

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

BY EMAIL

JUNE 29, 2017

PETITIONS AND COMMUNICATIONS

Pride Picnic in the Park - July 27th, 2017

Fundraising BBQ - PSNE - July 31st, 2017

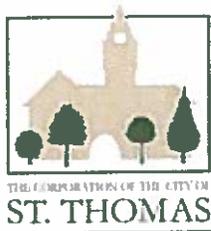
UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

... 20 2017

Councillor Wookey
Chair



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

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

Certificate of Insurance is requested & will not take long to come in

1. Review the Festivals and Events Manual and ensure all requirements are fulfilled prior to filing this application with the City Clerk's Department. Resources and guides under the Special Events Permits page on the City Clerk'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 mrundt@stthomas.ca
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141 rmundt@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

Event Name: Pride Picnic in the Park

Date(s): July 27th

Start Time: 11:00 am End Time: 3:00 pm

Location(s): Pinafore Park

Organizing Group: St. Thomas - Elgin Rainbow Alliance

Contact Name #1: Alicia Malcolm #2: Maggie Trevitt

Street Address: 95 Elm Street

Town/City: St. Thomas Province: ON Postal Code: N5R 1H7

Phone Number #1: 519-633-7989, ext. 428 #2: 519-859-9267

Email Address: amalcolm@centralchc.com

Expected Attendance: 50 Number of Event Personnel/Volunteers: 10

Location and number of washrooms in place: Pinafore Park (Dance Pavilion), washrooms are across the road

Location and Number of Parking Spaces: Pinafore Park (Dance Pavilion), parking spaces located across the road and right beside

Number of Accessible Washrooms: # of accessible washrooms at Pinafore Park Number of Accessible Parking Spots: # of accessible parking spots at Pinafore Park

Please describe your specific event. Attach additional sheets as necessary. This is a Pride picnic event located at the Dance Pavilion at Pinafore Park. There will be hamburgers, hot dogs, and beverages available for purchase. There will also be face painting, chalking, and crafts. It is a fun event for the whole family ran through the St. Thomas - Elgin Rainbow Alliance.

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event? Yes No
If Yes, you must notify Elgin St. Thomas Public Health at www.elginhealth.on.ca

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as part of the event? Yes No

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

If the tents are larger than 60m² cumulatively, a building permit is required through 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

If Yes, you must review and meet the requirements of the City’s Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

SECTION 6: MUSIC / NOISE

Yes No
(Already requested to City Council for St. Thomas - Elgin Pride week.)

Will there be a concert or musical entertainment as part of the event? Yes No

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

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

SECTION 7: ANIMALS

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

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

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

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

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

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

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located under the Special Events page on the City website. Describe the event and attach a map or sketch.

Do you require traffic control? Yes No

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

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

Have you contacted the Public Works Department for:

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

SECTION 9: MUNICIPAL FACILITIES

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

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

Have you rented a pavilion/facility and signed a permit? Yes No N/A

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

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

If Yes, how many are you requesting? # of Picnic Tables: The # of Picnic tables already there. # of Garbage Cans: The # of Garbage cans already there.

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

Yes No N/A

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

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

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

SECTION 10: ACCESSIBILITY

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

SECTION 11: OTHER SERVICES/RESOURCES

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

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

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

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

SECTION 12: SIGNATURE

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

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

Alina Halverson
(Signature of Individual Completing this Application)

JUNE 19/17.
(Date completed)

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

SECTION 13: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

Pride Picnic in the Park organized by St. Thomas - Elgin Rainbow Alliance
(Event Name) (Organizing Group)

shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of

Pride Picnic in the Park organized by St. Thomas - Elgin Rainbow Alliance
(Event Name) (Organizing Group)

its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City of St. Thomas, its officers, agents, servants, employees, contractors, customers, invitees or licensees.

Witness: Abbey Fleming

Name (Print): Abbey Fleming

Signed: [Signature]

Name (Print): Gery Mariz

Address: 359 Talbot Street

Telephone: 519-633-7989 ext. 406

Date: June 19th, 2017

Event Name: Pride Picnic in the Park

Organizing Group: St. Thomas - Elgin Rainbow Allian

Event Dates: July 27th, 2017

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**

1. 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
2. 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 other than 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.

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 15, 2017 **Receipt #:** 13210
PAYEE: Maggie Trevitt **Total Amount Due:** \$176.91
 359 Talbot Street **Amount Paid:** \$176.91
 St. Thomas, Ontario, Canada
 N5P 1B7 **Balance Due:** \$0.00

Client #: 8763 **Account #:** **Email:** mtrevitt@outlook.com
Phone 1: (519) 633-7989 **Phone 2:** **Fax:**
Event: St. Thomas - Elgin Pride BBQ

10698 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections	Daily Rate 2017 - \$156.56 Daily Rate	Thu Jul 27, 2017	09:00AM - 05:00PM	\$156.56 H
Facility Subtotal:				\$156.56
Total:				\$156.56

Transactions

107339 **Date:** Jun 13, 2017 - 11:27AM **Type:** Payment (# 19227) **Method:** Visa (n/a) **Amount:** -\$176.91

Comments **Subtotal:** \$156.56
 Booked by Maggie May 15, 2017.

7255012 - 675001 - 162.73
 FA 112489 - 14.18 (R)

13% HST: \$20.35
Total: \$176.91
Amount Paid: \$176.91
Balance Due: \$0.00

JUN 21 2017

City Clerks Dept

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Fund raising BBQ

Date(s): July 31st, 2017

Start Time: 11:00 am End Time: 3pm

Location(s): 499 Talbot st. St. Thomas, ONT, N5P 1C3

Organizing Group: Psychiatric Survivors Network of Elgin

Contact Name #1: Norm Barrett #2: Lori Pelley

Street Address: 499 Talbot st.

Town/City: St. Thomas Province: ON Postal Code: N5P 1C3

Phone Number #1: 519 631 1580 (office) #2: _____

Email Address: nbarrett@psnc.ca

Expected Attendance: unknown Number of Event Personnel/Volunteers: 2

Location and number of washrooms in place: 2

Location and Number of Parking Spaces: parking lot at rear & parking on talbot

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

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

we will be BBQing Hot Dogs in front of our organization
for a fundraiser

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event? Yes No
If Yes, you must notify Elgin St. Thomas Public Health at www.elginhealth.on.ca

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as part of the event? Yes No

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

If the tents are larger than 60m² cumulatively, a building permit is required through 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

If Yes, you must review and meet the requirements of the City’s Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

Will you be requesting that City Council declare your event a “Municipally Significant Event”? Yes No

SECTION 6: MUSIC / NOISE

Will there be a concert or musical entertainment as part of the event? Yes No

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

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

SECTION 7: ANIMALS

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

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

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

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

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

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

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located under the Special Events page on the City website. Describe the event and attach a map or sketch.

Do you require traffic control? Yes No

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

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

Have you contacted the Public Works Department for:

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

SECTION 9: MUNICIPAL FACILITIES

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

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

Have you rented a pavilion/facility and signed a permit? Yes No N/A

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

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

Yes No N/A

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

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

Yes No N/A

Will you require municipal support for:

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

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

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

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

SECTION 10: ACCESSIBILITY

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

SECTION 11: OTHER SERVICES/RESOURCES

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

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

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

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

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

Fireworks: Will there be fireworks as part of your event? Yes No

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

SECTION 12: SIGNATURE

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

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

Norm Barrett
(Signature of Individual Completing this Application)

June 21, 2017
(Date completed)

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

SECTION 13: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

Fundraising BBQ organized by P.S.N.E
(Event Name) (Organizing Group)

shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of

Fundraising BBQ organized by P.S.N.E
(Event Name) (Organizing Group)

its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City of St. Thomas, its officers, agents, servants, employees, contractors, customers, invitees or licensees.

Witness: _____	Signed: <u>Norm Barrett</u>
Name (Print): _____	Name (Print): <u>Norm Barrett</u>
	Address: <u>499 Talbot st.</u>
	Telephone: <u>519 631 1580</u>
	Date: <u>June 21, 2017</u>
	Event Name: <u>Fundraising BBQ</u>
	Organizing Group: <u>PSNE</u>
	Event Dates: <u>July 31, 2017</u>

No.: 2017-1

Dated: June 06, 2017

This document supersedes any certificate previously issued under this number

This is to certify that the Policy(ies) of insurance listed below ("Policy" or "Policies") have been issued to the Named Insured identified below for the policy period(s) indicated. This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder named below other than those provided by the Policy(ies).

Notwithstanding any requirement, term, or condition of any contract or any other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the Policy(ies) is subject to all the terms, conditions, and exclusions of such Policy(ies). This certificate does not amend, extend, or alter the coverage afforded by the Policy(ies). Limits shown are intended to address contractual obligations of the Named Insured.

Limits may have been reduced since Policy effective date(s) as a result of a claim or claims.

Certificate Holder:

The City of St. Thomas
PO Box 520, 545 Talbot St
St. Thomas, ON N5P 3V7

Named Insured and Address:

Psychiatric Survivors Network of Elgin FIP#242
499 Talbot Street
St. Thomas, ON N5P 1C3

This certificate is issued regarding:

Re: "Meet -A-Machine Fundraiser"

Date: June 17, 2017

Time: 10am to 2pm

Location: 75 CASO Crossing, St. Thomas, ON N5P 3V7

Type(s) of Insurance	Insurer(s)	Policy Number(s)	Effective/Expiry Dates	Sums Insured Or Limits of Liability	
COMMERCIAL GENERAL LIABILITY	Aviva Insurance Company of Canada	MMP 0720-07	Apr 01, 2017 to Apr 01, 2018	Inclusive Limit. Property Damage and Bodily Injury	CDN 5,000,000 Each Occurrence

Additional Information:

It is hereby understood and agreed that the City of St. Thomas is added as Additional Insured, but only with respect to liability arising out of the operations of the Named Insured, as their interest may appear.

SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS OF THE POLICY

Notice of cancellation:

The insurer(s) affording coverage under the policies described herein will not notify the certificate holder named herein of the cancellation of such coverage.

Marsh Canada Limited

120 Bremner Boulevard
Suite 800
Toronto, ON M5J 0A8
Telephone: 416-349-3030
Fax: 416-815-3761
marek.malycha@marsh.com

Marsh Canada Limited



By:

Marek Malycha