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

COMMITTEE ROOM 204	
CITY HALL	

3:00 P.M.

MAY 3, 2017

MINUTES

Confirmation of the minutes of the meeting held on April 5, 2017.

PETITIONS AND COMMUNICATIONS

Old Courthouse Neighbourhood Street Party - June 17th, 2017 Page 3

St. Thomas Iron Horse Festival - August 17-20th, 2017

Page 9

Central Community Health Centre BBQs - May 24th, June 28th, July 20th and August 23rd, 2017 Page 15

Car Seat Clinic - June 4th, 2017

Page 22

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

APR 06 2017

City Clerks Dept

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. **
- 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.

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

SECTION 1: EVEN	T AND ORGANIZER INFORMATION
Event Name:	Old Courthouse Neighbourhood Street Par
Date(s):	17 June, 2017
Start Time:	4pm End Time: 12pm
Location(s):	14 Prince Albert St
Organizing Group:	Kimkerley & Timothy Parker
Contact Name #1:	#2:
Street Address:	14 Prince Albert St
Town/City:	St Thomas Province: ON Postal Code: NJR 126
Phone Number #1:	519.872.3656 #2:
Email Address:	kimberlyparker@rogers.com
Expected Attendance	: 50 Number of Event Personnel/Volunteers: 20
Location and number	of washrooms in place: None / NA
Location and Number	r of Parking Spaces: NA
Number of Accessible	e Washrooms: Number of Accessible Parking Spots: NA
Please describe your s	specific event. Attach additional sheets as necessary.
A part	y to celebrate neighbours.
Neigh	ours gother for a BIR and
Street	t games
9	
SECTION 2: FOOD	AND BEVERAGE
	be available at this event? Yes No No Fy Elgin St. Thomas Public Health at www.elginhealth.on.ca

Will there be an indoor or tent covered area used for public assembly as part of the event?			
If Yes, please specify the number and size of tents.			
If the tents are larger than 60m^2 cumulatively, a building permit is required through Planning & Building Services. 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 S 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 V 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.

SECTION 7: ANIMALS

Will there be a Petting Zoo or Animals at the event? If Yes, the Elgin-St. Thomas Public Health must be notified of the animals are not permitted in the Animal Control By-Law 71-2011. Exemption to the By-Law must be approved by City Council. Pleathis permit application. Please note that such approval may take see	, an Application for ase attach a copy of	r Temporary
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGE	<u>GES</u>	
Are you anticipating any road closures or traffic flow changes?	Yes V	No 🗆
If Yes, please describe the road closure requirement and attach a magnetic Right of Way Occupancy Permit and City Council approval is required that approval may take several weeks.	uired for all road cl	osures. Please note
We would appreciate vod across Prince Albert at Isabel at corner of Metalf & Pri	d dosu	re barricada
across Prince Albert at Isabel	street (rerner; also
at corner of Motalf & Pri	nco Allen	v+.
Please attach a copy of the Right of Way Occupancy Permit and p	rovide the permit #	
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631	Yes □ -1224 ext. 141.	No 🗡
PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.	not allowed to dire	ct traffic. Only the
Have you contacted the Public Works Department for:		
Barricades		N/A □
No Parking Signs		N/A □
Detour Signing	Yes 🗆 No	o ♂ N/A □
SECTION 9: MUNICIPAL FACILITIES		
For events taking place in Pinafore Park, organizers will need to at Rec and Property Management staff once the Special Events Perm		
Have you contacted Parks and Recreation staff about your event?		N/A 8
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy o		N/A D

Do you require picnic tables or garbage of and Property Management Dept and that d		•		
		Yes □	No □	N/A 🗗
If Yes, how many are you requesting?	# of Picnic Tables:	# of G	arbage Cans: _	
Have you made arrangements with Envir	ronmontal Comissos staff	for recueling as	ntainars and as	llastion9
have you made arrangements with Envir	ioninental Services starr		No 🗆	N/A 🗘
		103 🗆	140	IVA Q
Will you require municipal support for:	Water	Yes □	No □	N/A □
	Hydro	Yes □	No □	N/A ♥
Please note that all equipment and extracted certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Safet please attach the Electric	y Code or hav cal Safety Auth	e been inspect ority documen	ted by the tation and
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permit				N/A 🖫 —
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your respons Accessibility for Ontarians with Disabilir requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility A	ties Act (AODA). Organ Please note that directi indicate the barrier-free equired, the Special Even	izations with at ional signage n path of travel a its Committee n	least one empleeds to be produced in the least of the least one of the lea	oyee have ominently accessible
SECTION 11: OTHER SERVICES/R	ESOURCES			
Security: Has a privately licenced securit If Yes, what company and how many sec			Yes 🗆	No 🖢
First Aid: For events with an anticipate required to be retained. Have you confirm If Yes, please attach documentation proving	ned First Aid services?	Yes □	No □	rvices are N/A 🗹
Ambulance: Has Emergency Medical Se and planned emergency access to the site	•	ce) been contac	ted regarding y Yes □	your event No 🗹
Fireworks: Will there be fireworks as par If Yes, a permit for exhibition fireworks		ire Department.	Yes 🗆	No D

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, 1 hereby consent to the City of St. Thomas making this application and its supporting

documentation available to the general public, in supporting documentation to any third parties upon	cluding copying and disclosing the application and its name their request.
(Signature of Individual Completing this Application	on) (Date completed)
Office Use Only: Application Received:	Committee Approval:
SECTION 13: INSURANCE	
naming of the City of St. Thomas as an Additionathe required insurance MUST be submitted a min	roof of \$5,000,000 in insurance coverage, including the all Insured under the corresponding policies. A copy of imum of two weeks prior to the start of the event. The impose additional requirements and increased insurance
The provision of the completed and signed Stateme	ent of Indemnification below is also required.
Please note that an approved event may be cancell be altered or cancelled as a result of an emergency	ed should insurance coverage not be provided and may situation.
STATEMENT OF INDEMNIFICATION OLD CONTHOUSE Street Partigal	nized by Kimker ly Parker (Organizing Group)
	n of the City of St. Thomas and all persons for whom it
is at law responsible from any and all liabilities, da	images, costs, claims, suits or actions arising out of:
death resulting at any time there from, occasioned	
OH (OUTHOUSE Street Partyprogani (Event Name)	zed by Kurkerley Parler (Organizing Group)
Witness:	Signed: The New York
Name (Print):	Name (Print): Kimkerley Parker
	Address: 14 Prince Albert St
	Telephone: 579.872.3656
	Date: 5 April, 2017.
	Event Name: Old Courthouse Street
	Organizing Group:
Pag	Event Dates: [7 June, 2017.

APR 1 2 2017

City Clerks Dept.

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

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I reasury Department – Insurance	519-631-1680 ext. 4105 <u>jblackmore@stthomas.ca</u>

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	St. Thomas Iron Horse Festival
Date(s):	August 17, 18, 19, 20
Start Time: Sate	Ley and Friday - 400 p.m Thursday, Friday + inday and Sunday End line: Soburday - 1200 Sunday - 60
Location(s):	Beilway Park on ECRM land, 225 Wellingto
Organizing Group:	Ivon Horse Festival Committee Street
Contact Name #1:	Scott Kennedy #2: Paul Corriveau
Street Address:	22 Lyndale Ave
Town/City:	St. Thomas Province: Ont Postal Code: N.5R 1C4
Phone Number #1:	519-851-0361 #2: 519-709-9753
Email Address:	JScottkennedy & @ gmail, com
	Number of Event Personnel/Volunteers: 100
Location and number	of washrooms in place: 30 units at different locations
on site a	Expending on end layart - Same as 2016
Location and Number	of Parking Spaces: Parking is available on land just and all the behind Lyte Cooks and on Tallot Street and
municipal c	to around the area. The number of parking space
Number of Accessible	Washrooms: 4 - as 2016 Number of Accessible Parking Spots: unknown
	specific event. Attach additional sheets as necessary
Annual	festival festuring a mideray, train
videa b	ingo, crown out anchor same entertainmen
1 .	ret afternoon and evening, licensed
	must avea, Freak Fest, psychic face,
ECRM.	town, food vendors
SECTION 2: FOOD	AND BEVERAGE
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

Will there be an indoor or tent covered area used for public assembly as p	art of the event	?	
	Yes 🗹	No 🗆	
If Yes, please specify the number and size of tents,			
If the tents are larger than 60m^2 cumulatively, a building permit is required Services. Please attach a copy of the Permit and provide the Permit Number		ning & Building	
Please note that Indoor or Tent covered areas for public assembly must co Act requirements enforced by Elgin St Thomas Public Health. Please cont Officer for information on how to meet these requirements.			
SECTION 4: SERVING OF ALCOHOL			
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol I Parks, Rec and Property Management Department for Special Events taking		through the	
You must also comply with the Alcohol and Gaming Commission of Onta are responsible to notify and provide any pertinent information required un obtaining a Special Occasion Permit. You must adhere to the Liquor Licer ensure access is given to the Police and AGCO Inspectors for the purposes a copy of the liquor permit with this application. If utilizing the services of endorsements to provide off – premises beverage services, organizers shall licensee confirming date/time/location/services as well as a copy of the establishment.	nder the AGCC ace Act and its s of inspections I a caterer with I supply a letter	guidelines for Regulations and Please submit all the required from the	
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			
It you wish to apply for a "Special Occasion Permit," through the Alcohol Ontario (AGCO), you must obtain a letter of approval from City Council, "municipally significant", by submitting the request to the City Clerk's De approval may take several weeks.	declaring your	event	
Will you be requesting that City Council declare your event a "Municipall	y Significant E	vent"? No □	
SECTION 6: MUSIC / NOISE	100		
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 a.m. and 11:00 p.m. so long as the Police are satisfied that said devices are manner" and not intolerably high. It is the responsibility of the organizers musical licencing through SOCAN for events not taking place in a City factor.	being "used in to obtain any aj	a reasonable	

SECTION 7: ANIMALS

Will there be a Petting Zoo or Animals at the event? If Yes, the Elgin-St. Thomas Public Health must be notified of the animals are not permitted in the Animal Control By-Law 71-2011 Exemption to the By-Law must be approved by City Council. Pleathis permit application. Please note that such approval may take so	e event detai , an Applica ase attach a c	ls two weeks pation for Tempe copy of the app	orary
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGE	<u>GES</u>		
Are you anticipating any road closures or traffic flow changes?	Ye	s 🗆 No	o 🗹
If Yes, please describe the road closure requirement and attach a r Right of Way Occupancy Permit and City Council approval is req that approval may take several weeks.			
Please attach a copy of the Right of Way Occupancy Permit and p	rovide the p	ermit #:	
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631			Y
PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.	not allowed	to direct traffi	c. Only the
Have you contacted the Public Works Department for:			
Barricades	Yes 🗆	No 🛂	N/A
No Parking Signs Detour Signing	Yes □ Yes □	No 🗸	N/A □ N/A □
Detour Signing	165 🗆	NO	IVA U
SECTION 9: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to a Rec and Property Management staff once the Special Events Perm			
Have you contacted Parks and Recreation staff about your event?		No 🗆	N/A ⊔
Have you rented a pavilion/facility and signed a permit? It yes, please provide the location of the rental and attach a copy o	Yes ⊔ of the permit.	No U	N/A L

Do you require picnic tables or garbage ca and Property Management Dept and that de				
tale 110porty intangement 20pt and all	J. P ap	Yes 🔽		N/A □
If Yes, how many are you requesting?	of Picnic Tables:	100 # of G	arbage Cans:	100
Have you made arrangements with Enviro	onmental Services s			ollection?
		Yes □	No C	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:				
SECTION 11: OTHER SERVICES/RE	SOURCES			
Security: Has a privately licenced security lf Yes, what company and how many security	tirm been contacte wity officers will be	ed/retained?	Yes V	No □
First Aid: For events with an anticipate required to be retained. Have you confirm If Yes, please attach documentation provided to the state of yet but we Ambulance: Has Emergency Medical Services	d attendance of me ed First Aid service ding proof that Firs	ore than 200 people es? Yes U t Aid services have	e, First Aid so No U been retained.	ervices are
and planned emergency access to the site?		,	Yes 🗆	No 🗆
Fireworks: Will there be fireworks as part If Yes, a permit for exhibition fireworks is	ot your event? s required through t	he Fire Department.	Yes ⊔	No 🛂
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, in supporting documentation to any third parties upon	cluding copying and disclosing the application and its in their request.
	Anil 12 2017
(Signature of Individual Completing this Applicati	(Date completed)
Office Use Only: Application Received:	Committee Approval:
SECTION 13: INSURANCE	
naming of the City of St. I homas as an Addition the required insurance MUST be submitted a min	roof of \$5,000,000 in insurance coverage, including the all Insured under the corresponding policies. A copy of imum of two weeks prior to the start of the event. The impose additional requirements and increased insurance
The provision of the completed and signed Statem	
Please note that an approved event may be cancell be altered or cancelled as a result of an emergency	led should insurance coverage not be provided and may a situation.
STATEMENT OF INDEMNIFICATION	
St. Thomas Troutlase Fistiverga (Event Name)	nized by Ivon Holse Festival Committee (Organizing Group)
shall indemnify and save harmless The Corporations at law responsible from any and all liabilities, day	on of the City of St. Thomas and all persons for whom it amages, costs, claims, suits or actions arising out of:
any damage to property including loss of use there death resulting at any time there from, occasioned	of, and any injury to any person or persons, including by any act or omissions of
St. Thomas Iron Lorse Fastivoprgan (Event Name)	ized by Ivon Horse Frestival Committee (Organizing Group)
its officers, agents, servants, employees, contracto on the premises or any part thereof arising from or such damage or injury is due to the act, default or Thomas, its officers, agents, servants, employees.	rs, customers, invitees or licensees, or occurring in or occasioned by any cause whatsoever, except where negligence of The Corporation of the City of St. contractors, customers, invitees or licensees.
Witness: Whetere	Signed:
Name (Print): Maray Leduc.	Name (Print): Scott Kennedy
	Address: 22 Lyndale Ave St. Thomas
	Telephone: 519-851-0362
	Date: April 12, 2017
	Event Name: St. Thomas Iron Horse Fortiu
	Organizing Group: Tron Horse Fastival Committee
	Event Dates: August. 17, 18, 19, 20

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

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SECTION 1: EVEN	T AND ORGANIZER INFORMATION City Clerks Dept.
Event Name:	Central Commy Heath Centre BBOS
Date(s):	MAY 24 / The 29/ Th 76 / Aug. 23
Start Time:	/1:30 Am End Time: 1:00 12.m
Location(s):	Parily lot Roading behind 359 TABOT ST Central Community Health Centre
Organizing Group:	
Contact Name #1:	Garay Moriz #2: CATHY OBIRIGHT
Street Address:	359 TAKBOT ST.
Town/City:	57. floras Province: ONT Postal Code: NSP 1B7
Phone Number #1:	519 635-7989 #2: 519-868-0706
Email Address:	gmorize certalche con
Expected Attendance	Number of Event Personnel/Volunteers:
Location and number	of washrooms in place: 2 un hrouns
	INSIDE 359 TALBOT
Location and Number	r of Parking Spaces: Dullic Proziling 15+
154	CURTIS ST.
Number of Accessible	e Washrooms: Number of Accessible Parking Spots:
· · · · · · · · · · · · · · · · · · ·	specific event. Attach additional sheets as necessary.
Public	BBO FOR CCHC Klierty
And	residents of the neighbourhard.
<u>Care tipe</u>	
SECTION 2: FOOD	be available at this event? How Duscon Yes D No O
	be available at this event? Yes No No State of the st

Will there be an indoor or tent covered area used for public assembly as pa	art of the event? Yes	No 🗆
If Yes, please specify the number and size of tents.		
If the tents are larger than 60m^2 cumulatively, a building permit is required Services. Please attach a copy of the Permit and provide the Permit Number	d through Plann per:	ing & Building
Please note that Indoor or Tent covered areas for public assembly must co Act requirements enforced by Elgin St Thomas Public Health. Please cont Officer for information on how to meet these requirements.	mply with Smo act the Tobacco	ke Free Ontario Enforcement
SECTION 4: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Parks, Rec and Property Management Department for Special Events taking	Yes Policy available ng place on mui	through the
You must also comply with the Alcohol and Gaming Commission of Onta are responsible to notify and provide any pertinent information required us obtaining a Special Occasion Permit. You must adhere to the Liquor Licer ensure access is given to the Police and AGCO Inspectors for the purpose a copy of the liquor permit with this application. If utilizing the services of endorsements to provide off – premises beverage services, organizers shall licensee confirming date/time/location/services as well as a copy of the estatement of the confirming date/time/location/services as well as a copy of the estatement of the confirming date/time/location/services as well as a copy of the estatement of the confirming date/time/location/services as well as a copy of the estatement of the confirming date/time/location/services as well as a copy of the estatement of the confirming date/time/location/services as well as a copy of the estatement of the confirming date/time/location/services as well as a copy of the estatement of the confirming date/time/location/services as well as a copy of the estatement of the confirming date/time/location/services as well as a copy of the estatement of the confirming date/time/location/services as well as a copy of the estatement of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the conf	nder the AGCO nce Act and its less of inspections of a caterer with less supply a letter	guidelines for Regulations and Please submit all the required from the
The area where alcohol is being served has to have a 36" (0.9m) high barr there is a no staking policy in all of the City's Parks, Recreation and Prop	ier/partition. Plo erty Managemo	ease note that ent facilities.
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcoho Ontario (AGCO), you must obtain a letter of approval from City Council, "municipally significant", by submitting the request to the City Clerk's Dapproval may take several weeks.	declaring your	event
Will you be requesting that City Council declare your event a "Municipal	ly Significant E Yes □	vent"?
SECTION 6: MUSIC / NOISE	100	
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 authorize a.m. and 11:00 p.m. so long as the Police are satisfied that said devices armanner" and not intolerably high. It is the responsibility of the organizers musical licencing through SOCAN for events not taking place in a City fa	e being "used in to obtain any a _l	ı a reasonable

SECTION 7: ANIMALS			/
Will there be a Petting Zoo or Animals at the event? If Yes, the Elgin-St. Thomas Public Health must be notified of the animals are not permitted in the Animal Control By-Law 71-2011, Exemption to the By-Law must be approved by City Council. Pleas this permit application. Please note that such approval may take se	, an Applicationse attach a cop	wo weeks prion n for Tempora	ry
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGE	<u>GES</u>		
Are you anticipating any road closures or traffic flow changes?	Yes [No D]
If Yes, please describe the road closure requirement and attach a n Right of Way Occupancy Permit and City Council approval is requ that approval may take several weeks.	uired for all roa	howing the closures. Ple	ease note
PORTION of Cuptis ST	Parelly	10	
Portion of Cuptis 5T rocdway directly behird	359	TOURO	T 51
Please attach a copy of the Right of Way Occupancy Permit and p	rovide the perm	nit #:	
If the event is a Parade / Run / Walk / Pass through Sporting Even located under the Special Events page on the City website. Describ			
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631	Yes [-1224 ext. 141	_	
PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.	not allowed to	direct traffic.	Only the
Have you contacted the Public Works Department for: Barricades No Parking Signs Detour Signing	Yes D Yes D Yes D	No 🗆 No 🗅	N/A
SECTION 9: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to a Rec and Property Management staff once the Special Events Perm			
Have you contacted Parks and Recreation staff about your event?		No No	N/A 🗷
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy of	Yes 🗆 of the permit	No 🗆	N/A 🗗

Do you require picnic tables or garbage and Property Management Dept and that				
If Yes, how many are you requesting?		Yes □	No 🖬	N/A
If Yes, how many are you requesting?	# of Picnic Tables	#	of Garbage Cans:	
Have you made arrangements with Env	rironmental Services	staff for recyclin	ng containers and	collection?
		Yes □	No 🗗	N/A □
Will you require municipal support for:	Water	Yes □	No P	N/A □
,, jou .oqui.o	Hydro	Yes □	No P	N/A □
Please note that all equipment and exact accredited certification body under the Electrical Safety Authority. If required provide the Permit Number:	e Ontario Electrical , please attach the I	Safety Code or Electrical Safety	have been inspe Authority docume	ected by the
If required, have you obtained a Hydrar If Yes, please attach a copy of the Perm				N/A 🗆
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your respondancessibility for Ontarians with Disability requirements to meet for accessibility displayed throughout the event venue to washrooms and parking. Although not site plan to the Municipal Accessibility	lities Act (AODA). Please note that o indicate the barrie required, the Specia Advisory Committee	Organizations widirectional signal r-free path of trall Events Committee	th at least one emage needs to be vel and location of the recommends	ployee have prominently of accessible submitting a
SECTION 11: OTHER SERVICES/	<u>RESOURCES</u>			
Security: Has a privately licenced security of Yes, what company and how many security.				
First Aid: For events with an anticipal required to be retained. Have you confill Yes, please attach documentation pro	rmed First Aid servi	ces? Yes 🗆	No 🗆	N/A,
Ambulance: Has Emergency Medical S and planned emergency access to the si		: Service) been c	ontacted regarding	g your event No 🛭
Fireworks: Will there be fireworks as p If Yes, a permit for exhibition firework	-	the Fire Departi	Yes □ ment.	No

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, inc supporting documentation to any third parties upon		disclosing the application and its
L. M.	-	
(Signature of Individual Completing this Application	on)	(Date completed)
Office Use Only: Application Received:		Approval:
SECTION 13: INSURANCE		
A Certificate of Insurance is required providing pronaming of the City of St. Thomas as an Additional the required insurance MUST be submitted a minimage Special Events Committee reserves the right to improve the coverage for large community events.	l Insured under the omum of two weeks	corresponding policies. A copy of prior to the start of the event. The
The provision of the completed and signed Stateme	ent of Indemnification	n below is also required.
Please note that an approved event may be cancelled be altered or cancelled as a result of an emergency		coverage not be provided and may
STATEMENT OF INDEMNIFICATION		
CCMC BB6 S organ (Event Name)	nized by <u>earth</u>	(Organizing Group) May Cata
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, da	_	-
any damage to property including loss of use thereodeath resulting at any time there from, occasioned by	ny any act or omissic	ins of
CHC BBG 5 organiz	zed by <u>(ewf</u>	(Organizing Group) Market
its officers, agents, servants, employees, contractor on the premises or any part thereof arising from or such damage or injury is due to the act, default or no Thomas, its officers, agents, servants, employees, contractor.	s, customers, invitee occasioned by any ca negligence of The Co	s or licensees, or occurring in or ause whatsoever, except where rporation of the City of St.
Witness:	Signed:	190
Name (Print):	Name (Print):	Gerry Murz
	Address:	359 TURBUT
	Telephone:	637-7989
	Date:	
	Event Name:	Central Count Heath Con
***	Organizing Group:	Central Coron & Houth Con
	Event Dates:	May 24 / Tue 73/ The6/A

Google Maps



Proposors CCMC 3BG Arreir 70 BC Blocked off.

City Clerks Dept.

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.

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

SECTION I: LYE	YT AND ORGANIZER INFORMATION
Event Name:	Car Seat Clipic
Date(s):	June 4, 2017
Start Time:	2:00pm End Time: 5:00pm
Location(s):	Horton Market
Organizing Group:	Child Passenger Safety Association of Canad
Contact Name #1:	Katie Charette #2: Marianne Rozak
Street Address:	43 Neal Ave
Town/City:	St. Thomas Province: ON Postal Code: NSR 6B5
Phone Number #1:	519-207-0321 #2: 519-640-5770
Email Address:	Kate.e.cha@gmail.com
Expected Attendance	e: 40-50 Number of Event Personnel/Volunteers:
Location and number	r of washrooms in place:
Location and Numbe	r of Parking Spaces: 10, any where in the parking
lot	
Number of Accessibl	e Washrooms: Number of Accessible Parking Spots:
	specific event. Attach additional sheets as necessary
Free car s	eat clinic for parents and caregivers.
Newly tra	ined Child Passenger Safety Technicians
Will help	parents and caregivers with their
Child rest	traint installation and usage to
ensure al	1 children are travelling safely.
SECTION 2: FOOD	AND BEVERAGE
	be available at this event? Yes No V Figure St. Thomas Public Health at ways elainhealth on ca

Will there be an indoor or tent covered area used for public assembly as p	oart of the event	? No 🗆
If Yes, please specify the number and size of tents.		
If the tents are larger than $60m^2$ cumulatively, a building permit is require Services. Please attach a copy of the Permit and provide the Permit Num	ed through Plans ber:	ning & Building
Please note that Indoor or Tent covered areas for public assembly must confidence and the Act requirements enforced by Elgin St Thomas Public Health. Please confidence for information on how to meet these requirements.	omply with Smo tact the Tobacc	oke Free Ontario o Enforcement
SECTION 4: SERVING OF ALCOHOL		/
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Parks, Rec and Property Management Department for Special Events tak	Yes Policy available ing place on mu	No Me through the micipal property.
You must also comply with the Alcohol and Gaming Commission of Ontare responsible to notify and provide any pertinent information required to obtaining a Special Occasion Permit. You must adhere to the Liquor Lice ensure access is given to the Police and AGCO Inspectors for the purpose a copy of the liquor permit with this application. If utilizing the services endorsements to provide off – premises beverage services, organizers shallicensee confirming date/time/location/services as well as a copy of the	under the AGCC ence Act and its es of inspections of a caterer with all supply a lette	Description of the property of
The area where alcohol is being served has to have a 36" (0.9m) high bar there is a no staking policy in all of the City's Parks, Recreation and Pro	rier/partition. Pl perty Managem	lease note that ent facilities.
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcoho Ontario (AGCO), you must obtain a letter of approval from City Council, "municipally significant", by submitting the request to the City Clerk's E approval may take several weeks.	, declaring your	event
Will you be requesting that City Council declare your event a "Municipal	lly Significant E Yes □	event"? No 🔽
SECTION 6: MUSIC / NOISE		/
Will there be a concert or musical entertainment as part of the event?	Yes 🗆	No V
If Yes, please note that the use of sound reproduction devices is authorize	ed between the l	ours of 8:00

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.

SECTION 7: ANIMALS			/
Will there be a Petting Zoo or Animals at the event? If Yes, the Elgin-St. Thomas Public Health must be notified of the animals are not permitted in the Animal Control By-Law 71-201 Exemption to the By-Law must be approved by City Council. Please note that such approval may take	he event detail I, an Applica ease attach a c	s two weeks tion for Tem copy of the a	porary
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHAP	NGES		
Are you anticipating any road closures or traffic flow changes?	Ye	i	No M
If Yes, please describe the road closure requirement and attach a Right of Way Occupancy Permit and City Council approval is rethat approval may take several weeks.	equired for all	road closure	s. Please note
Please attach a copy of the Right of Way Occupancy Permit and If the event is a Parade / Run / Walk / Pass through Sporting Eve	ent, please refe	r to the city	roads map
ocated under the Special Events page on the City website. Desci	ribe the event	and attach a	map or sketch.
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 63	Yes 1-1224 ext, 14		No D
PLEASE NOTE: Marshalls, volunteers and special event staff are	e not allowed	to direct traf	fic. Only the
police can direct traffic pursuant to the Highway Traffic Act.			
Have you contacted the Public Works Department for: Barricades No Parking Signs Detour Signing	Yes 🗆 Yes 🖯 Yes 🗅	No 🗆 No 🗆 No 🗅	N/A ☑ N/A ☑ N/A ៧
Have you contacted the Public Works Department for: Barricades No Parking Signs	Yes □	No □	N/A 🗹
Have you contacted the Public Works Department for: Barricades No Parking Signs Detour Signing SECTION 9: MUNICIPAL FACILITIES For events taking place in Pinafore Park, organizers will need to	Yes □ Yes □ arrange an ons	No □ No □	N/A IV N/A It with Parks,
Have you contacted the Public Works Department for: Barricades No Parking Signs Detour Signing BECTION 9: MUNICIPAL FACILITIES	Yes □ Yes □ arrange an ons mit Applicatio	No □ No □	N/A M N/A th

Do you require picnic tables or garbage cand Property Management Dept and that de	ans? Please note av	ailability is at the	discretion of the	Parks, Rec
and Hoperty management Dopt and that a	out to 3, bront up to un	Yes 🗆	No □	N/A ☑∕
If Yes, how many are you requesting?	# of Picnic Tables:			
Have you made arrangements with Enviro	onmental Services s		containers and	
		Yes 🗇	No 🗆	N/A M
317:11 warning municipal compart for	Water	Yes □	No □	N/A ℚ∕
Will you require municipal support for:	Hydro	Yes 🗆	No 🗆	N/A 🗹
Please note that all equipment and extended accredited certification body under the Calectrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical S	Safety Code or h	nave been inspe	cted by the
If required, have you obtained a Hydrant (If Yes, please attach a copy of the Permit			No 🗓	N/A ℚ∕
SECTION 10: ACCESSIBILITTY				
requirements to meet for accessibility. It displayed throughout the event venue to it washrooms and parking. Although not require plan to the Municipal Accessibility Accessibility	ndicate the barrier- quired, the Special I	free path of trave Svents Committe	el and location of e recommends s	f accessible abmitting a
SECTION 11: OTHER SERVICES/RE	SOURCES			
Security: Has a privately licenced security if Yes, what company and how many secu			Yes 🛘	No ☑
First Aid: For events with an anticipated equired to be retained. Have you confirm	ed First Aid service	s? Yes □	No 🗆	N/A ₽
f Yes, please attach documentation provide	ding proof that First	Aid services have	e been retained.	•
Ambulance: Has Emergency Mcdical Servind planned emergency access to the site?	•	ervice) been con	tacted regarding	your event
L			. 40. 🗆	
Fireworks: Will there be fireworks as part f Yes, a permit for exhibition fireworks is		ne Fire Departme	Yes □	No D
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.		
(Signature of Individual Completing this Application	ion)	April 25,2017. (Date completed)
Office Use Only: Application Received: 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		
Car Seat Clipic, organized by Child Passenger Sofety Association (Event Name) organized by Child Passenger Sofety Association (Organizing Group) of Canada.		
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		
Car Seat Clinic organi (Event Name)	zed by <u>Child Pa</u>	Surger Safety Association
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: Kill Charleto	Signed:	Jote Charett
Name (Print): KEITH CHARETTE	Name (Print):	Kathleen (Katie) Charette
	Address:	43 Neal Ave, St. Thomas
	Telephone:	519-207-0321
	Date:	April 25,2017
22	Event Name:	Car Seat Clinic.
	Organizing Group:	Association of Canada
	Event Dates:	June 6, 2017

Page 6 of 6