

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

COMMITTEE ROOM 204
CITY HALL

3:00 P.M.

SEPTEMBER 6, 2017

MINUTES

Confirmation of the minutes of the meeting held on August 2, 2017.

PETITIONS AND COMMUNICATIONS

Safety, Love & Butterfly Wings - September 30, 2017
Page 3

STEAM Mission 150 - September 30, 2017
Page 13

Kraft Hockeyville St. Thomas Ball Hockey Tournament - September 30 - October 1, 2017
Page 22

Light the Night - November 18, 2017 - January 7, 2018
Page 29

UNFINISHED BUSINESS

NEW BUSINESS

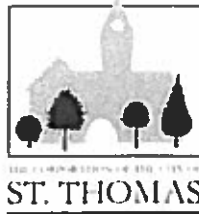
ADJOURNMENT

Councillor Wookey
Chair

City of St. Thomas
Received

AUG 11 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

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 ssaini@elginhealth.on.ca
Emergency Medical Services (Ambulance Services)	519-637-3098 pauline.mcunier@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 mrnun@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. 4112 kenglish@stthomas.ca

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: SAFETY, LOVE, & BUTTERFLY WINGS

Date(s): SEPTEMBER 30th 2017

Start Time: 1:30pm End Time: 3pm

Location(s): PINAFORE PARK - LION'S CLUB CELEBRATION PAVILION

Organizing Group: VIOLENCE AGAINST WOMEN SERVICES ELGIN COUNTY

Contact Name #1: LIZ BROWN #2: _____

Street Address: 300 TALBOT ST. SUITE 26

Town/City: ST. THOMAS Province: ON Postal Code: N5P 4E2

Phone Number #1: 519.633.0155 #2: _____

Email Address: info@vawsec.on.ca

Expected Attendance: 200 Number of Event Personnel/Volunteers: 12

Location and number of washrooms in place: As provided in park washroom
Station

Location and Number of Parking Spaces: As provided in park

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

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

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

Violence Against Women Services Elgin County

**Safety, Love, & Butterfly Wings
Annual Butterfly Release**

**Saturday September 30th 1:30 to 3pm
Lions Club Celebration Pavilion – Pinafore Park**

The event begins with a welcome and presentation of what has happened in the last year in the service of women, girls, and boys who have found safety, support, and hope as result of community support and kindness. We'll share the profound difference that safety and love makes for families.

Then we'll look ahead and make our shared commitment to continue to stand together with families as they pursue their hopes for safer lives by releasing 489 butterflies. Each butterfly represents a woman or child that will find safety and counsel 24 hours a day in the year ahead at Women's Place Elgin's Emergency Shelter.

In advance of the event, we'll be asking people in St. Thomas & across Elgin County to sponsor butterflies (at a cost of \$30 each) to show their support for women who have been abused and their children.

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 licensing through SOCAN for events not taking place in a City facility.

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

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 ☐

No ☒

N/A ☐

No Parking Signs

Yes ☐

No ☒

N/A ☐

Detour Signing

Yes ☐

No ☒

N/A ☐

SECTION 9: MUNICIPAL FACILITIES

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

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

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

Yes ☒

No ☐

N/A ☐

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

LION'S CLUB
CELEBRATION
PAVILION / PINAFORE
PARK

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: 0 Yes ☒ No ☐ N/A ☐ # of Garbage Cans: 2

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.


(Signature of Individual Completing this Application)

AUG 4/2017
(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


SAFETY, LOVE, + BUTTERFLY WINGS organized by VIOLENCE AGAINST WOMEN SERVICES
(Event Name) (Organizing Group) ELGIN COUNTY

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

SAFETY, LOVE, + BUTTERFLY WINGS organized by VIOLENCE AGAINST WOMEN SERVICES
(Event Name) (Organizing Group) ELGIN COUNTY

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: 

Name (Print): Shivani Verma

Name (Print): LIZ BROWN

Address: 300 TALBOT ST. SUITE 26

Telephone: 519.633.0155

Date: AUG. 4. 2017

Event Name: SAFETY, LOVE, + BUTTERFLY WINGS

Organizing Group: VIOLENCE AGAINST WOMEN SERVICES ELGIN

Event Dates: SAT. SEPT. 30. 2017 COUNTY

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**

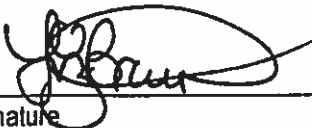
1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. 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.

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:

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

LIZ BROWN
 Name (please print)
 User Group


 Signature

VIOLENCE AGAINST
 WOMEN SERVICES
 Group Name

 Name (please print)
 City of St. Thomas

 Signature

 Date

Invoice #(s) _____

Payment Terms: Due at the time of booking.

Updated on September 12, 2016



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

Creation Date: Fri Aug 4, 2017

Invoice #: 13730

PAYEE: Liz Brown
300 Talbot Street - Suite 26
St. Thomas, Ontario, Canada
N5P 4E2

Total Amount Due: \$185.20

Amount Paid: \$0.00

Balance Due: \$185.20

Client #: 10903
Phone 1: (519) 633-0155
Event: Safety, Love and Butterfly Wings

Account #:
Phone 2:

Email: lbrown@vawsec.on.ca
Fax:

10898 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Pinnacle Park - Picnic Shelters - Lion's Club Celebration Pavilion				
Daily Rate 2017 - 5 Hour Block - \$163.89 Per Time Slot				
		Sat Sep 30, 2017	12:00PM - 05:00PM	\$163.89 H
Facility Subtotal:				\$163.89
Total:				\$163.89

Transactions

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

Comments

Booked by Liz Brown Aug. 4, 2017. Please sign and return attached permit with payment to St. Thomas Parks & Recreation.

Subtotal: \$163.89

13% HST: \$21.31

Total: \$185.20

Amount Paid: \$0.00

Balance Due: \$185.20



Powered by Book King

Created: Fri Aug 4, 2017 @ 01:58PM (EDT)



Pinafore Park

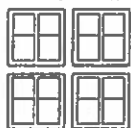
95 Elm St.

Elm St.

Pinafore Office and Shop



Tennis Courts



Ernske Ball Field



Woodlot Pavilion

Pinafore Woodlot

North Pavilion



East Pavilion



West Pavilion



South Pavilion



Playground and Splash pad



Morris F. Jones Bandshell

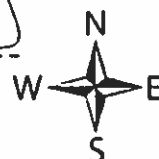


Celebration Pavilion



Legend

- Paved Walking Trail
- Un-Paved Walking Trail
- Building



Lake Margret

Councillor Wookey
Chair



Special Events Committee
c/o Breanna Pawlak
City Clerk's Dept, 545 Talbot St.,
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Phone: (519) 631-1680 Ext. 4125
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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.
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.

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Electrical Safety Authority	1-877-372-7233 Eric.Kingston@electricalsafety.on.ca
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Treasury Department – Insurance	519-631-1680 ext. 4105 kenglish@stthomas.ca

AUG 14 2017

City Clerks Dept.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: STEAM Mission 150

Date(s): September 30, 2017

Start Time: 8:00 AM End Time: 8:00 PM

Location(s): Pinafore Park (95 Elm St, St. Thomas)

Organizing Group: STEAM Education Centre

Contact Name #1: Elizabeth Nagy #2: Jessica Moyes

Street Address: 50 Wellington St

Town/City: St. Thomas Province: ON Postal Code: N5R 2P8

Phone Number #1: (647) 473-8008 #2: (226) 212-0048 ex.106

Email Address: elizabeth@steameducation.ca

Expected Attendance: 75-100 Number of Event Personnel/Volunteers: 20-25

Location and number of washrooms in place: Public washrooms onsite

Location and Number of Parking Spaces: Parking lot onsite

Number of Accessible Washrooms: # onsite Number of Accessible Parking Spots: # onsite

Please describe your specific event. Attach additional sheets as necessary. Waterworks Park will be 1 of 6 venues used for our event (all others are privately owned). Volunteers will be present at the site all day from 8am to 7pm, including tear down of the event. We expect to see 75-100 guests at each site, at any given time, between 8am and 5pm, as teams of students and their family & friends rotate between the 6 sites. The Challenge involved at this site will be a Water Filtration Challenge. We will need access to water in order to operate our Challenge. Please see attached event brief for further details of the entire event.

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.

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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.

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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

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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 checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input 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. Pinafore Park 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.

Yes ☐ No ☒ N/A ☐

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

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water

Yes ☐

No ☒

N/A ☐

Hydro

Yes ☐

No ☒

N/A ☐

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

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

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

SECTION 10: ACCESSIBILITY

As an event organizer, it is your responsibility to ensure that your organization is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Organizations with at least one employee have requirements to meet for accessibility. 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.

Elizabeth Nagy
(Signature of Individual Completing this Application)

Aug 11, 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

STEAM Mission 150 organized by STEAM Education Centre
(Event Name) (Organizing Group)

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

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

STEAM Mission 150 organized by STEAM Education Centre
(Event Name) (Organizing Group)

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

Witness:

Name (Print): Jon Hindley

Signed:

Name (Print):

Elizabeth Nagy

Address:

50 Wellington St, St. Thomas

Telephone:

(647) 473-8008

Date:

Aug 11, 2017

Event Name:

STEAM Mission 150

Organizing Group:

STEAM Education Centre

Event Dates:

September 30, 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 Reception / 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:	Wed Jul 12, 2017	Receipt #:	13644
PAYEE:	Parks & Recreation City of St. Thomas Parks and Recreation Department 75 Case Crossing St. Thomas, Ontario, Canada N5R 0G7	Total Amount Due:	\$0.00
		Amount Paid:	\$0.00
		Balance Due:	\$0.00

Client #:	507	Account #:		Email:	parksandrecreation@stthomas.ca
Phone 1:	(519) 631-1680 x4172	Phone 2:	(519) 633-7112	Fax:	(519) 633-9272
Event:	Steam Centre 150 Celebration Event				

10698 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections				
No Charge - \$0.00		Sat Sep 30, 2017	08:30AM - 05:30PM	\$0.00 H
Facility Subtotal:				\$0.00
Total:				\$0.00

Transactions

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

Comments

Booked for Elizabeth @ the Steam Centre. The rental is the City's partnership on their 150th event.

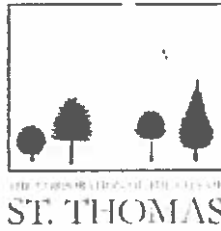
Subtotal: \$0.00**Total:** \$0.00**Amount Paid:** \$0.00**Balance Due:** \$0.00

Powered by Book King

Created: Wed Jul 12, 2017 @ 01:32PM (EDT)

Councillor Wookey
Chair

Email:
swookey@stthomas.ca



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

City of St. Thomas
Received

AUG 22 2017

City Clerks Dept.

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 bob@stthomaschamber.on.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 ext. 30 jason.rick@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 Services, Hydro	519-631-1680 ext. 4180 tbridge@stthomas.ca
Parks and Recreation Department	519-633-7112 mrhun@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 jblackmore@stthomas.ca

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Kraft Hockeyville St. Thomas Ball Hockey Tournament
Date(s): Sept 30 - Oct 1, 2017
Start Time: _____ End Time: _____
Location(s): Memorial Arena and parking lot (back)
Organizing Group: Kraft Hockeyville St. Thomas
Contact Name #1: Bob Hamilton #2: Marty Hamcox
Street Address: 13 Coyne St.
Town/City: St. Thomas Province: ON Postal Code: N5R4K7
Phone Number #1: 519 319 2328 #2: 519 701 7621
Email Address: bobhamilton65@yahoo.ca
Expected Attendance: 200 - 1500+ Number of Event Personnel/Volunteers: 6-10
Location and number of washrooms in place: setting up portable restrooms

Location and Number of Parking Spaces: Memorial Arena

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: Not Known

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

This is for three on three ball hockey tournament. Hope to also have a Hockey Hall of Fame display and interactive zone.

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

Hope to have power for Optomist Club food trailer.

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.

NO Tent just Indoor Use

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 and Recreation Department for Special Events taking place on municipal property.

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐ No ☒

SECTION 6: MUSIC / NOISE

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

Yes ☐ No ☒

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

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

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

SECTION 9: MUNICIPAL FACILITIES

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

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

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

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

Do you require picnic tables or garbage cans? Please note availability is at the discretion of the Parks and Recreation Department 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 ☒

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



(Signature of Individual Completing this Application)



(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

KRAFT HOCKEYVILLE ST. THOMAS organized by KRAFT HOCKEYVILLE ST. THOMAS
(Event Name) (Organizing Group)
BALL HOCKEY TOURNAMENT

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

KRAFT HOCKEYVILLE ST. THOMAS organized by KRAFT HOCKEYVILLE ST. THOMAS
(Event Name) (Organizing Group)
BALL HOCKEY TOURNAMENT

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

Witness:

Name (Print):

[Signature]
Don Hindley

Signed:

Name (Print):

[Signature]
Bob Hamilton

Address:

13 COYNE ST

Telephone:

519 319-2328

Date:

08-22-17

Event Name: KRAFT HOCKEYVILLE ST. THOMAS

Organizing Group:

BALL HOCKEY TOURNAMENT
KRAFT HOCKEYVILLE ST. THOMAS

Event Dates:

SEPT 30 - OCT 1, 2017



St. John Ambulance
SAVING LIVES

St. John Ambulance St. Thomas/Elgin Branch

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

Phone (519) 633-2290 Fax (519) 631-3368 Email: st.thomas@on.sja.ca

Emergency Contact: (519) 670-1920

Email: galynne.cini@on.sja.ca

Request for Medical First Response Service

Organization Information

Organization: KRAFT HOCKEYVILLE ST THOMAS Phone Number: 519 319 2328
Address: 13 COYNE ST City: ST THOMAS Postal Code: N5R4K7
Web Site: www.facebook.com/stthomashockey/ Fax Number: _____

Contact Information for Event

Contact Person: Bob Hamilton Residence Phone Number: 519 319 2328
Cell Number: 519-319-2328 Email: bobhamilton65@yahoo.ca

Event Information

Name of Event: KRAFT HOCKEYVILLE ST THOMAS BULL HOCKEY Tournament Type of Event: Bull Hockey
Location of Event: Memorial Arena (entrance) City: ST THOMAS
Contact Name of Person at Event: Bob Hamilton Contact Number: 519 319 2328
Date(s) _____ Rain Date(s) _____ Requested SJA Arrival _____ SJA Departure Time _____

1)				
2)				
3)				
4)				
5)				

Attach the following if available or applicable:

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

Are the following available on site?

☐ First Aid Room ☒ Drinking Water ☒ Parking ☒ Electrical Outlet for Ambulance Plug ☐ Ice

Special Equipment Requested:

Coverage is requested for: ☐ Participants ☐ Spectators ☒ Both

Age Group: Age 1 and up (approximate # of participants) (approximate # of spectators)

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

Trying to set food up.

Is complementary (free) food available for our Volunteers?:

Please specify (meals/drinks):

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

Will you require a charitable receipt? NO

Will you require an invoice? NO

Will your Event have any Social Media you would like us to promote (FaceBook/Twitter/Instagram etc):

Facebook. www.facebook.com/stthomashockey/

Signature/Typed Name:

Bob Hamilton

Date:

08-22-17

Councillor Wookey
Chair

City of St. Thomas
Received

AUG 23 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

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:

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KEY CONTACTS

Alcohol and Gaming Commission of Ontario
Smart Serve Ontario
City Clerk's Dept – Municipally Significant Event
Chamber of Commerce
Downtown Development Board
Electrical Safety Authority
Elgin-St. Thomas Public Health
Emergency Medical Services (Ambulance Services)
Public Works Dept – Roads, Animals
Planning & Building Services
Environmental Services - Waste Management
Fire Department – Fireworks, Fire Prevention
Municipal Accessibility Advisory Committee
Parks and Recreation – Property Mgmt, Hydro
Parks, Rec and Property Mgmt Department
Police Services – Noise By-Law, Traffic Control
Railway City Tourism
St. John's Ambulance (First Aid)
Treasury Department – Insurance

416-326-8700 customer.service@agco.ca
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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 ssaini@elginhealth.on.ca
519-637-3098 pauline.meunier@memseo.com
519-631-1680 ext. 5130 dwhite@stthomas.ca
519-631-1680 ext. 4160 cpeck@stthomas.ca
519-631-1680 ext. 4258 mshannon@stthomas.ca
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 mrundt@stthomas.ca
519-631-1224 ext. 141 rmundt@stps.on.ca
519-631-1680 ext. 4132 tourism@stthomas.ca
519-633-2290 st.thomas@on.sja.ca
519-631-1680 ext. 4112 kenglish@stthomas.ca

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Light the Night
Date(s): Nov. 18/17 to Jan. 7/18 (access Nov 1/17 → Jan 20/18 for install/
removal)
Start Time: 5pm nightly End Time: 11 pm nightly
Location(s): Pinafore Park
Organizing Group: Sara Teare
Contact Name #1: Sara Teare #2: _____
Street Address: 164 Lake Margaret Trail
Town/City: St. Thomas, Province: ON Postal Code: N5R 6L8
Phone Number #1: 519-631-5397 #2: _____
Email Address: sara@teare.me
Expected Attendance: Variable Number of Event Personnel/Volunteers: 1-75 (variable?)
Location and number of washrooms in place: none extra to currently available
at the Park
Location and Number of Parking Spaces: none extra to currently available
at the Park
Number of Accessible Washrooms: as per existing Number of Accessible Parking Spots: as per existing
Please describe your specific event. Attach additional sheets as necessary. _____

- Christmas lights hung throughout Pinafore Park, utilizing street
lamps, Memory Garden area, trees, and existing structures,
turned on nightly.
- A family friendly New Years Eve Fireworks display on Dec 31st
at 8pm.

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 ☐

No ☒

N/A ☐

No Parking Signs

Yes ☐

No ☒

N/A ☐

Detour Signing

Yes ☐

No ☒

N/A ☐

SECTION 9: MUNICIPAL FACILITIES

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

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

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

Yes ☐

No ☒

N/A ☐

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

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: 6 # of Garbage Cans: 3

as per planning Guide attached.

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

as per Planning Guide attached

Yes ☒ No ☐ N/A ☐

Will you require municipal support for: Water Hydro

Yes ☐ No ☒ N/A ☐

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: permit to be obtained once special event permit is issued

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.

Sara Teare
(Signature of Individual Completing this Application)

August 23 / 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

Light the Night organized by Sara Teare
(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

Light the Night organized by Sara Teare
(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: _____

Name (Print): _____

Name (Print): _____

Address: _____

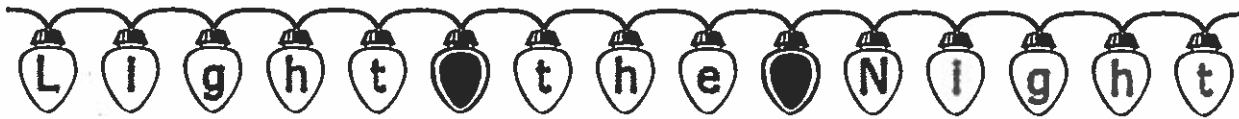
Telephone: _____

Date: _____

Event Name: _____

Organizing Group: _____

Event Dates: _____



August 23, 2017

Dear Catharine and the Parks & Rec Team,

I'm surprised to find that the summer has gone by so quickly and that it's once again time to plan for the upcoming holiday season! I've gone through my notes from last year two years and have prepared the Event Planning Guide for the current season. If you have any questions at all, please let me know. I am looking forward to working with you all again soon:)

Overall Planning

Light the Night will be held in Pinafore Park, starting on Saturday, November 18th, coinciding with the Santa Claus Parade, with the lights being officially turned on at approximately 5pm. Following that, Light the Night will run every evening from 5pm to 11pm until Sunday, January 7th. On December 31st, Light the Night will host a New Years Eve Family Fireworks display at 8pm, being lit from Emslie Field.

Decorative Christmas lights will be placed in the trees, throughout the Memory Garden (including the bridge), the North and East Pavilion, the light posts throughout the park and the fence near Emslie Field. I am looking to use the Entrance Sign, Light Posts, A, B, C, D, and G circuit loops. All lights, extension cords, and inline timers will be newly purchased, focusing on LED lights, and will meet CSA requirements.

I will be asking for the insurance to be in place as of November 1st, in the hopes that there is good weather for early light hanging again this year.

Finance

Special Events Permit - An application has been made.

ESA Permit - an application will be made, once the Special Events Permit has been granted. There was no issue with arranging and having the permit for last season.

Liquor Permit - there is no alcohol being served at this event.

Health Permit - there will be no food or beverages being served at this event.

Parking - The Parks and Recreation staff regularly plow the main driving area within Pinafore Park. I would like to ask that the parking spaces near the Pinafore Office and Shop be plowed regularly, along with spaces near the North and East Pavilion. There is no specific timed events for the majority of the event, and I am hopeful that parking will not be an issue.

For the New Years Eve event, I would like to ask that the parking area near the West Pavilion be plowed for the New Year Eve fireworks, to allow for more parking.



The driving route through the park would not be changed, as I see people coming in the entrance and driving through the park along the main loop. I am hopeful that people will then park and walk through the area. I do not foresee any need to alter the current plans for plowing the areas that are normally plowed.

Facility Booking Permit - there is no further events planned at this time, so no facility booking is required at this time.

Insurance - Once the Special Events Permit has been obtained, I will once again be working with Tom Hughes at Locke Insurance Brokers to ensure that coverage is in place, as per the permit requirements.

Venue

Site plan - please see the attached plan for a rough guide as to where lights will be placed.

Equipment - I would like to ask that garbage cans be made available near the North and East Pavilion throughout the duration of Light the Night, to ensure any litter is properly disposed of. I would also like to ask that a garbage can be made available near the Pinafore Office and Shop, where I see most people parking, to ensure the park is left in a clean state.

The new rope lighting used for the bridge proved to be a great deterrent for potential vandalism and we also saw fewer issues with only having lights on the road portion of the East Pavillion.

Waste Management - I would like to ask that Parks and Recreation regularly empty the garbage cans located as requested in Equipment.

Site - There will be no staking at the park and anyone helping to install lights will be made aware of this. For installing lights on Pavilions, the bridge, lamp posts, or any non-tree items, they will be affixed with cable ties where possible, or non-permanent clips. There will be no staples/nails used to affix lights.

Catering and Beverage

Alcohol - there will be no alcohol permitted on site.

Entertainment

There will be no entertainment on site.

Electrical/Audio Visual Equipment

Electrical needs - LED Christmas lights will be strung together, using the various 10amp loops within the park. CSA extension cords and inline timers will be used.

ESA permit - An application will be completed once the Special Events Permit is received.



Electrical consultation and review by the City - I will be basing this years lighting on last two years events, during which various strategies to best use plug locations and providing unhindered walking paths were made.

Electrical Equipment - all lighting, extension cords and timers will be in good condition, with their original stickers in place.

Inspection - this will be arranged for once the lights are installed.

Cable positioning - any extension cords and lighting will be placed in indirect pathways and will be placed in a manner to avoid any possible accidents.

Parking and Transportation

Parking - Existing signage for current parking will be utilized. There will be no road closures required, and regular access will be maintained throughout the event by the Parks and Recreation Department's standard plowing.

Security and Safety

Emergency Plan - On New Years Eve, safety measures will be put in place as per the Fireworks permit that has been applied for. Throughout Light the Night, should an emergency take place, we will rely on the City of St. Thomas Emergency Services (911) to provide any assistance as required.

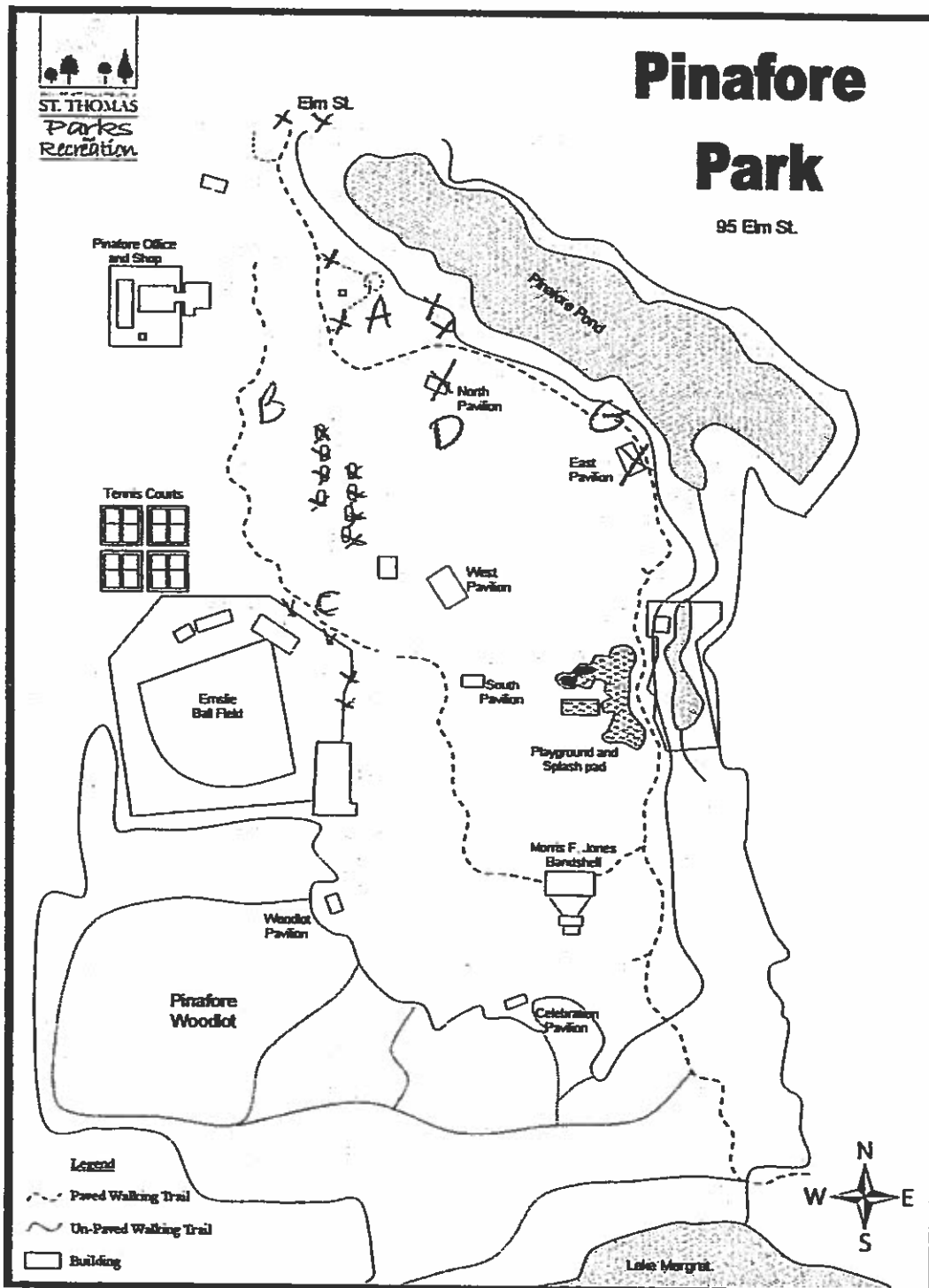
Insurance - This will be arranged as per the Special Event permit requirements.

Potential Risks and Hazards - As with anything electrical, it is important that all items are CSA certified and installed properly, making sure not to overload any circuits or connections. An ESA permit will be obtained, and a review of electrical items will also be obtained from the City of St. Thomas. The fireworks display will also be permitted, and will be done in a manner to ensure safety for all those involved, by K&H Fireworks, a company that has a proven history of safety and has previously done fireworks within the City of St. Thomas, including the past two years for Light the Night.

Thank you very much for taking the time to review my plan for Light the Night. Please let me know if you have any questions, comments or concerns. I am looking forward to once again bringing Light the Night to Pinafore Park!

Sincerely,
Sara Teare
519-631-5397, or sara@teare.me





A loop- memory Garden
 B loop- Entrance and start of main road into park
 C loop- Emalie field fence/tree area
 D loop- North pavillion loop
 G loop- East Pavillion loop