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

<b>COMMITTEE ROOM 204</b>	
CITY HALL	<u>3:00 P.M.</u>

**JUNE 7, 2017** 

#### **MINUTES**

Confirmation of the minutes of the meeting held on May 3, 2017.

### **PETITIONS AND COMMUNICATIONS**

Steam Summer BBQ - June 23, 2017 Page 3

Picnic in the Park - July 12, 2017

Page 10

Law Enforcement Torch Run - July 4, 2017

Page 15

Knox Presbyterian Church Kirkin'O' the Tartan Parade - September 17, 2017

Page 21

St. Thomas Fire Muster - September 2-3, 2017

Page 28

Canada Day Fireworks - July 1, 2017

Page 34

Canada Day Celebrations - July 1, 2017

Page 40

#### **UNFINISHED BUSINESS**

**NEW BUSINESS** 

**ADJOURNMENT** 

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 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
<b>Emergency Medical Services (Ambulance Services</b>	s)519-637-3098 <u>pauline.meunier@memseo.com</u>
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 bcarnegie@stps.on.ca
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 kenglish@stthomas.ca

# **SECTION 1: EVENT AND ORGANIZER INFORMATION**

MAY 1 1 2017

Event Name:	STEAM SUM	mer BBQ City Clerks Dept.	
Date(s):	June 23 2017		
Start Time:	6:30 pm	End Time: 10:30pm	
Location(s):	STEHY Centre		
Organizing Group:	STEAM Centra		
Contact Name #1:	Elizabeth Magy	#2: Jessica Mayes	
Street Address:	50 Wellington St	- BATTHERO	
Town/City:	St. Thomas	Province: Postal Code:	3
Phone Number #1:		#2:	
Email Address:	elizabeth@steame	education. ca	
Expected Attendance:	150 Number of	of Event Personnel/Volunteers: 10-15	
Location and number		2 ciccessible washrooms inside	
the bu	27.4		
		L on our parking lot.	
		· /	
Number of Accessible	Washrooms: 2	_ Number of Accessible Parking Spots:	
Please describe your s	pecific event. Attach addition	al sheets as necessary.	
		1 to acknowledge the Courthouse	,
Weigh bour hos	& receiving offic	ial designation. A by will be	
held and m		community surrounding the building	L
will be invit	ed to celebrate ar	nd also to learn about our	
organization		of "Most Likely To Succeed" will take	place
SECTION 2: FOOD	AND BEVERAGE		
	be available at this event? y Elgin St. Thomas Public He	Yes   No □  Palth at www.elginhealth.on.ca	

#### **SECTION 3: TENTS**

2 Tanks total

Will there be an indoor or tent covered area used for public assembly as part of the event?  Yes  No  V
If Yes, please specify the number and size of tents. Small (Ox 10 tent over the BBQ area.
If the tents are larger than $60\text{m}^2$ 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
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 <b>no staking policy</b> 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"?
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? 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. Ple this permit application. Please note that such approval may take se SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGE.	e event detail , an Applicat ase attach a c everal weeks.	s two weeks prion for Temposopy of the ap	orary
	Are you anticipating any road closures or traffic flow changes?		.□ N	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.	uired for all	road closures	. Please note
	Please attach a copy of the Right of Way Occupancy Permit and p	rovide the pe	ermit #:	
	If the event is a Parade / Run / Walk / Pass through Sporting Even located under the Special Events page on the City website. Descri	· -	•	-
	Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631	Yes -1224 ext. 14		o 💅
	PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.	not allowed	to direct traff	ic. Only the
	Have you contacted the Public Works Department for:			\$ T T T T T
May	need barricades for pedestrian Barricades No Parking Signs	Yes □ Yes □	No 🕱 No 🗆	N/A <b>Ø</b> N/A <b>Ø</b>
traffic	need barricades for pedestrian Barricades No Parking Signs and to mark off parking area. Detour Signing	Yes 🗆	No □	N/A ເ
	SECTION 9: MUNICIPAL FACILITIES			
	For events taking place in Pinafore Park, organizers will need to a	V	_	
	Rec and Property Management staff once the Special Events Perm Have you contacted Parks and Recreation staff about your event?		n has been ap No □	proved. N/A 🗹
	Have you rented a pavilion/facility and signed a permit?  If we please provide the location of the rental and attach a copy of	Yes   f the permit	No 🗆	N/A 🗹

Do you require picnic tables or garbage of and Property Management Dept and that of	cans? Please note avail lelivery/pick up is the i	ability is at the oresponsibility or	liscretion of the l f the event orgar	Parks, Rec
		Yes 🚮	No 📬	N/A W
If Yes, how many are you requesting?	# of Picnic Tables:	# of	Garbage Cans:	
Have you made arrangements with Envir	ronmental Services sta			
		Yes □	No 🗆	N/A 🕷
Will you require municipal support for:	Water		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 Sa please attach the Elec	fety Code or h	ave been inspec	cted by the
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permi				
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your response Accessibility for Ontarians with Disability requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility Accessib	ties Act (AODA). Organized Please note that direct indicate the barrier-frequired, the Special Events of the second Position of the Special Events of the Events of the Events of the Events of the Ev	anizations with ctional signage ee path of trave ents Committed	at least one emperiments to be plant location of the recommends stated	oloyee have rominently f accessible ubmitting a
SECTION 11: OTHER SERVICES/R	<b>ESOURCES</b>			
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 prov	ned First Aid services?	Yes □	No 🗆	N/A 🗭
•	•			
Ambulance: Has Emergency Medical Se and planned emergency access to the site		vice) been con	tacted regarding Yes	your event No 🏋
Fireworks: Will there be fireworks as par If Yes, a permit for exhibition fireworks		Fire Departme	Yes □ nt.	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

supporting documentation to any third parties upo	n their request.	
(Signature of Individual Completing this Applicat	<del></del> -	May 11/17. (Date completed)
(Signature of Individual Completing this Applicat	ion)	(Date completed)
Office Use Only: Application Received:	Committee A	pproval:
SECTION 13: INSURANCE		
A Certificate of Insurance is required providing promaining of the City of St. Thomas as an Addition the required insurance MUST be submitted a min Special Events Committee reserves the right to incoverage for large community events.	al Insured under the c nimum of two weeks p	corresponding policies. A copy of orior to the start of the event. The
The provision of the completed and signed Statem	ent of Indemnification	below is also required.
Please note that an approved event may be cancel be altered or cancelled as a result of an emergency		overage not be provided and may
STATEMENT OF INDEMNIFICATION		
STEAM Sommer BBQ orga (Event Name)	nized by	STEAM Centre (Organizing Group)
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, de		
any damage to property including loss of use there death resulting at any time there from, occasioned		
STEAM Summer 1360 organ (Event Name)	ized bySTEA	(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 occasioned by any ca negligence of The Co	or licensees, or occurring in or suse whatsoever, except where reporation of the City of St.
Witness:	Signed:	Elizabeth Nagy
Name (Print):	Name (Print):	Elizabeth Negy
0	Address:	50 Wellington St.
	Telephone:	(647) 473 - garg
	Date:	May 11/17.
	Event Name:	STEAM Summer BBG
	Organizing Group:	STEAM Centre
	Event Dates:	June 23, 2017

Page 6 of 6

documentation available to the general public, including copying and disclosing the application and its



#### CONFIRMATION OF INSURANCE

This is to confirm to: City of St Thomas

(Name and address) 545 Talbot Street PO Box 520 St Thomas ON N5P3V7

That policies of insurance as herein described have been issued to the insured named below and are in force at this date.

Name and address of Insured: St Thomas Downtown Development Board

545 Talbot Street PO Box 520 St Thomas ON N5P3V7

Location and Operations to which this confirmation applies:

Nostalgia Days - Car Show hosted by St Thomas Downtown Development Board

Kind of policy	Policy Number	Expiry date YYYY/MM/DD	Amount of Insurance		
Property Insurance  All Risks  Named Perils  Replacement Cost  Flood  Earthquake  Sewer Back up  Equipment Breakdown  Standard Mortgage Clause  Incl.  Excl.			Limit Deductible \$ \$ Co-Insurance % Other:		
Other:			2 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		
Commercial General Liability Products and/or completed operations Incl.  Excl.	6385830	2018-04-04	Each occurrence limit: \$5,000,000 Aggregate limit: \$5,000,000 Tenant's Legal Liability: \$250,000 Non-Owned Automobile - limit: \$5,000,000		
Non-Owned Automobile Incl. ⊠ Excl. □	6385830	2018-04-04	Other: D&O - D-23 2,000,000 in coverage		
Other : Directors & Officers D-23	6385830	2018-04-04	The limits shown may have been reduced by paid claims.		
Automobile Liability All vehicles owned a/o leased  *Only described vehicles			Inclusive limits – Bodily Injury and Property Damage Combined: \$		
			*Described vehicles:		
NOTE: The listed additional insured will only be listed on the policy for the duration of the car show - will be removed after that time and no documentation will be sent to the additional insured for cancellation of a policy.					
issued as a matter of information o	nly and confers no rig e holder of this Confin	hts on the holder mation <u>30</u> da	of the applicable policy. This confirmation is and imposes no liability on the Insurer. The ays' written notice of any material change in or do so.		
Date: May 2, 2017 Au	thorized Representa	ative of the Insur	rer: Amstall		
CCCCCC (DAME)		17.7%			

# Councillor Wookey Chair

City of St. Thomas Received

1 6 2017

City Clerks Dept.



#### **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

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- 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.
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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**

416-326-8700 customer.service@agco.ca
1-877-620-6082 info@smartserve.ca
519-631-1680 ext. 4100 customerservice@stthomas.ca
519-631-1981 mail@stthomaschamber.ca
519-633-5248 earl-taylor@coldwellbanker.ca
1-877-372-7233 Eric.Kingston@electricalsafety.on.ca
519-631-9900 APowell@elginhealth.on.ca
)519-637-3098 pauline.meunier@memseo.com
519-631-1680 ext. 5130 dwhite@stthomas.ca
519-631-1680 ext. 4160 <u>cpeck@stthomas.ca</u>
519-631-1680 ext. 4258 <u>mshannon@stthomas.ca</u>
519-631-0210 btodd@stthomas.ca
519-631-1680 ext. 4161 gchapman@stthomas.ca
519-631-1680 ext. 4180 tbridge@stthomas.ca
519-633-7112 mrun@stthomas.ca
519-631-1224 ext. 141 <u>bcarnegie@stps.on.ca</u>
519-631-1680 ext. 4132 tourism@stthomas.ca
519-633-2290 st.thomas@on.sja.ca
519-631-1680 ext. 4105 jblackmore@stthomas.ca

SECTION 1: EVEN	I AND ORGANIZ	EK INTOK	WATION		
Event Name:	PICNIC IN	U THE!	ARK.		
Date(s):	July 12/	17			
Start Time:	930 Am.				
Location(s):					
Organizing Group:	CommITI	ΈE			
Contact Name #1:	CommiTI SAUR MCN,	NEN	#2:_ <i>God</i>	D CAMPE	519-631-1263 SEZL
Street Address:	36067				
Town/City:	SOUTHWOLD	P	rovince: PN	Postal Code	: NOL 2.GO
Phone Number #1:	(519) 764-2	358	#2:		
Email Address:	jackhiva	@gmail	l.com		
Expected Attendance					
Location and number	of washrooms in pl	lace:			
Location and Number	r of Parking Spaces:			P	<u> </u>
Number of Accessibl	e Washrooms:	1	Number of Accessi	و کر کا ble Parking Spo	TRA PYLONS TO DIS: MINIMORE MCESS PRIN
Please describe your	specific event. Attac	ch additional	sheets as necessar	y	= 20
le ove de	ay piere	e desc	gred for 1	exers.	er of Thoma
Helger. En	Tertaconer	f pro	Food so	ailobe	. Desplay
Booths for los	cal proved	ear, c	losser Ca	no and	MESS PRIM er St Shoma . Desplay of Food Booth
SECTION 2: FOOL	AND BEVERAG	<u>• E</u>			
Will food of any kind If Yes, you must noti	l be available at this fy Elgin St. Thoma	s event? s Public Heal	th at <u>www.elginhe</u>	Yes 🗹 alth.on.ca	No 🗆

#### **SECTION 3: TENTS**

Will there be an indoor or tent covered area used for public assembly as p	art of the event	l? No B
If Yes, please specify the number and size of tents. wellese We	st Pouce	Plean
If the tents are larger than 60m <sup>2</sup> cumulatively, a building permit is require Services. Please attach a copy of the Permit and provide the Permit Num		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 con 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 Parks, Rec and Property Management Department for Special Events taki	Policy availabl	e 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 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 can endorsements to provide off — premises beverage services, organizers shallicensee confirming date/time/location/services as well as a copy of the establishment.	nder the AGCO nce Act and its is of inspection of a caterer with all supply a lette	O guidelines for Regulations and s. Please submit a all the required or from the
The area where alcohol is being served has to have a 36" (0.9m) high bard there is a <b>no staking policy</b> in all of the City's Parks, Recreation and Property.	•	
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 D approval may take several weeks.	declaring your	event
Will you be requesting that City Council declare your event a "Municipal	ly Significant I Yes □	Event"? No
SECTION 6: MUSIC / NOISE	i ca Li	140 @
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	d between the l	hours 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.

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 If Yes, the Elgin-St. Thomas Public Health animals are not permitted in the Animal Con Exemption to the By-Law must be approved this permit application. Please note that such	must be notified of the ntrol By-Law 71-2011 I by City Council. Plea	, an Application ase attach a cop	wo week n for Ten	nporary
SECTION 8: ROAD CLOSURES / TRAI	FFIC FLOW CHAN	<u>GES</u>		
Are you anticipating any road closures or tra	affic flow changes?	Yes [	3	No 🗹
If Yes, please describe the road closure requestight of Way Occupancy Permit and City Country that approval may take several weeks.	Council approval is req	uired for all roa	ad closur	es. Please note
		20/200		W167
Please attach a copy of the Right of Way Oc	ccupancy Permit and p	provide the perr	nit #:	
If the event is a Parade / Run / Walk / Pass located under the Special Events page on the	through Sporting Ever e City website. Descri	nt, please refer the bethe event an	to the city d attach a	roads map a map or sketch.
Do you require traffic control?  If Yes, please contact the St. Thomas Police	e Services at (519) 631	Yes    -1224 ext. 141		No 🗹
PLEASE NOTE: Marshalls, volunteers and police can direct traffic pursuant to the High		not allowed to	direct tra	affic. Only the
Have you contacted the Public Works Depa	rtment for:	200		
Trave you contacted the rubble works Depa	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 an 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?  If yes, please provide the location of the rental and attach a copy o	Yes 🗸 f the permit	No 🗆	N/A □

Do you require picnic tables or garbage and Property Management Dept and that				
, · · · · · · · · · · · · · · · · · · ·	·	Yes 🗷	No □	N/A □
If Yes, how many are you requesting?	# of Picnic Tables:	# of C	Garbage Cans:	
			4 RECY	CLING CA
Have you made arrangements with Envi	ironmental Services staf			
		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 exaccredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Saf , please attach the Elect	ety Code or ha	ve been inspe	cted by the
If required, have you obtained a Hydran If Yes, please attach a copy of the Permi			No 🗆	N/A 🗹
SECTION 10: ACCESSIBILITTY				
Accessibility for Ontarians with Disabil requirements to meet for accessibility displayed throughout the event venue to washrooms and parking. Although not r site plan to the Municipal Accessibility.  SECTION 11: OTHER SERVICES/R	. Please note that direct of indicate the barrier-fre required, the Special Eve Advisory Committee for	ctional signage e path of travel ents Committee	needs to be pand location or recommends s	prominently f accessible submitting a
Security: Has a privately licenced security If Yes, what company and how many se	*		Yes 🗆	No 🗹
First Aid: For events with an anticipal required to be retained. Have you confir If Yes, please attach documentation provides.	med First Aid services?	Yes 🗹	No 🗆	N/A □
Ambulance: Has Emergency Medical So and planned emergency access to the sit	•	vice) been conta	cted regarding Yes 🗓	your event
Fireworks: Will there be fireworks as pa If Yes, a permit for exhibition fireworks	•	Fire Departmen	Yes □ t.	No 🗗
SECTION 12: SIGNATURE				0
That the information contained in the drawings, provided in support of the constitutes public information and will be the provisions of the <i>Municipal Freedection</i> . I hereby consent to the City	application, by myself become part of the publi om of Information and	F, my agents, c c record. As suc Protection of F	onsultants and h, and in acco Privacy Act, R	d solicitors, rdance with .S.O. 1990,

documentation available to the general public, inc supporting documentation to any third parties upor	cluding copying and d their request.	isclosing the appli	cation and its
De on Pour bell		May 16 (Date comp	6/11
Signature of Individual Completing this Applicati	on)	(Dat#comp	leted)
Office Use Only: Application Received:	Committee Ap	oproval:	
SECTION 13: INSURANCE			
A Certificate of Insurance is required providing properties of the City of St. Thomas as an Additionable required insurance MUST be submitted a min Special Events Committee reserves the right to incoverage for large community events.	al Insured under the community in the co	orresponding policition to the start of the	the event. The ased 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	ed should insurance costuation.	overage not be prov	vided and may
STATEMENT OF INDEMNIFICATION			
(Event Name)	nized by	(Organizing Group)	
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, do	on of the City of St. Thamages, costs, claims,	omas and all person	ns for whom it sing out of:
any damage to property including loss of use there death resulting at any time there from, occasioned	of, and any injury to a by any act or omission	ny person or persons of	ns, including
organ	ized by		
(Event Name)		(Organizing Group)	
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 Thomas, its officers, agents, servants, employees,	r occasioned by any ca negligence of The Cor	use whatsoever, ex poration of the City	cept where y of St.
Witness:	Signed:		
Name (Print):	Name (Print):		
	Address:	Ti .	
	Telephone:		
	Date:		4
ŷ.	Event Name:		
	Organizing Group:	1 1	
Pa	Event Dates: age 6 of 6	in =_r. <sup>(5)</sup>	

SECTION 1: EVEN	I' AND ORGANIZER INFORMATION
Event Name:	Law EnfoRcent Tolch Run
Date(s):	July 4 2017
Start Time:	/0:00 End Time: 12:00
Location(s):	
Organizing Group:	ST Thomas Police Securce
Contact Name #1:	Kin Manuel #2: GReg BLYANT
Street Address:	30 ST COHCRINEST
Town/City:	STThum4S Province: ON Postal Code: NS/372
Phone Number #1:	519-631-1224 X129 #2:
Email Address:	Knanuelcshas.on.ca
Expected Attendance:	Number of Event Personnel/Volunteers:
Location and number	of washrooms in place:
Location and Number	r of Parking Spaces:
Number of Accessible	e Washrooms:Number of Accessible Parking Spots: NIA
GNO Talby	157, Run and do Frast Ave, South on
FIRST A	e to GM ST., West on GM ST to
PINATO	specific event. Attach additional sheets as necessary. Start west 757, Run East to Flast Ave, South on e to GM ST., west on GM ST to b Park.
SECTION 2: FOOL	O AND BEVERAGE
Will food of any kind If Yes, you must noti	i be available at this event?  Yes V  No I  fy Elgin St. Thomas Public Health at www.elginhealth.on.ca  Scile

#### **SECTION 3: TENTS**

Will there be an indoor or tent covered area used for public assembly as p	art of the even	nt? No 🖭
If Yes, please specify the number and size of tents.		
If the tents are larger than $60\text{m}^2$ cumulatively, a building permit is require Services. Please attach a copy of the Permit and provide the Permit Num	d through Plar ber:	nning & Building
Please note that Indoor or Tent covered areas for public assembly must conformation on how to meet these requirements.	omply with Sm tact the Tobac	oke Free Ontario co 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 availabing place on m	No le through the unicipal property.
You must also comply with the Alcohol and Gaming Commission of Ont are 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 of endorsements to provide off — premises beverage services, organizers shallicensee confirming date/time/location/services as well as a copy of the estatement.	inder the AGC ince Act and it is of inspection of a caterer with all supply a lett	O guidelines for s Regulations and is. Please submit th all the required er from the
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. l perty Manager	Please note that nent 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 D approval may take several weeks.	declaring you	r event
Will you be requesting that City Council declare your event a "Municipal	lly Significant Yes	Event"?
SECTION 6: MUSIC / NOISE		/
Will there be a concert or musical entertainment as part of the event?	Yes 🛚	No D

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?  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 se	, an Applicat ise attach a c	s two week ion for Ter opy of the	mporary
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANG	GES		
Are you anticipating any road closures or traffic flow changes?	Yes	9	No 🗆
If Yes, please describe the road closure requirement and attach a manifold Right of Way Occupancy Permit and City Council approval is requirement and take several weeks.	uired for all i	showing to	the closure. A
No Road Closure, but traffic in	ay get	sku	ed
No Road Closure, but traffic in			
Please attach a copy of the Right of Way Occupancy Permit and p	rovide the pe		
If the event is a Parade / Run / Walk / Pass through Sporting Event located under the Special Events page on the City website. Describ	t, please refe	r to the cit and attach	y roads map a map or sketch.
		-	
Do you require traffic control?  If Yes, please contact the St. Thomas Police Services at (519) 631-		5 T/ 41.	No 🗆
PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.	not allowed	to direct tr	affic. 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 E
Down Digitality	100 🗅		
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	rrange an on iit Applicatio	site meetin on has beer	ig with Parks, a approved.
Have you contacted Parks and Recreation staff about your event?		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 O	No D	EPARK.
	•	-marsy	ver Pavillan

Page 4 of 6

Do you require picnic tables or garbage and Property Management Dept and that				
		Yes D	No □	N/A
If Yes, how many are you requesting?	# of Picnic Tables:	# of	Garbage Cans: _	1
Have you made arrangements with Envi	ronmental Services staff for		ontainers and co	ollection?
		Yes □	No E	N/A □
Will you require municipal support for:	Water	Yes □	No 🗹	N/A □
	Hydro	Yes 🛘	No 🗹	N/A □
Please note that all equipment and exaccredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Safety, please attach the Electric	/ Code or ha	ave been inspec	ted by the
If required, have you obtained a Hydran If Yes, please attach a copy of the Permi		Yes 🗆 Number:	No 🗆	N/A 🗹 —
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your respon Accessibility for Ontarians with Disabil requirements to meet for accessibility displayed throughout the event venue to washrooms and parking. Although not r site plan to the Municipal Accessibility.	ities Act (AODA). Organic Please note that direction indicate the barrier-free prequired, the Special Event	zations with onal signage path of travel is Committee	at least one employed needs to be proposed and location of recommends su	loyee have cominently accessible
SECTION 11: OTHER SERVICES/R	RESOURCES			
Security: Has a privately licenced security If Yes, what company and how many se	ity firm been contacted/retecurity officers will be pres	ained? sent?	Yes 🗆	No 🗷
First Aid: For events with an anticipal required to be retained. Have you confir If Yes, please attach documentation pro-	med First Aid services?	Yes 🛘	No 🗆	N/A Ø
Ambulance: Has Emergency Medical Se	ervices (Ambulance Services	ce) been cont		
and planned emergency access to the sit	e?		Yes 🗆	No 🗹
Fireworks: Will there be fireworks as pa If Yes, a permit for exhibition fireworks		re Departme	Yes □	No 🗹
OP CONTACTOR ATTITLE				

#### **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
KManuel.		(Date completed)
(Signature of Individual Completing this Application	on)	(Date completed)
Office Use Only: Application Received:		
SECTION 13: INSURANCE — 10	Be provide	$\mathcal{A}$ .
A Certificate of Insurance is required providing pronaming of the City of St. Thomas as an Additional the required insurance MUST be submitted a minimum Special Events Committee reserves the right to improve the right to improve age for large community events.	Insured under the c mum of two weeks p pose additional requi	orresponding policies. A copy of rior to the start of the event. The irements and increased insurance
The provision of the completed and signed Stateme	nt of Indemnification	below is also required.
Please note that an approved event may be cancelled be altered or cancelled as a result of an emergency		overage not be provided and may
STATEMENT OF INDEMNIFICATION		
Law Sofoliovent Touch fun organ (Event Name)	ized by <u>SI</u>	S-KM Maruu (Organizing Group)
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, day	of the City of St. Th mages, costs, claims,	omas and all persons for whom it suits or actions arising out of:
any damage to property including loss of use thereodeath resulting at any time there from, occasioned by		
(Event Name) organiz	red by ST/	1S.
(Event Name)		(Organizing Group)
its officers, agents, servants, employees, contractors on the premises or any part thereof arising from or such damage or injury is due to the act, default or n Thomas, its officers, agents, servants, employees, c	occasioned by any ca egligence of The Cor	use whatsoever, except where poration of the City of St.
Witness:	Signed:	Manuel
Name (Print): Heatler White	Name (Print):	Kin Manuel
	Address:	30 STCathAlilio 17
	Telephone:	519-631-1224 x129
	Date:	Nay18/17
	Event Name:	LETK.
	Organizing Group:	<u>STPS</u>
	Event Dates:	JULY 2/1-4

Page 6 of 6



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 Receipt

**Creation Date:** 

Mon May 8, 2017

Receipt #:

13182

PAYEE:

Parks & Recreation

City of St. Thomas Parks and Recreation

Total Amount Due:

\$0.00

Department

75 Caso Crossing

Amount Pald:

\$0.00

St. Thomas, Ontario, Canada

N5R 0G7

**Balance Due:** 

\$0.00

Client#:

507

Account#:

(519) 633-7112

Email: parksandrecreation@stthomas.ca

Phone 1: Event:

(519) 631-1680 x4172 Special Olympics Phone 2:

Fax: (519) 633-9272

10698 4131 RT0001

#### **Facility**

Facility Name	Description	Date	Time	Price	
Pinafore Park - Picni	ic Shellers - Marshall Fiel	ld Lakeside Pavilion - Both Se	ections		
No Charge - \$0.00					
		Tue Jul 4, 2017	09:00AM - 12:00PM	\$0.00	Н.,
		A g amplite to they are \$25.00 to the	Facility Subtot	al: \$0.00	
		Company of the second s	Tol	al: \$0.00	)

#### **Transactions**

There are no transactions to display for this Invoice...

Comments	Subtotal:	\$0.00
Booked by April on May 8th		
	Total:	\$0.00
	Amount Paid:	\$0.00
	Balance Due:	\$0.00



Crealed: Mon. May 8, 2017 @ 01:30PM (EDT)

SECTION 1: EVEN	I AND ORGANIZER INFORMATION
Event Name:	KNOX PRESBYTERIAN CHURCH KIRKIN'O'THE TARTAN PARADE
Date(s):	SUN. SEPT. 17 2017
Start Time:	
Location(s):	PARADE - START NE CORNER PRINCESS AVE + CENTRE ST. END KNOX CHURCI
Organizing Group:	KNOX CHURCH KIRKIN' O'THE TARTAN COAMITTEE
Contact Name #1:	MARY-ELLEN BOLT #2: JOHN LYLE
Street Address:	% KNOX CHURCH ST HINCKS ST.
Town/City:	St. THOMAS Province: ON Postal Code: N5R3N9
Phone Number #1:	519 633-6435 (BOLT) #2:519 631-4346 #3 CHURCH OFFICE
Email Address:	boltfam @ragers : com
Expected Attendance	: Number of Event Personnel/Volunteers:9
Location and number	r of washrooms in place: AT CHURCH
Location and Number	er of Parking Spaces: AT KNOX CHUKCH
Number of Accessib	le Washrooms: Number of Accessible Parking Spots:
Please describe your	specific event. Attach additional sheets as necessary. PARADE. BAGPIPE
	LING PARADE. ANNUAL EVENT.
PARADE FORM.	S UP ON NE Corner of Centre St. + Princess Ave (South Legends
parking lot). Pe	erade marches South on PRINCESS AVE TO WELLINGTON ST.
	lington St. to HINCKS ST. + KNOX CHURCH
SECTION 2: FOO	D AND BEVERAGE
	d be available at this event?  Yes  No  No  Kify Elgin St. Thomas Public Health at <a href="https://www.elginhealth.on.ca">www.elginhealth.on.ca</a> City of St. Thomas Reserved

MAY 3 0 2017

City Clerks Dept.

#### **SECTION 3: TENTS**

Will there be an indoor or tent covered area used for public assembly as par		
	Yes 🗆	No 🕱
If Yes, please specify the number and size of tents.		<del></del>
If the tents are larger than $60\text{m}^2$ cumulatively, a building permit is required services. Please attach a copy of the Permit and provide the Permit Number		nning & Building
Please note that Indoor or Tent covered areas for public assembly must com Act requirements enforced by Elgin St Thomas Public Health. Please contact Officer for information on how to meet these requirements.	ply with Sm ct the Tobac	noke Free Ontario co 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 Poparks, Rec and Property Management Department for Special Events taking		le through the
You must also comply with the Alcohol and Gaming Commission of Ontari are responsible to notify and provide any pertinent information required und obtaining a Special Occasion Permit. You must adhere to the Liquor Licence 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 esta	der the AGC ee Act and its of inspection a caterer wit supply a lett	O guidelines for s Regulations and as. Please submit all the required ter from the
The area where alcohol is being served has to have a 36" (0.9m) high barrie there is a <b>no staking policy</b> in all of the City's Parks, Recreation and Property	r/partition. I	Please note that ment facilities.
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcohol a Ontario (AGCO), you must obtain a letter of approval from City Council, de "municipally significant", by submitting the request to the City Clerk's Department approval may take several weeks.	eclaring you	ır event
Will you be requesting that City Council declare your event a "Municipally	Significant Yes □	Event"? No 🎾
SECTION 6: MUSIC / NOISE		
Will there be a concert or musical entertainment as part of the event?  MARCHING BAN  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 to musical licencing through SOCAN for events not taking place in a City facility.	between the being "used o obtain any	in a reasonable

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? 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 se	event details an Applicationse attach a conversal weeks.	two weeks pon for Tempo	orary
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANG	<u>GES</u>		
Are you anticipating any road closures or traffic flow changes?	Yes	ŏ No	
If Yes, please describe the road closure requirement and attach a management Right of Way Occupancy Permit and City Council approval is requirement approval may take several weeks.			
ROLLING MARCHING PARADE. 1	DARTICIP.	ANTS	CAN BE
EASILY MOVED ASIDE IF THE ROADH	LI YAL	REQUIRE	D FOR
EMERGENCIES.			
Please attach a copy of the Right of Way Occupancy Permit and pr	rovide the per	mit #:	
If the event is a Parade / Run / Walk / Pass through Sporting Event located under the Special Events page on the City website. Describe PARADE - AS DESCRIBED ABOUE, M	be the event ar	nd attach a m	ap or sketch.
Do you require traffic control?  If Yes, please contact the St. Thomas Police Services at (519) 631-		_	———— Э П
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 □ No □	N/A ⊠ N/A Ď≮
Detout Signing	162	140	14/15 / 25
SECTION 9: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to an Rec and Property Management staff once the Special Events Perm	rrange an onsi	te meeting w	vith Parks,
Have you contacted Parks and Recreation staff about your event?		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 o	Yes □ f the permit	No □	N/A 🏿

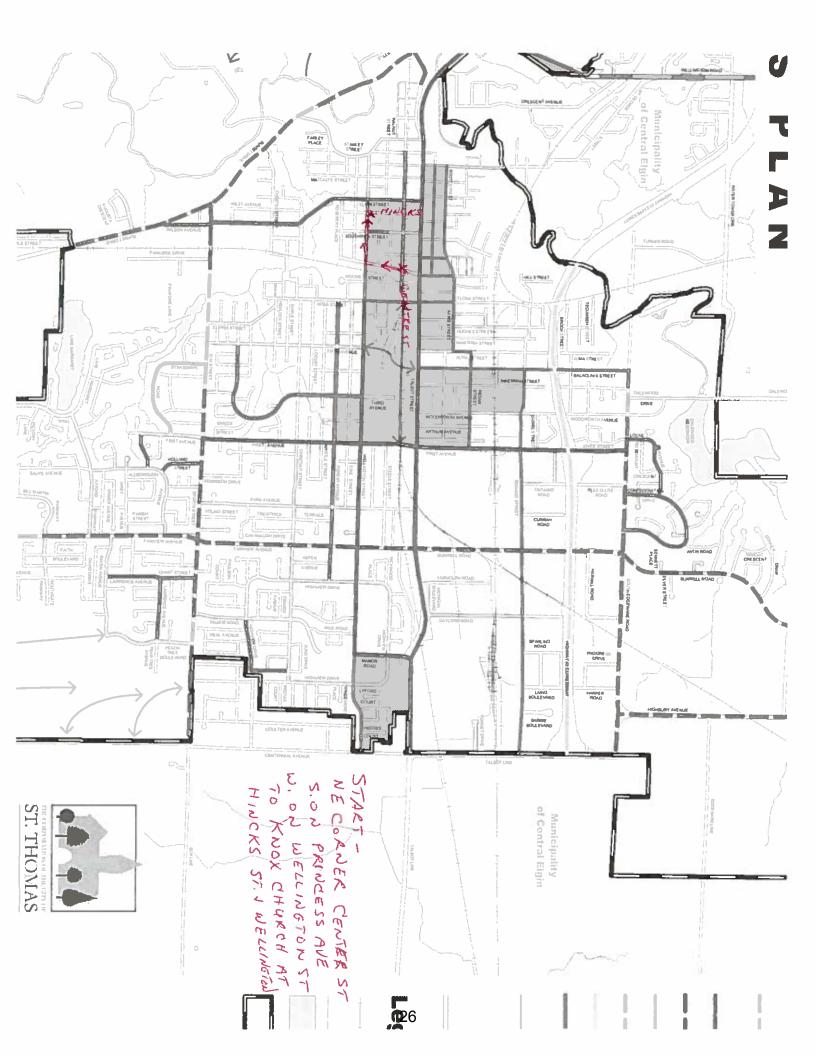
Do you require picnic tables or garbage and Property Management Dept and that				
G	, i i i i i i i i i i i i i i i i i i i	Yes □		N/A 🕅
If Yes, how many are you requesting?	# of Picnic Tables:			
Have you made arrangements with Envi	ronmental Services staff for	or recycling co	ntainers and co	llection?
		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 exaccredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Safety please attach the Electric	Code or hav	e been inspect	ed by the
If required, have you obtained a Hydran If Yes, please attach a copy of the Permi			No □	N/A
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your response Accessibility for Ontarians with Disability requirements to meet for accessibility displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility and the M	ities Act (AODA). Organize Please note that direction indicate the barrier-free pequired, the Special Event	zations with at onal signage re oath of travel a s Committee re	least one emplaceds to be prond location of accommends sufficients.	oyee have ominently accessible
SECTION 11: OTHER SERVICES/R	ESOURCES			
Security: Has a privately licenced securi If Yes, what company and how many se			Yes 🗆	No 🎾
First Aid: For events with an anticipate required to be retained. Have you confirm If Yes, please attach documentation provides.	med First Aid services?	Yes □	No □	rvices are N/A 泊
Ambulance: Has Emergency Medical Se and planned emergency access to the site		e) been contac	ted regarding y Yes	our event No ⊈
Fireworks: Will there be fireworks as pa If Yes, a permit for exhibition fireworks	•	re Department.	Yes □	No 5%

#### **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, ir supporting documentation to any third parties upo		and disclosing the application and its
May Eller Soll		May 25, 2017
(Signature of Individual Completing this Applicat	ion)	(Date completed)
Office Use Only: Application Received:	Commi	ttee Approval:
SECTION 13: INSURANCE		
A Certificate of Insurance is required providing p naming of the City of St. Thomas as an Addition the required insurance MUST be submitted a mir Special Events Committee reserves the right to incoverage for large community events.	al Insured under nimum of two we	the corresponding policies. A copy of eks prior to the start of the event. The
The provision of the completed and signed Statem	ent of Indemnific	ation below is also required.
Please note that an approved event may be cancel be altered or cancelled as a result of an emergency		nce coverage not be provided and may
STATEMENT OF INDEMNIFICATION		
(IRKINO THE TARTAN PARADE orga (Event Name)	nized by K N 6× /	PRESBYTERIAN CHURCH KIRKIN (Organizing Group) COMMITTEE
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, de	on of the City of S	t. Thomas and all persons for whom it
any damage to property including loss of use there death resulting at any time there from, occasioned		
KIRKIN'O'THE TARTAN PARADE Organ (Event Name)	ized by <u>Knox <i>CH</i></u>	URCH KIRKIN' 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,	coccasioned by ar negligence of The	ny cause whatsoever, except where e Corporation of the City of St.
Witness:	Signed:	MARY-ELLEN BOLT
Name (Print): Jon Hindley	Name (Print):	MARY-ELLEN BOLT
	Address:	6297 HIGHLAND LANE
	Telephone:	519 6336435- UNION NOLZL
	Date:	30 may /17
	Event Name:	KIRKING THE TARTAN PARM DE
	Organizing Gro	oup: KNOT CHURCH
	Event Dates:	Sept 17, 2017

2.51



# Councillor Wookey Chair



#### **Special Events Committee**

c/o Breanna Pawiak 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 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>rmundt@stps.on.ca</u>
	519-631-1680 ext. 4132 tourism@stthomas.ca
Railway City Tourism	
St. John's Ambulance (First Aid)	519-633-2290 <u>st.thomas@on.sja.ca</u>
Treasury Department – Insurance	519-631-1680 ext. 4105 kenglish@stthomas.ca

# MAY 3 0 2017

# **SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name:	ST THOMAS FIRE MUSTER Days City Charles Bapt.
Date(s):	SEPT 2+3 (Setup Sept 1)
Start Time:	8m - Hpm End Time: //pm
Location(s):	Pinatore Park
Organizing Group:	ST THOMAS FIREFIGHERS ASSOC
Contact Name #1:	Dayl Sm. th #2: Kin Destro
Street Address:	305 Wellington ST
Town/City:	ST 7thms Province: 52 Postal Code: NSR 2TZ
Phone Number #1:	519-495-4576 #2:
Email Address:	S+ thomas fire muster Egmail.com
Expected Attendance	8006 - 1660 Number of Event Personnel/Volunteers: 20 - 25
Location and number	of washrooms in place: City facilizes & Putables
Location and Number	r of Parking Spaces: Pinafora Spaces + over flow Anex
Number of Accessibl	e Washrooms: C177 Owner of Accessible Parking Spots: City
Please describe your	specific event. Attach additional sheets as necessary. Final Fire must
Days. Truck	PARADE, FOOD Veclors, CAR SHOWS GAMES,
Craff Vs	specific event. Attach additional sheets as necessary. From I Fire Musting Sports, Food Vendors, Cap 5 Hours Granges,  Lolars Korten Limit . Truck Show:

# **SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event?

If Yes, you must notify Elgin St. Thomas Public Health at <a href="https://www.elginhealth.on.ca">www.elginhealth.on.ca</a>

### **SECTION 3: TENTS**

Will there be an indoor or tent covered area used for public assembly as part of the event?  Yes  Yes
If Yes, please specify the number and size of tents.
If the tents are larger than $60\text{m}^2$ 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?  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 <b>no staking policy</b> 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 sucl 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?

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.
SAME As Privious Years No Closures as this is
a Truck only Parson
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.
Touch PARPOS from Fines / THEBOT Going FAST ON TARBOT
to ELGIN turning South on to Wilson Turning Essor on
Elm INTO PINAFORE to link & Svent
Do you require traffic control? 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:
Barricades Yes No NA No Parking Signs Yes No
Detour Signing Yes No
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?
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.

Page 40 of 6

and Property Management Dept and that del		•		-
		Yes 🛛	No 🗆	N/A □
If Yes, how many are you requesting? #	of Picnic Tables:	# of Ga Calhan S	arbage Cans:	36-33
Have you made arrangements with Environ			itainers and col	lection?
		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 exter accredited certification body under the O Electrical Safety Authority. If required, pl provide the Permit Number:	ntario Electrical Safety ease attach the Electric	Code or have al Safety Author	been inspecte	ed by the
If required, have you obtained a Hydrant C If Yes, please attach a copy of the Permit a				N/A 🖺
SECTION 10: ACCESSIBILITTY				
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.				
SECTION 11: OTHER SERVICES/RES	SOURCES			
Security: Has a privately licenced security If Yes, what company and how many security			Yes □	No E
First Aid: For events with an anticipated required to be retained. Have you confirme If Yes, please attach documentation provid	ed First Aid services?	Yes 🖪	No 🗆	vices are N/A □
Ambulance: Has Emergency Medical Serv	ices (Ambulance Service	e) been contac		
and planned emergency access to the site?	Regular Bro	ess	Yes □	No 🗗
Fireworks: Will there be fireworks as part of the second o		re Department.	Yes 🗆	No 1

#### **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	0 10 0	disclosing the application and its		
DIST		Ma 30/17		
(Signature of Individual Completing this Application	on)	(Date completed)		
Office Use Only: Application Received:	Committee	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 mum 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	on 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				
ST THamas Fine Muster Days organ (Event Name)	ized by $\underline{\mathcal{S}_{\mathcal{T}}}$	(Organizing Group)		
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, date				
any damage to property including loss of use thered death resulting at any time there from, occasioned by				
STHEME Fire Muster Dans organiz	zed by	PFA		
ST THems Fire Muster Day organized by ST PFFA  (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, c	ontractors, customer	rs, invitees or licensees.		
Witness:	Signed:			
Name (Print): Don Hindley	Name (Print):	DARYL SMITH		
,	Address:	305 Wellingth ST		
	Telephone:	519-495-4576		
	Date:	Mony 30/17		
	Event Name:	ST THANTS FIRE Muster Des		
	Organizing Group:	STRFFA		
<b>.</b>	Event Dates:	Sept 2+3/17(Setup Sot!)		

Page **32**6f 6

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.
- 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 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 <u>customerservice@stthomas.ca</u>
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
<b>Emergency Medical Services (Ambulance Services</b>	)519-637-3098 pauline.meunier@memseo.com
Public Works Dept – Roads, Animals	519-631-1680 ext. 5130 <u>dwhite@stthomas.ca</u>
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 <u>btodd@stthomas.ca</u>
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 kenglish@stthomas.ca

City of St. Thomas MAY 3 1 2017 **SECTION 1: EVENT AND ORGANIZER INFORMATION** City Clerks Dept. Event Name: Date(s): End Time: Start Time: Location(s): Organizing Group: #2: Matt Sharpe Contact Name #1: Street Address: Province: ON Postal Code: NSP371 Town/City: #2519495 2818 Phone Number #1: Spincities @ **Email Address:** Expected Attendance: 20,000 Number of Event Personnel/Volunteers: Location and number of washrooms in place: <u>CS</u> <u>Per</u> guidlines Location and Number of Parking Spaces: as mandate by Pinafore Park

Number of Accessible Washrooms:		Number of Accessible Parking Spots:		
Please describe your spec				0
Canada Day	lelebration	, 1000	Service,	iseer Garaco
19				<del></del>

#### **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 <a href="https://www.elginhealth.on.ca">www.elginhealth.on.ca</a>

#### **SECTION 3: TENTS**

Will there be an indoor or tent covered area used for public assembly as pa	rt of the event?	Мо. □	
If Yes, please specify the number and size of tents. Parilins in	Pinafre	e Park	
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			
Please note that Indoor or Tent covered areas for public assembly must con Act requirements enforced by Elgin St Thomas Public Health. Please conta 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 P Parks, Rec and Property Management Department for Special Events takin		through the	
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 barri there is a <b>no staking policy</b> in all of the City's Parks, Recreation and Prope			
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT			
If you wish to apply for a "Special Occasion Permit," through the Alcohol Ontario (AGCO), you must obtain a letter of approval from City Council, a "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 "Municipally	y Significant E Yes □	vent"?	
SECTION 6: MUSIC / NOISE	105 🗖	140 40	
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 fac	being "used in to obtain any a	a reasonable	

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?  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. Plethis permit application. Please note that such approval may take see SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES.	e event detail I, an Applicat case attach a c several weeks.	s two weeks p ion for Tempo opy of the app	orary
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHAN	GES		
Are you anticipating any road closures or traffic flow changes?	Yes	. □ No	
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.	quired for all	road closures.	Please note
		100	
Please attach a copy of the Right of Way Occupancy Permit and	provide the pe	ermit #:	
If the event is a Parade / Run / Walk / Pass through Sporting Eve located under the Special Events page on the City website. Description			
Do you require traffic control?  If Yes, please contact the St. Thomas Police Services at (519) 63		1.000	
PLEASE NOTE: Marshalls, volunteers and special event staff ar police can direct traffic pursuant to the Highway Traffic Act.	e not allowed	to direct traffi	ic. Only the
Have you contacted the Public Works Department for:			84
Barricades	Yes 🗆	No 🗆	N/A □
No Parking Signs Detour Signing	Yes □ Yes □	No □ No □	<b>N/A</b> □ <b>N/A</b> □
SECTION 9: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to			
Rec and Property Management staff once the Special Events Per Have you contacted Parks and Recreation staff about your event		on has been ap No 🗆	proved. N/A
Have you rented a pavilion/facility and signed a permit?	Yes   of the permit	No 🗆	N/A

Do you require picnic tables or garbage and Property Management Dept and that				
, and the second	,, ,	Yes □		N/A
If Yes, how many are you requesting?	# of Picnic Tables:	# of	Garbage Cans:	
Have you made arrangements with Env	rironmental Services sta	ff 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 exact accredited certification body under the Electrical Safety Authority. If required provide the Permit Number:	e Ontario Electrical Sa I, please attach the Elec	fety Code or h	ave been inspe	ected by the
If required, have you obtained a Hydrar If Yes, please attach a copy of the Perm			No 🗆	N/A 📈
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your respondancessibility for Ontarians with Disabi 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). Org y. Please note that dire to indicate the barrier-fr required, the Special Ev	anizations with ectional signage ee path of trave vents Committe	at least one emechanism at least one emechanism to be land location of the recommends	prominently of accessible submitting a
SECTION 11: OTHER SERVICES/	RESOURCES			
Security: Has a privately licenced security If Yes, what company and how many s				No 🗹
First Aid: For events with an anticipal required to be retained. Have you confil If Yes, please attach documentation pro	irmed First Aid services	? Yes □	No 🗆	N/A
Ambulance: Has Emergency Medical S and planned emergency access to the si		rvice) been con	tacted regardin Yes 🗆	g your event No
Fireworks: Will there be fireworks as p If Yes, a permit for exhibition firework		e Fire Departme	Yes Pront.	No 🗆
COCCUON 12. SIGNATURE				

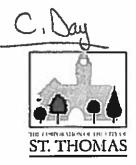
#### **SECTION 12: SIGNATURE**

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
The Mad		Man 30,2017
Signature of Individual Completing this Application	on)	(Date completed)
Office Use Only: Application Received:	Committee	Approval:
SECTION 13: INSURANCE		
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The provision of the completed and signed Stateme	ent of Indemnification	on 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  Canada Day organ (Event Name)	nized by SJ 7	omas Kinsmen Club
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 there death resulting at any time there from, occasioned l		
Canada Day organi	zed by $5 + 1$	Omas Kinsmen Club (Organizing Group)
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 Thomas, its officers, agents, servants, employees, or	occasioned by any congligence of The Co	cause whatsoever, except where orporation of the City of St.
Witness:	Signed:	Short
Name (Print): Bus sees in	Name (Print):	Shawn Holroyd
	Address:	15 warren Cres
	Telephone:	519-619.1367
	Date:	May 30, 2017
	Event Name:	Canada Day
	Organizing Group	St Thomas Kinsmen Club
	Event Dates:	July 1, 2017

Page 6 of 6 38

Councillor Wookey
Chair



Special Events Committee c/o City Clerk's Dept, 545 Talbot St.,

St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4100

Fax: (519) 633-9019

# 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
Smart Serve Ontario	1-877-620-6082
City Clerk's Department - Municipally Significant Event	519-631-1680 ext. 4100
Chamber of Commerce	519-631-1981
Downtown Development Board	519-633-5248
Electrical Safety Authority	1-877-372-7233
Elgin-St. Thomas Public Health	519-631-9900
Emergency Medical Services (Ambulance Services)	519-637-3098 ext. 30
Public Works Dept - Roads, Animals	519-631-1680 ext. 5130
Planning & Building Services	519-631-1680 ext. 4160
Environmental Services - Waste Management	519-631-1680 ext. 4258
Fire Department - Fireworks, Fire Prevention Officer	519-631-0210
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161
Parks and Recreation - Property Services, Hydro	519-631-1680 ext. 4180
Parks and Recreation Department	519-633-7112
Police Services - Noise By-Law, Traffic Control	519-631-1224 ext. 141
Railway City Tourism	519-631-1680 ext. 4132
St. John's Ambulance (First Aid)	519-633-2290
Treasury Department - Insurance	519-631-1680 ext. 4105

Page 1 of 6

	<b>SECTION 1: EVEN</b>	T AND ORGANIZER INFORMATION
	Event Name:	Canada Day Celebrations
	Date(s):	July let, 2007
	Start Time:	80m End Time:
	Location(s):	Pinatone Park 95 Ela St
	Organizing Group:	Canada Day Committee
	Contact Name #1:	Haril Gazda #2: Mayor Jackson
	Street Address:	545 Talbot St.
	Town/City:	St. Thomas Province: Ont Postal Code: AISP 3V7
	Phone Number #1:	519.631.1680 ext 4172 #2: 519.631.1680 ext 4131
	Email Address:	agazda @ Stthomas.ca
	Expected Attendance	Number of Event Personnel/Volunteers: 20
	Roud Shell	of washrooms in place: Main Washroom facility (comfort Station)
	Location and Numbe	r of Parking Spaces: Creating and annual areas V hand wash Station .
Gaerin	g parking a	of accessible, Spots throughout the Dirk. Bardshell, Control Station J designated 3pds
	Number of Accessible	le Washrooms: beirging in Number of Accessible Parking Spots: throughout park
	Please describe your	specific event. Attach additional sheets as necessary.
	Kam pancal	se breakfast tood Vendors Steam entre
, <i>,</i>	Water Fee	stual craft Vendors
Kynene -	nBeer Gard	en Ema services Olisplay
Tree	Inflatables	5 fire Works lope.
	LIVE MUSK	2 All day tamily Entertainment
	SECTION 2: FOOI	D AND BEVERAGE
	Will food of any kin If Yes, you must not	d be available at this event?  Yes Wo No I ify Elgin St. Thomas Public Health at www.elginhealth.on.ca  Food Trailers will contact HU directly
		Page 2 of 6

SECTION 3: TENTS		_	
Will there be an indoor or tent covered area used for public assembly as pa  If Yes, please specify the number and size of tents.	rt of the ever	11? (UN SURD)	•
If Yes, please specify the number and size of tents.			-
If the tents are larger than 60m <sup>2</sup> cumulatively, a building permit is required Services. Please attach a copy of the Permit and provide the Permit Number	through Pla	nning & Building	
Please note that Indoor or Tent covered areas for public assembly must con Act requirements enforced by Elgin St Thomas Public Health. Please conta Officer for information on how to meet these requirements.	ct the Tobac	co Enforcement	
SECTION 4: SERVING OF ALCOHOL SOP buing	don b	Kinsmen C	ly
Will alcohol be consumed at the event?  If Yes, you must review and meet the requirements of the City's Alcohol P Parks and Recreation Department for Special Events taking place on munic	olicy availat	ole through the	
You must also comply with the Alcohol and Gaming Commission of Ontar are responsible to notify and provide any pertinent information required un obtaining a Special Occasion Permit. You must adhere to the Liquor Licen 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 estatements.	der the AGC ce Act and it of inspection a caterer with supply a let	O guidelines for s Regulations and ns. Please submit th all the required ter from the	d i
The area where alcohol is being served has to have a 36" (0.9m) high barrithere is a no staking policy in all of the City's Parks and Recreation facilit	er/partition. ies.	Please note that	
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT			
If you wish to apply for a "Special Occasion Permit," through the Alcohol Ontario (AGCO), you must obtain a letter of approval from City Council, a "municipally significant", by submitting the request to the City Clerk's De approval may take several weeks.	declaring you	ır event	:h
Will you be requesting that City Council declare your event a "Municipally	y Significant Yes 🗆	Event"?	
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 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 factory of the company of the comp	being "used to obtain any cility. nd under the	in a reasonable applicable  Occupational	rs
can be found on the Special Event Permits page on the City of St. Thomas	website.		

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Do you require picnic tables or garbage cans? Please note availability is at the confidence of the even representation Department and that delivery/pick up is the responsibility of the even representation.	nt organizer.	
Yes D No If Yes, how many are you requesting? # of Picnic Tables: # of	Garbage Cans:	
Have you made arrangements with Environmental Services staff for recycling will be in Louch with Michele Shannon Yes -		ollection? N/A □
Will you require municipal support for:  Water  Hydro  On 5. to Park within	No 🗆 No 🗆	N/A 🗆 N/A 🗅
Please note that all equipment and extension cords must be in good condaccredited certification body under the Ontario Electrical Safety Code or has Electrical Safety Authority. If required, please attach the Electrical Safety Authority Permit Number:  If required, have you obtained a Hydrant Connection Permit?  Yes	lition and appro ave been inspec uthority docume	eted by an eted by the ntation and
If required, have you obtained a Hydrant Connection Permit? Yes   If Yes, please attach a copy of the Permit and provide the Permit Number:	No 🗆	N/A X
SECTION 10: ACCESSIBILITTY		
As an event organizer, it is your responsibility to ensure that your organization Accessibility for Ontarians with Disabilities Act (AODA). Organizations with requirements to meet for accessibility. Please note that directional signaged displayed throughout the event venue to indicate the barrier-free path of trave washrooms and parking. Although not required, the Special Events Committee site plan to the Municipal Accessibility Advisory Committee for larger events	at least one emp e needs to be p I and location of e recommends s	oloyee have rominently faccessible ubmitting a
SECTION 11: OTHER SERVICES/RESOURCES		
Security: Has a privately licenced security firm been contacted/retained?  If Yes, what company and how many security officers will be present?		No X
First Aid: For events with an anticipated attendance of more than 200 per required to be retained. Have you confirmed First Aid services? Yes of the Yes, please attach documentation providing proof that First Aid services have the confirmed booking.  Ambulance: Has Emergency Medical Services (Ambulance Service) been confirmed planned emergency access to the site?	No □ ve been retained.	N/A □
Fireworks: Will there be fireworks as part of your event?  If Yes, a permit for exhibition fireworks is required through the Fire Department SECTION 12: SIGNATURE  SECTION 12: SIGNATURE  (Signature of Individual Completing this Application)  Office Use Only: Application Received:  Committee Approva	May 31/1	No 🛘

# **SECTION 13: INSURANCE**

STATEMENT OF INDEMNIFICATION

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.

Λ

Canada Da Celebration organ	sized by anada Jay ammittee
(Event Name)	(Organizing Group)
	n of the City of St. Thomas and all persons for whom it mages, costs, claims, suits or actions arising out of:
death resulting at any time there from, occasioned by	
(Event Name) elebration organiz	zed by Onada Ommittee (Organizing Group)
on the premises or any part thereof arising from or such damage or injury is due to the act, default or n	
Thomas, its officers, agents, servants, employees, c	contractors, customers, invitees or licensees.
Witness: Mull	Signed:
Name (Print): Martin Run	Name (Print):
•	Address: 545 Talbot St.
	Telephone: 59.631.680 ust 472
	Date: 31/17
	Event Name: andia ay eleppation
	Organizing Group: and I am I omnutee
	Event Dates: July 1st 6017
	1



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 Receipt

**Creation Date:** 

Mon Jun 27, 2016

Receipt #:

11962

PAYEE:

Parks & Recreation

City of St. Thomas Parks and Recreation

**Total Amount Due:** 

\$0.00

Department

**Amount Paid:** 

\$0.00

75 Caso Crossing

St. Thomas, Ontario, Canada N5R 0G7

**Balance Due:** 

\$0.00

Client #:

Account #:

Phone 2:

Email: parksandrecreation@stthomas.ca

Phone 1: Event:

(519) 631-1680 x4172 Canada Day event (519) 633-7112

Fax: (519) 633-9272

10698 4131 RT0001

# **Facility**

Facility Name	Description	Date			Time	Price	
Pinafore Park - Picn No Charge - \$0.00	ic Shelters - Dance Pavilic	n - Both Secti	ons				
		Sat Jul	1.	2017	08:00AM - 10:00PM	\$0.00	Н
	20 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0				Facility Subtota	it: \$0.00	
Pinafore Park - Picn No Charge - \$0.00	ic Shelters - Marshall Field	d Lakeside Par	vilior	- Both Sec	ctions		
				2017	08:00AM - 10:00PM	\$0.00	Н
		martin and the character of			Facility Subtota	i: \$0.00	
Pinafore Park - Picn No Charge - \$0.00	ic Shelters - Street Railwa	y Shelter					
		Sat Jul	1,	2017	08:00AM - 10:00PM	\$0.00	Н
	ic Shelters - Woodlot Shel	ter			Facility Subtota	l: \$0.00	
No Charge - \$0.00		Sat Jul	1	2017	08:00AM - 10:00PM	\$0.00	н
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Pinafore Park - Picn No Charge - \$0.00	ic Shelters - North Shelter				racinty Subtota	1: \$0.00	
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Pinafore Park - Picn No Charge - \$0.00	ic Shelters - Morris F. Jon	es Memorial B	and	shell	•		
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Pinafore Park - Picn No Charge - \$0.00	ic Shelters - Lion's Club C	elebration Pav	rilion				
- **		Sat Jul	1,	2017	08:00AM - 10:00PM	\$0.00	Н
					Facility Subtota	i: \$0.00	
THE RESIDENCE PROPERTY AND ADDRESS OF THE PARTY AND ADDRESS.	AND THE PERSON NAMED IN COLUMN 1				Tota	l: \$0.00	

# **Transactions**

#### There are no transactions to display for this Invoice...

Comments	Subtotal:	\$0.00
booked by April June 27, 2016	and the same of th	
	Total:	\$0.00
	Amount Paid:	\$0.00
	Secretary Assets as the	and the second
	Balance Due:	\$0.00
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Powered by Book King

Created: Wed May 31, 2017 @ 01:17PM (EDT)

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 Outdoor Facility Permit

- The undersigned agrees to leave the property and its contents in the same condition and location 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
- Wedding Receptions / Ceremonies booked in the park pavilions require a \$200.00 damage deposit at time of booking. Either a post dated chq (for date of event), cash, visa, MasterCard or debit will be refunded after the event provided there are no damages and that the property including picnic tables are in the same condition in which the property was found.
- 3. 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.
- 4. 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.
- 5. No live coals permitted on any outdoor municipal property. CSA-approved propane barbecue ONLY.
- 6. Bouncy castles and dunk tanks are strictly prohibited.
- 7. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
- 8. All posted rules throughout the parks must be adhered to at all times.
- 9. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
- 10. Cancellation Policy for facilities <u>other than</u> pavilions/bandshell shall be 14 days notice. There will be no refund if cancelled within 14 days.
- 11. The Parks and Recreation Department reserves the right to cancel or alter the time or fees specified in this permit, due to change of policy or availability of facilities.

- 12. 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 is to be sent to another person.
- 13. The picnic pavilion permit fee shall include only the use of a pavilion, hydro, and water. Any additional use of facility space (e.g. hydro pedestals) must be requested and a separate fee will be associated on your facility permit.
- 14. The permit-holder acknowledges that the City has sole responsibility for booking any outdoor facilities. The permit-holder does not have the right to assign this permit or any related facilities associated with this permit to another group or individual.
- 15. 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.
- 16. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
- 17. The City of St. Thomas By-law 111-2008 prohibits the use of tobacco within thirty (30) metres/90 feet of playground equipment, splash pads and players benches.
- 18. Consumption of alcoholic beverages is strictly prohibited in the facilities pertaining to this permit. (see below for infraction consequences)

This permit covers the	time period specified	below:	
	Jul	y 1/17	
l acknowledge and a	ccept all of the prece	eding terms and conditions. Signed	and accepted by:
A. Gazda		a Spoda	Canada Day Celebra
Name (please print) User Group		Signature	Group Name
Martin Name (please print) City of St. Thomas	Run	Signature	June 26,2016 Date
Invoice #(s)	11962	, <u> </u>	

Updated on September 12, 2016

Payment Terms: Due at the time of booking.



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

#1 8am - 12pm Lions Club Pancake Breakfast (\$5.00 adults, \$3.00 12 - 4y, under 4y free - located at the main West Dance pavilion)

#2 11am - 10pm Kinsmen Club Beer Garden & BBQ (main West Dance pavilion)

#3 1pm - 3pm Police, Fire, EMS display (across from the splashpad)

#7 2pm – 5pm Shore Wild Bird Display (between the splashpad and bandshell, in the trees/path)

#4 2pm - 8:00pm Free games and inflatables for kids of all ages courtesy of Ifast parties #6 Street Railway Shelter - Local artists "Art Crawl" featuring live painting and sculpting. #5 Vendor Alley: crafts, clothing, specialty t-shirts, accessories, jewelry, baked goods, fruits and veggie stand, ice cream, candles, flags, toys, popcorn, cotton candy, soaps, bath salts, books, collectables, teddy bears, apple fritters, live skunks and many other unique vendors. Water Festival & Steam Centre displays!!!

#1 Food served all day from Kinsmen, Rotary and Optimist Clubs. Enjoy the splash pad, playground and visit the myFM cruiser!

# #8 Music & Entertainment at the Morris F Jones Bandshell from 11 am - 10 pm

11am - 12pm Derrick Drover Band (various)

12pm – Ceremony (O Canada sung in English and French by Tony D'Costa) – Dignitary speeches, Council handing out free Canada Day sugar cookies

1pm -145pm Minion Bob and Minion Kevin taking photos

2pm – 3:00pm Little Ray's Reptile Zoo Presentation

3:00pm – 4pm Princess Belle from Beauty and the Beast signing autographs and taking photos from My Perfect Princess Party

4pm - 5pm Traci Kennedy (country)

5pm - 5:45pm Amazing Corbin Magic Show Stage Performance

6pm - 7pm The Smokin Bass Band (various)

7:30pm - 9:00pm The Weathered (various)

# 9 10 pm - Spectacular Fireworks Display Courtesy of the St. Thomas Kinsmen Club! Goodwill donations will be collected by the Kinsmen Club. Fireworks will be set off on Emslie field with the viewing area inside Pinafore Park. There is no entry or viewing permitted inside Emslie field.

Our appreciation to St. John's Ambulance for providing First Aid Support. A special thank you to St. Thomas REACT for their parking coordination, St. Thomas Fire Department for Firework coordination and St. Thomas Police Services for traffic control. Please note there is limited designated and overflow parking inside Pinafore Park. There will be no entry into Pinafore Park after 8 pm. Parking is available within walking distance at Memorial Arena, 80 Wilson Ave., Parkside Collegiate, John Wise Public School and the St. Thomas Curling Club, Parkside Drive. \*\*\*\*\*\*Traffic will only be permitted to exit out of Emslie field after the fireworks are over due to the foot traffic at the front of the park.

VENDOR MAP **Pinafore** Elm St. STATHOMAS Parks Recreation Park 95 Elm St. Pinatore Office and Shop Prestre Porty 0000 **Tennis Courts** BeerGardon i Morris F Jones Bandshell Woodlor Pavilion Celebration Paylion **Pinafore** Woodlot Lecend Paved Walking Trail Un-Paved Walking Trail Leike Margret Building