yes ☒ No ☐ N/A ☐  
Hydro Yes ☒ No ☐ N/A ☐

ACCESS TO TAPS FOR EXTERNAL WATER HOOD-UP  
PORTABLE HYDRO PANEL REQUESTED FROM PARKS + REC APRIL 25/17

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: CONTRACTED TO MACKINNON ELECTRICAL SERVICES

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. 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.

→ SUBMITTED APRIL 27/17

## SECTION 11: OTHER SERVICES/RESOURCES

SITE FULLY FENCED JULY 14 - 24/17

Security: Has a privately licenced security firm been contacted/retained? Yes ☒ No ☐

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

ON-SITE 24 HRS JULY 14 - 24/17 1 GUARD DAYTIME, 2 GUARDS + CAR OVERNIGHT

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.

Attach # 6

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? EMAILED APRIL 27/17 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

That the information contained in this application and any documentation, including reports, and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, I hereby consent to the City of St. Thomas making this application and its supporting

documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third parties upon their request.

H. Dawn Miskelly  
(Signature of Individual Completing this Application)

April 27/17  
(Date completed)

Office Use Only: Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_

**SECTION 13: INSURANCE**

Attach #7

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**

DAY OUT WITH THOMAS organized by ELGIN COUNTY RAILWAY MUSEUM  
(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

DAY OUT WITH THOMAS organized by ELGIN COUNTY RAILWAY MUSEUM  
(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: Hilary Fagan

Name (Print): Hilary Fagan

Signed: H. Dawn Miskelly

Name (Print): H. DAWN MISKELLY

Address: 225 WELLINGTON STREET

Telephone: 519-637-6284

Date: APRIL 27, 2017

Event Name: DAY OUT WITH THOMAS

Organizing Group: ELGIN COUNTY RAILWAY MUSEUM

Event Dates: JULY 15, 16, 21, 22, 23 - 2017



Attach #1

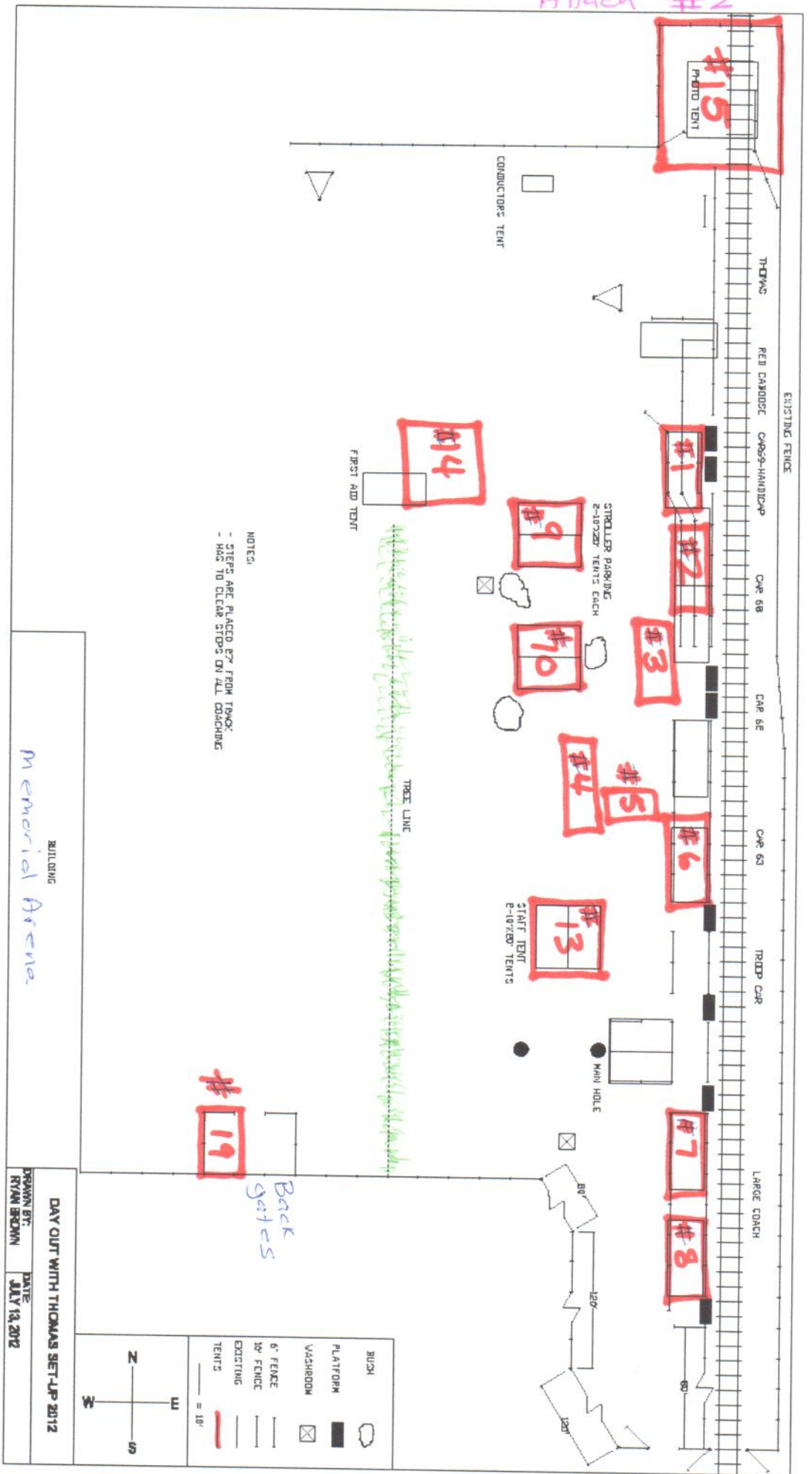
# 2017 Day Out With Thomas Tent Permit Map Legend

July 15 - 23, 2017

April 25, 2017

Location Number	Tent Size	Tent Activity	Items Under Tent	Own/Rental
1	12'x26'	Queue Area for Train Boarding	Fencing and People	Own
2	12'x26'	Queue Area for Train Boarding	Fencing and People	Own
3	12'x26'	Queue Area for Train Boarding	Fencing and People	Own
4	12'x26'	Queue Area for Train Boarding	Fencing and People	Own
5	12'x26'	Queue Area for Train Boarding	Fencing and People	Own
6	12'x26'	Queue Area for Train Boarding	Fencing and People	Own
7	12'x26'	Queue Area for Train Boarding	Fencing and People	Own
8	12'x26'	Queue Area for Train Boarding	Fencing and People	Own
9	12'x26'	Stroller Parking Area for Train	Strollers and People	Own
10	12'x26'	Stroller Parking Area for Train	Strollers and People	Own
11	10' x 10'	Misty Island - Cool Down Area	Water, People, Cool Mist apparatus	Own
12	10' x 10'	Misty Island - Cool Down Area	Water, People, Cool Mist apparatus	Own
13	20' x 20'	Train Boarding Volunteer Rest Area	Picnic Tables, Coolers, People	Rent
14	15' x 15'	First Aid Tent	Tables, Chairs, People	Rent
15	50' x 32'	Storage for Thomas and Photo Queue Area	Fencing, People, and Train	Rent
16	20' x 40'	Kennedy's Kridders - small animals & reptiles	Animals (tanks and cages), Hay Bales, People, tables	Rent
17	20' x 40'	Ride On Toys	Hay Bales, Ride On Toys, People	Rent
18	40' x 60'	Sheltered Dining Area	Tables, Chairs, People	Rent
19	10' x 10'	Fete - Stall for Security (back gate)	Tables, Chairs, People	Rent
20	15' x 15'	Children's Activities - Bubble Zone	Tables, Chairs, People, bubble machines	Rent
21	10' x 10'	Fete - Stall for Security (Entrance Gate)	Tables, Chairs, People	Rent
22	10' x 10'	Fete - Stall for Security (Exit Gate)	Tables, Chairs, People	Rent
23	10' x 10'	Parking Staff Resting Area	Tables, Chairs, People	Rent

Attach #2

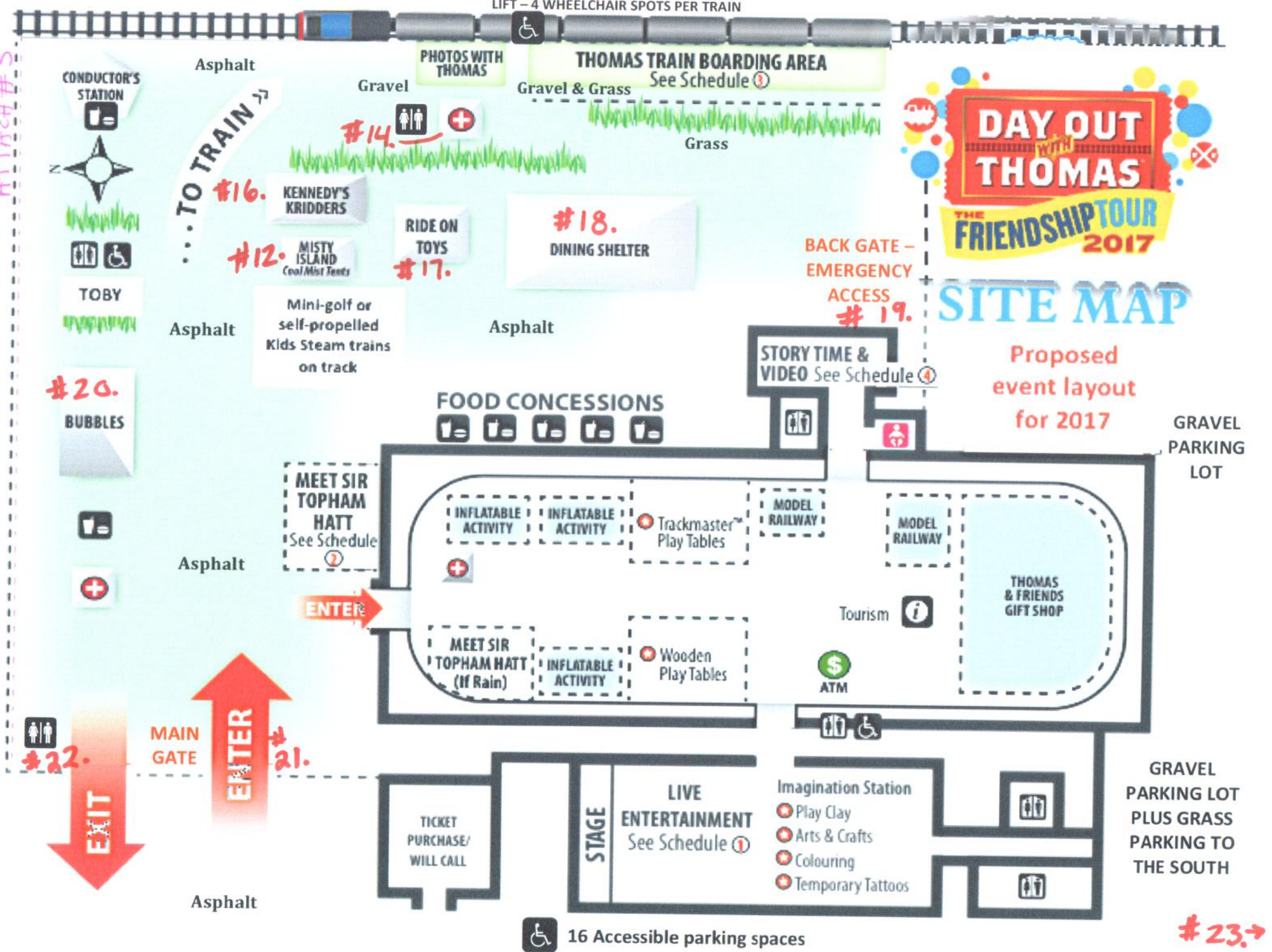


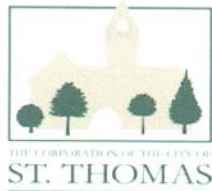
Day Out With Thomas - Train Boarding Area TENT LAYOUT - SCHEDULE 2



ATTACH #3

LIFT - 4 WHEELCHAIR SPOTS PER TRAIN





Attach #4

**Corporation of the City of St. Thomas**

**APPLICATION FOR TEMPORARY EXEMPTION TO ANIMAL CONTROL BY-LAW 71-2011**

This application to be filed with the City Clerk and must be accompanied with a \$20.00 cash fee.

I/We hereby apply to the Council of the Corporation of the City of St. Thomas for a temporary exemption to section 6.1 of Animal Control By-Law 71-2011 as outlined in this application.

1. Name of Applicant Dawn Miskelly c/o Day Out With Thomas – Elgin County Railway Museum  
Address 225 Wellington Street, St. Thomas, ON N5R 2S6  
Telephone 519-637-6284
2. Is the applicant the Owner of the land? YES \_\_\_\_\_ NO X – Special event to be held at Memorial Arena grounds  
If not, proof of Owner's consent must be filed with the application.
3. Type and number of Animal(s) 1 Boa constrictor, 1 Ball python, 1 Corn snake, 1 Crocodilian, 1 Green iguana, 1 bearded dragon, 2 Emperor scorpions, 1 Rose haired and 1 salmon bird eater tarantula. Petting ring includes 2-3 ducks, 2-3 chickens, 1 African tortoise and a ferret.
4. Proposed use of Animal(s) \_\_\_\_\_ Educational and petting zoo.
5. Proposed location of Animal(s) Outdoor under tent – 80 Wilson Ave – Memorial Arena Grounds
6. Will the Animal(s) be re-located during the exemption period. YES X NO \_\_\_\_\_  
If so, where? All animals will return home with their handlers to Dorchester each & every night
7. Date(s) the Animal(s) will be in the City July 15, 16 and 21, 22, 23 - 2017
8. List the names and addresses of the neighbours you have notified of your intent to apply for this temporary exemption. If necessary, please use the back of the form.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dawn Miskelly  
Signature of Applicant

If you wish to provide any further information, please attach on a separate page.

No two requests from one individual or group are permitted within a six month period.  
Exemptions may be granted by Council for a maximum period of 4 days.  
Applicants must comply with Federal, Provincial, and Municipal regulations pertaining to the care and control of Animals.





City of St. Thomas - Parks and Recreation  
P.O. Box 520, 545 Talbot Street  
St. Thomas, ON N5P 3V7  
Phone: (519) 633-7112 Fax: (519) 633-9272  
**Scheduling Invoice**

Creation Date: Thu Jan 19, 2017

Invoice #: 12679

PAYEE: Dawn Miskelly  
St. Thomas Railway Museum  
P.O. Box 20062  
225 Wellington Street  
St. Thomas, Ontario, Canada  
N5P 4H4

Total Amount Due: \$15,320.26

Amount Paid: \$0.00

**Balance Due: \$15,320.26**

Client #: 768  
Phone 1: (519) 637-6284  
Event: Day Out With Thomas 2017

Account #:  
Phone 2:

Email: dawnm@ecrm5700.org  
Fax:

10698 4131 RT0001

## Facility

Facility Name	Description	Date	Time	Price	
St. Thomas Elgin Memorial Community Centre - Meeting Spaces - Auditorium					
Daily Rate 2017/18 - \$684.73 Daily Rate					
		Sat Jul 15, 2017	08:00AM - 11:00PM	\$684.73	H
		Sun Jul 16, 2017	08:00AM - 11:00PM	\$684.73	H
		Fri Jul 21, 2017	08:00AM - 11:00PM	\$684.73	H
		Sat Jul 22, 2017	08:00AM - 11:00PM	\$684.73	H
		Sun Jul 23, 2017	08:00AM - 11:00PM	\$684.73	H
Non Event Rate 2017/18 - \$68.47 Daily Rate					
		Mon Jul 10, 2017	08:00AM - 11:00PM	\$68.47	H
		Tue Jul 11, 2017	08:00AM - 11:00PM	\$68.47	H
		Wed Jul 12, 2017	08:00AM - 11:00PM	\$68.47	H
		Thu Jul 13, 2017	08:00AM - 11:00PM	\$68.47	H
		Fri Jul 14, 2017	08:00AM - 11:00PM	\$68.47	H
		Mon Jul 17, 2017	08:00AM - 11:00PM	\$68.47	H
		Tue Jul 18, 2017	08:00AM - 11:00PM	\$68.47	H
		Wed Jul 19, 2017	08:00AM - 11:00PM	\$68.47	H
		Thu Jul 20, 2017	08:00AM - 11:00PM	\$68.47	H
		Mon Jul 24, 2017	08:00AM - 11:00PM	\$68.47	H
		Tue Jul 25, 2017	08:00AM - 11:00PM	\$68.47	H
		Wed Jul 26, 2017	08:00AM - 11:00PM	\$68.47	H
		Thu Jul 27, 2017	08:00AM - 11:00PM	\$68.47	H
<b>Facility Subtotal:</b>				<b>\$4,313.76</b>	
St. Thomas Elgin Memorial Community Centre - Meeting Spaces - Peter J. Lynch Room					
Daily Rate 2017/18 - \$244.56 Daily Rate					
		Sat Jul 15, 2017	08:00AM - 11:00PM	\$244.56	H
		Sun Jul 16, 2017	08:00AM - 11:00PM	\$244.56	H
		Fri Jul 21, 2017	08:00AM - 11:00PM	\$244.56	H
		Sat Jul 22, 2017	08:00AM - 11:00PM	\$244.56	H
		Sun Jul 23, 2017	08:00AM - 11:00PM	\$244.56	H
Non Event Rate 2017/18 - \$24.46 Daily Rate					
		Mon Jul 10, 2017	08:00AM - 11:00PM	\$24.46	H
		Tue Jul 11, 2017	08:00AM - 11:00PM	\$24.46	H
		Wed Jul 12, 2017	08:00AM - 11:00PM	\$24.46	H

Thu Jul 13, 2017	08:00AM - 11:00PM	\$24.46	H
Fri Jul 14, 2017	08:00AM - 11:00PM	\$24.46	H
Mon Jul 17, 2017	08:00AM - 11:00PM	\$24.46	H
Tue Jul 18, 2017	08:00AM - 11:00PM	\$24.46	H
Wed Jul 19, 2017	08:00AM - 11:00PM	\$24.46	H
Thu Jul 20, 2017	08:00AM - 11:00PM	\$24.46	H
Mon Jul 24, 2017	08:00AM - 11:00PM	\$24.46	H
Tue Jul 25, 2017	08:00AM - 11:00PM	\$24.46	H
Wed Jul 26, 2017	08:00AM - 11:00PM	\$24.46	H
Thu Jul 27, 2017	08:00AM - 11:00PM	\$24.46	H

**Facility Subtotal:** \$1,540.78

St. Thomas Elgin Memorial Community Centre - Meeting Spaces - Meeting Room  
No Charge - \$0.00

Mon Jul 10, 2017	08:00AM - 11:00PM	\$0.00	H
Tue Jul 11, 2017	08:00AM - 11:00PM	\$0.00	H
Wed Jul 12, 2017	08:00AM - 11:00PM	\$0.00	H
Thu Jul 13, 2017	08:00AM - 11:00PM	\$0.00	H
Fri Jul 14, 2017	08:00AM - 11:00PM	\$0.00	H
Sat Jul 15, 2017	08:00AM - 11:00PM	\$0.00	H
Sun Jul 16, 2017	08:00AM - 11:00PM	\$0.00	H
Mon Jul 17, 2017	08:00AM - 11:00PM	\$0.00	H
Tue Jul 18, 2017	08:00AM - 11:00PM	\$0.00	H
Wed Jul 19, 2017	08:00AM - 11:00PM	\$0.00	H
Thu Jul 20, 2017	08:00AM - 11:00PM	\$0.00	H
Fri Jul 21, 2017	08:00AM - 11:00PM	\$0.00	H
Sat Jul 22, 2017	08:00AM - 11:00PM	\$0.00	H
Sun Jul 23, 2017	08:00AM - 11:00PM	\$0.00	H
Mon Jul 24, 2017	08:00AM - 11:00PM	\$0.00	H
Tue Jul 25, 2017	08:00AM - 11:00PM	\$0.00	H
Wed Jul 26, 2017	08:00AM - 11:00PM	\$0.00	H
Thu Jul 27, 2017	08:00AM - 11:00PM	\$0.00	H

**Facility Subtotal:** \$0.00

St. Thomas Elgin Memorial Community Centre - Multi-Purpose Space - Parking Lot  
No Charge - \$0.00

Mon Jul 10, 2017	08:00AM - 11:00PM	\$0.00	H
Tue Jul 11, 2017	08:00AM - 11:00PM	\$0.00	H
Wed Jul 12, 2017	08:00AM - 11:00PM	\$0.00	H
Thu Jul 13, 2017	08:00AM - 11:00PM	\$0.00	H
Fri Jul 14, 2017	08:00AM - 11:00PM	\$0.00	H
Sat Jul 15, 2017	08:00AM - 11:00PM	\$0.00	H
Sun Jul 16, 2017	08:00AM - 11:00PM	\$0.00	H
Mon Jul 17, 2017	08:00AM - 11:00PM	\$0.00	H
Tue Jul 18, 2017	08:00AM - 11:00PM	\$0.00	H
Wed Jul 19, 2017	08:00AM - 11:00PM	\$0.00	H
Thu Jul 20, 2017	08:00AM - 11:00PM	\$0.00	H
Fri Jul 21, 2017	08:00AM - 11:00PM	\$0.00	H
Sat Jul 22, 2017	08:00AM - 11:00PM	\$0.00	H
Sun Jul 23, 2017	08:00AM - 11:00PM	\$0.00	H
Mon Jul 24, 2017	08:00AM - 11:00PM	\$0.00	H
Tue Jul 25, 2017	08:00AM - 11:00PM	\$0.00	H
Wed Jul 26, 2017	08:00AM - 11:00PM	\$0.00	H
Thu Jul 27, 2017	08:00AM - 11:00PM	\$0.00	H

**Facility Subtotal:** \$0.00

St. Thomas Elgin Memorial Community Centre - Rink Area - Floor Surface



**Mailing Address:**  
Parks and  
Recreation  
P.O. Box 520



**Office Location:**  
Timken Community Centre  
2 Third Avenue  
St. Thomas, Ontario

City of St. Thomas Parks and Recreation  
**Indoor Non-Ice Facility Permit**

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1. The undersigned agrees to leave the property and its contents in the same condition in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
2. The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement.
3. Full refund will be issued if your event is cancelled more than 14 days prior to the date(s) in question. There will be no refund if cancelled within 14 days.
4. If a **Licensed Event** must be cancelled, 50% of your deposit will be refunded if our office receives written notice (email is acceptable) 30 days or more before the event. There will be no refund if cancelled less than 30 days prior to the event date.
5. All posted rules throughout the facility must be adhered to at all times.
6. Your invoice will indicate a date-listing of time used along with all applicable fees. Please call if you discover any discrepancies, so proper adjustments can be made. All invoices are due upon receipt. The tenants are responsible for clearing and cleaning of the tables. You are responsible for making sure the kitchen is cleaned and dishes done following your event. If the hall is left in an unsatisfactory condition, and additional clean up is required, the Arena reserves the right to default all or part of the rental deposit.
7. It is the responsibility of the applicant to acquire the appropriate licenses and pay any applicable tariffs for their event. The individual that will obtain the Special Occasions Permit (if required) must review, sign and adhere to conditions set out in the Municipal Alcohol Policy. Parks and Recreation will assist with this process if needed.
8. Unless otherwise noted, the invoice will be mailed to the person who has signed the facility permit. Please be sure to advise Parks and Recreation if the invoice should be sent to another person.
9. The City reserves the right to shorten the permit-holder's season, alter hours, or change facility assignment, as determined by program/facility requirements.
10. The current permit fee shall include only the use of a score clock (if requested), sound system/microphone (if requested), tables and/or chairs (if requested), podium (if requested) and basketball nets (if requested). Any additional use of facility space (e.g. lower lobby) must be requested and approved in advance by the Supervisor of Recreational Facilities, and will be so noted (with associated fees) on your facility permit.
11. The permit-holder acknowledges that the City has sole responsibility for booking the facilities.

12. The permit-holder does not have the right to assign this permit or any of the related facilities associated with this permit to another group or individual.
13. Continued use of facilities named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing.
14. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
15. The St. Thomas Timken Community Centre (2 Third Avenue) and Memorial Community Centre (80 Wilson Avenue) are smoke-free facilities. By-Law 89-2004. Pyro-technics are strictly prohibited. All candles must be in a contained jar or vase, no open flame candles are allowed.
16. No dogs are allowed to enter a Parks and Recreation public facility unless the animal is a Trained Service Animal. By-Law 111-2008.

This permit covers the time period specified below:

July 10-27, 2017 (Memorial Community Centre)

**I acknowledge and accept all of the preceding terms and conditions.** Signed and accepted by:

H. DAWN MISKELLY

Name (please print)  
User Group

H. Dawn Miskelly

Signature

Elgin County Railway Museum

Group Name  
Day Out with Thomas

Martin Run

Name (please print)  
City of St. Thomas

[Signature]

Signature

April 24/17

Date

Invoice #(s) #12679

**Payment Terms:**

**Licensed Event**

- \$200.00 deposit due at the time of booking toward the balance. Remaining balance due 14 days prior to the event date
- \$500.00 refundable damage deposit due 14 days prior to the event date

**Non Licensed Event**

- Full payment for the event must be paid prior to event day(s) Monday to Friday 9am to 4pm

Updated July 2011





St. John Ambulance

**SAVING LIVES**  
at work, home and play

## St. John Ambulance (St. Thomas/Elgin Branch)

656 Talbot St. St. Thomas, ON N5P 1C8

Phone (519) 633-2290 Fax (519) 631-3368

email: [st.thomas@on.sja.ca](mailto:st.thomas@on.sja.ca)

Emergency Contact: (519) 673-9979

### Request for Medical First Response Service

#### Organization Information

Event Organization: Elgin County Railway Museum Business Phone Number: 5196376284

Address: 225 Wellington Street City: St. Thomas Postal Code: N5R 2S6

Web Site: www.ecrm5700.org Fax Number: \_\_\_\_\_

#### Contact Information for Event

Contact Person: Dawn Miskelly Residence Phone Number: 519-633-6915

Cell Number: 226-234-2939 Fax Number: \_\_\_\_\_ Email: dawnm@ecrm5700.org

#### Event Information

Name of Event: Day Out With Thomas Type of Event: Family Event

Location of Event: 80 Wilson Ave City: St. Thomas

Contact Name of Person at Event: Dawn Miskelly Contact Number: 519-637-6284

Date(s)	Rain Date(s)	Requested SJA Arrival	Expected SJA Departure Time
1) 15-JUL-17		7:30 am	6:30 pm
2) 16-Jul-17		8:00 am	6:00 pm
3) 21-Jul-17		8:00 am	6:00 pm
4) 22-Jul-17		7:30 am	6:30 pm
5) 23-Jul-17		8:00 am	6:00 pm

Attach the following if available or applicable:

☐ Proposed Map Route ☒ Tentative Site Layout ☐ Schedule ☐ Rain Out Plans

Are the following available on site?

☒ First Aid Room ☒ Clean Drinking Water ☒ Telephone ☒ Parking

Special Equipment Requested: Ambulance on-site

Coverage is requester for: ☐ Participants 100 ☐ Spectators 4000 ☒ Both

Age Group: 0 - 99 # of participants # of spectators

If the event is longer than four (4) hours or at meal time(s), is food available on site? Yes

Is complementary (free) food available for our time(s), is food available on site? Yes  
Please specify: Drinks Only (hot cold)

Will your organization/group provide us with a donation? Yes Amount if known: \$2000

Will you require a charitable receipt? No

Additional Information/special comments: We will have snacks as well as drinks available for your group

Signature/Typed Name: Dawn Miskelly

Date: April 21, 2017

CONFIRMATION OF COVERAGE RECEIVED APRIL 21/17  
FROM GIALYNNE CINI VIA EMAIL

# 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

Elgin County Railway Museum Inc  
225 Wellington Street  
St. Thomas, Ontario  
N5R 2S6

## BROKER'S FULL NAME AND MAILING ADDRESS

McFarlan Rowlands Insurance Brokers  
503 York Street  
London, Ontario

BROKER'S CLIENT ID: 109124

POSTAL CODE: N6B 1R4

## 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 (YYYY/MM/DD)	EXPIRY DATE (YYYY/MM/DD)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS MADE <u>OR</u> <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> TENANTS LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> HIRED AUTOMOBILES <input type="checkbox"/> POLLUTION LIABILITY EXTENSION	Dominion of Canada CCP2000970	2017-06-28	2018-06-28	EACH OCCURRENCE	\$ 6,000,000
				GENERAL AGGREGATE	\$ 6,000,000
				PRODUCTS-COMP/OP AGG	\$ 6,000,000
				PERSONAL INJURY	\$ 6,000,000
				TENANTS LEGAL LIABILITY	\$ 250,000
				MED EXP (Any one person)	\$ 2,500
				NON-OWNED AUTO	\$ 2,000,000
				OPTIONAL POLLUTION LIABILITY EXTENSION	\$
				(Per Occurrence)	\$
				(Aggregate)	\$
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> LEASED AUTOMOBILES  <small>** ALL LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE</small>				BODILY INJURY AND PROPERTY DAMAGE COMBINED	\$
				BODILY INJURY (Per Person)	\$
				BODILY INJURY (Per Accident)	\$
				PROPERTY DAMAGE	\$
<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM (specify)				EACH OCCURRENCE	\$
				AGGREGATE	\$
<b>OTHER LIABILITY (SPECIFY)</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					

## ADDITIONAL INSURED NAME AND MAILING ADDRESS

It is agreed that the **Corporation of the City of St. Thomas** is added as an "Additional Insured" under the Liability with regard to this Event but only with respect to Operations of the Named Insured  
P.O. Box 520, City Hall  
545 Talbot Street, St. Thomas, ON N5P 3V7

## DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS

**Re: Proof of Liability Insurance for "A Day Out With Thomas 2017 Event" July 10 - July 27, 2017**

**Operations of the Insured: Museum**

## CERTIFICATE HOLDER - NAME AND MAILING ADDRESS

Corporation of the City of St. Thomas  
P.O. Box 520, City Hall  
545 Talbot Street  
St. Thomas, ON N5P 3V7

## CANCELLATION

Should any of the above policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 15 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 agents or representatives.

## SIGNATURE OF AUTHORIZED REPRESENTATIVE

*L. Buckholz*

## PRINT NAME INCLUDING POSITION HELD

Linda Buckholz, A.I.I.C., Account Manager

FAX NUMBER: (519) 679-2226

EMAIL ADDRESS: lbuckholz@mofr.ca

COMPANY: McFarlan Rowlands Insurance Brokers Inc.

DATE April-25-17