

**A G E N D A**  
**THE FOURTH MEETING OF THE SPECIAL EVENTS COMMITTEE**

**COMMITTEE ROOM 304**  
**CITY HALL**

**3:00 P.M.**

**APRIL 4, 2018**

**MINUTES**

Confirmation of the minutes of the meeting held on March 7, 2018.

**PETITIONS AND COMMUNICATIONS**

**St. Thomas Respect Life Walk-a-Thon - May 26, 2018 Pages 2-7**

**Meet a Machine, Touch a Train - June 9th, 2018 Pages 8-15**

**Elgin Beef Farmers Annual Beef BBQ - August 15, 2018 Pages 16-20**

**St. Thomas Teddy Bear Picnic - June 13, 2018 Pages 21-25**

**St. Thomas Iron Horse Festival - August 16-19, 2018 Pages 26-33**

**UNFINISHED BUSINESS**

**Upcoming Events**

- Auction of Supermarine Aircraft Inc. - May 5, 2018
- Big Bike Heart and Stroke - May 9th, 2018
- OECYC Run for Children's Mental Health - June 2nd, 2018
- YMCA Sweat for Strong Kids: Kids Triathlon - June 3, 2018
- St. Anne's Community Festival - June 6-9, 2018
- Great Lakes International Air Show - June 16-17, 2018
- Father's Day Car Show - June 17th, 2018
- St. Thomas/Elgin Picnic in the Park - July 11, 2018
- Railway City Road Races - September 23, 2018

**NEW BUSINESS**

**ADJOURNMENT**

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**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: St. Thomas Respect Life Walk-a-Thon  
Date(s): May 26, 2018  
Start Time: 9:30 AM End Time: 12:00 PM  
Location(s): Knights Of Columbus Hall  
Organizing Group: St. Thomas & District Right to Life  
Contact Name #1: Charlie DiMaria #2: John Van Eyk  
Street Address: Mailing address: 468 Talbot St.  
Town/City: St. Thomas Province: ON Postal Code: N5P 1C2  
Phone Number #1: 519-633-5433 #2: \_\_\_\_\_  
Email Address: stthomasrtl@bellnet.ca  
Expected Attendance: 50 Number of Event Personnel/Volunteers: 7  
Location and number of washrooms in place: 265 Wellington St.  
Men and Womens washrooms  
Location and Number of Parking Spaces: 265 Wellington St.  
30  
Number of Accessible Washrooms: \_\_\_\_\_ Number of Accessible Parking Spots: \_\_\_\_\_

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

Walk will start at the Knights of Columbus hall and will proceed along a designated route and back for approximately five kilometers.

**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](http://www.elginhealth.on.ca)

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**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 60m<sup>2</sup> cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

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.

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**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.

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. \_\_\_\_\_

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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

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

Charlie DiMaria  
(Signature of Individual Completing this Application)

MAR. 21/18  
(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**

St. Thomas Respect Life Walk-a-Thon organized by St. Thomas & District Right to Life  
(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

St. Thomas Respect Life Walk-a-Thon organized by St. Thomas & District Right to Life  
(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>Charlie DiMaria</u>
Name (Print): _____	Name (Print): <u>CHARLIE DIMARIA</u>
	Address: <u>23 ROSEMOUNT CRES</u>
	Telephone: <u>519-633-2328</u>
	Date: <u>MARCH 14/18</u>
	Event Name: <u>St. Thomas Respect Life Walk-a-Thon</u>
	Organizing Group: <u>St. Thomas &amp; District Right to Life</u>
	Event Dates: <u>MAY 26, 2018</u>

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CSIO

# CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

<b>1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS</b>		<b>INSURER'S FULL NAME AND MAILING ADDRESS</b>	
City of St. Thomas		St. Thomas & District Right-To-Life	
Box 520		489 Talbot Street	
545 Talbot Street			
St. Thomas	ON	POSTAL CODE N5P 3V7	St. Thomas Ontario POSTAL CODE N5P 4H4

**2. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES** (For reference with respect to the operations of the named insured)  
 With respect to operations of the named insured and the Respect Life Walk-A-thon and Candle Vigil

## 3. COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

### LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YY/MM/DD	EXPIRY DATE YY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY  <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION  <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> HIRED AUTOMOBILES	The Heartland Farm Mutual Insurance Company - 0031593C01	2018/02/18	2019/02/18	COMMERCIAL GENERAL LIABILITY	\$500	
				BODILY INJURY AND PROPERTY DAMAGE LIABILITY		
				- GENERAL AGGREGATE		\$5,000,000
				- EACH OCCURRENCE		\$5,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		\$5,000,000
				<input checked="" type="checkbox"/> PERSONAL INJURY LIABILITY		\$5,000,000
				OR <input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		\$5,000,000
				MEDICAL PAYMENTS		\$25,000
				TENANTS LEGAL LIABILITY		\$500,000
				POLLUTION LIABILITY EXTENSION		
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE	The Heartland Farm Mutual Insurance Company - 0031593C01	2018/02/18	2019/02/18	NON OWNED AUTOMOBILE		\$2,000,000
				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
				BODILY INJURY (PER PERSON)		
				BODILY INJURY (PER ACCIDENT)		
				PROPERTY DAMAGE		
				EACH OCCURRENCE		
<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/>				AGGREGATE		
<b>OTHER LIABILITY (SPECIFY)</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						

## 4. CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

<b>5. BROKER/AGENCY FULL NAME AND MAILING ADDRESS</b>		<b>ADDITIONAL ASSURED NAME AND MAILING ADDRESS</b> (For reference with respect to the operations of the named insured)	
Reith & Associates Insurance and Financial Services Limited		City of St. Thomas	
482 Talbot Street		Box 520	
		545 Talbot Street	
St. Thomas	ON	POSTAL CODE N5P 1B9	
BROKER CLIENT ID: RIGHT-1		St. Thomas	ON POSTAL CODE N5P 3V7

<b>6. CERTIFICATE AUTHORIZATION</b>		<b>CONTACT NUMBER(S)</b>	
ISSUER Reith & Associates Insurance and Financial Services Limited		TYPE Main NO. (519) 631-3862 TYPE Fax NO. (519) 631-0366	
AUTHORIZED REPRESENTATIVE Patricia Elvidge,		TYPE NO.	
SIGNATURE OF AUTHORIZED REPRESENTATIVE <i>Patricia Elvidge</i>		DATE March 16, 2018 EMAIL ADDRESS patricia@reithandassociates.com	

MAR 21 2018

City Clerks Dept.

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**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Meet a Machine, Touch a Train!

Date(s): June 9th

Start Time: 10am End Time: 2pm

Location(s): The Elgin County Railway Museum, the Timken Community Centre Parking Lot, and the Knights of Columbus Parking Lot

Organizing Group: Elgin County Railway Museum and the Psychiatric Survivor's Network of Elgin

Contact Name #1: Hilary Fagan #2: Steve Pronger

Street Address: 225 Wellington Street

Town/City: St. Thomas Province: ON Postal Code: N5R 2S6

Phone Number #1: 519-637-6284 #2: 519-631-1580

Email Address: hilaryf@ecrm5700.org

Expected Attendance: 1,100 Number of Event Personnel/Volunteers: 30

Location and number of washrooms in place: Timken Community Centre, inside washroom on ground floor and second floor

the Elgin County Railway Museum, 3 washrooms in HIM room exhibit

Location and Number of Parking Spaces: Elgin County Railway Museum Parking Lot  
and Timken Community Centre Parking Lot, 200

Number of Accessible Washrooms: 8 Number of Accessible Parking Spots: 10

Please describe your specific event. Attach additional sheets as necessary. The Elgin County  
Railway Museum and Psychiatric Survivors Network of Elgin are partnering to present Meet a Machine and Touch a Train.

We are gathering a collection of cool vehicles to be displayed at the Elgin County Railway Museum, and Timken Community Centre Parking Lot.

We will invite visitors to interact with the vehicles and have their pictures taken. The event will have other family friendly activities,  
including kids crafts, temporary tattoos, Thomas the Tank Engine Activity tables, live music, and a BBQ.

**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](http://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. 3 10'x10' tents

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

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.

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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.

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Do you require traffic control?

Yes ☐ No ☒

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

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: \_\_\_\_\_ # 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  
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: \_\_\_\_\_

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.

Hilary E  
(Signature of Individual Completing this Application)

March 14<sup>th</sup> 2018  
(Date completed)

Office Use Only: Application Received: March 21, 2018 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

Meet a Machine, Touch a Train organized by Elgin County Railway Museum and the  
(Event Name) Psychiatric (Organizing Group) Survivors Network

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

Meet a Machine, Touch a Train organized by Elgin County Railway Museum and the  
(Event Name) Psychiatric (Organizing Group) Survivors Network

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: A. Dawn Miskelly Signed: Hilary E

Name (Print): A. Dawn Miskelly Name (Print): Hilary Egan

Address: 225 Wellington St.

Telephone: (519) 637-6284

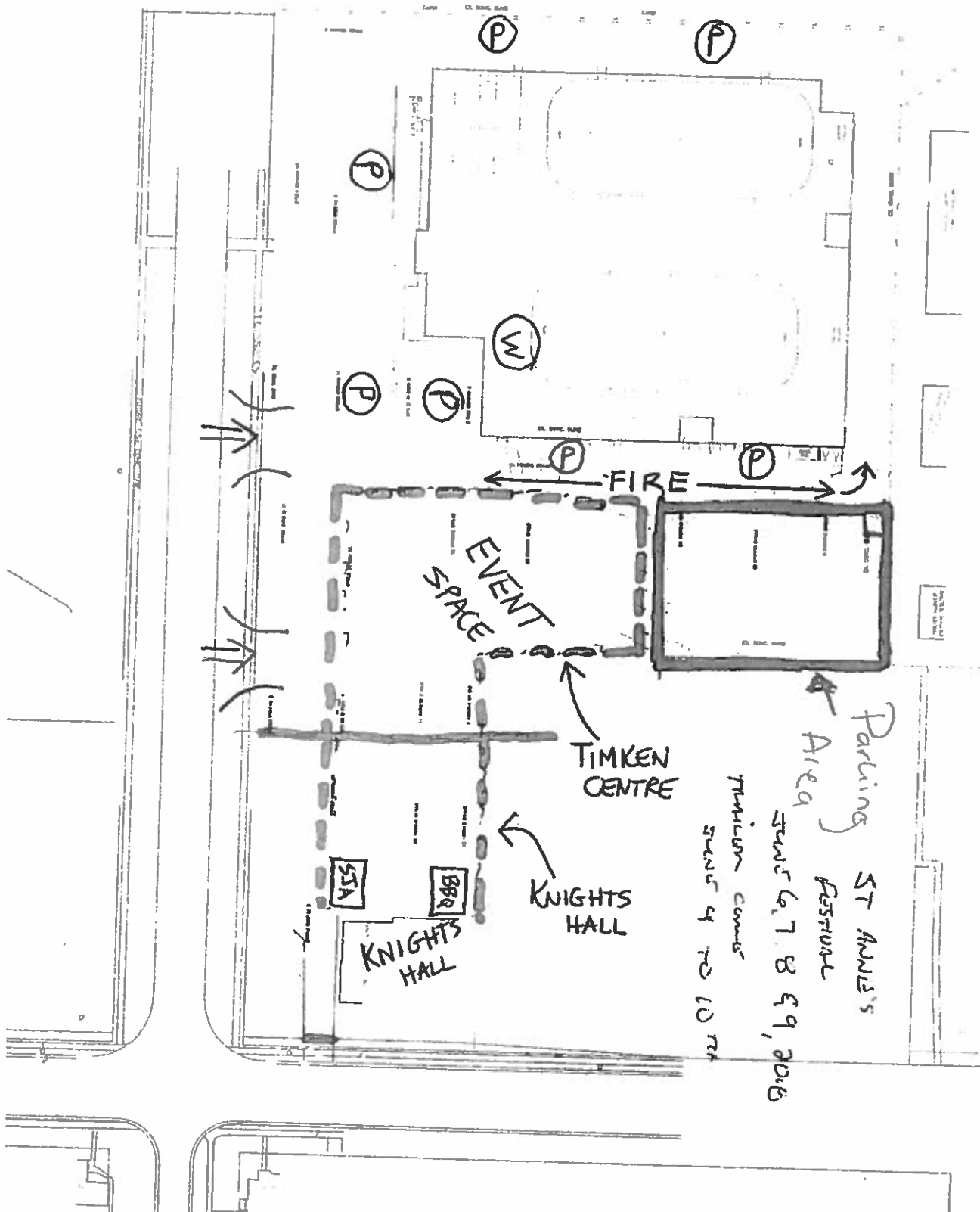
Date: March 14<sup>th</sup> 2018

Event Name: Meet a Machine, Touch a Train

Organizing Group: Elgin County Railway Museum and the Psychiatric Survivors Network

Event Dates: June 2<sup>nd</sup> 2018

-13-  
SITE PLAN: "MEET-A-MACHINE, TOUCH-A-TRAIN" EVENT  
SATURDAY, JUNE 9<sup>TH</sup>, 2018 10AM-2PM  
E.C.R.M. & TIMKEN CENTRE PARKING LOT

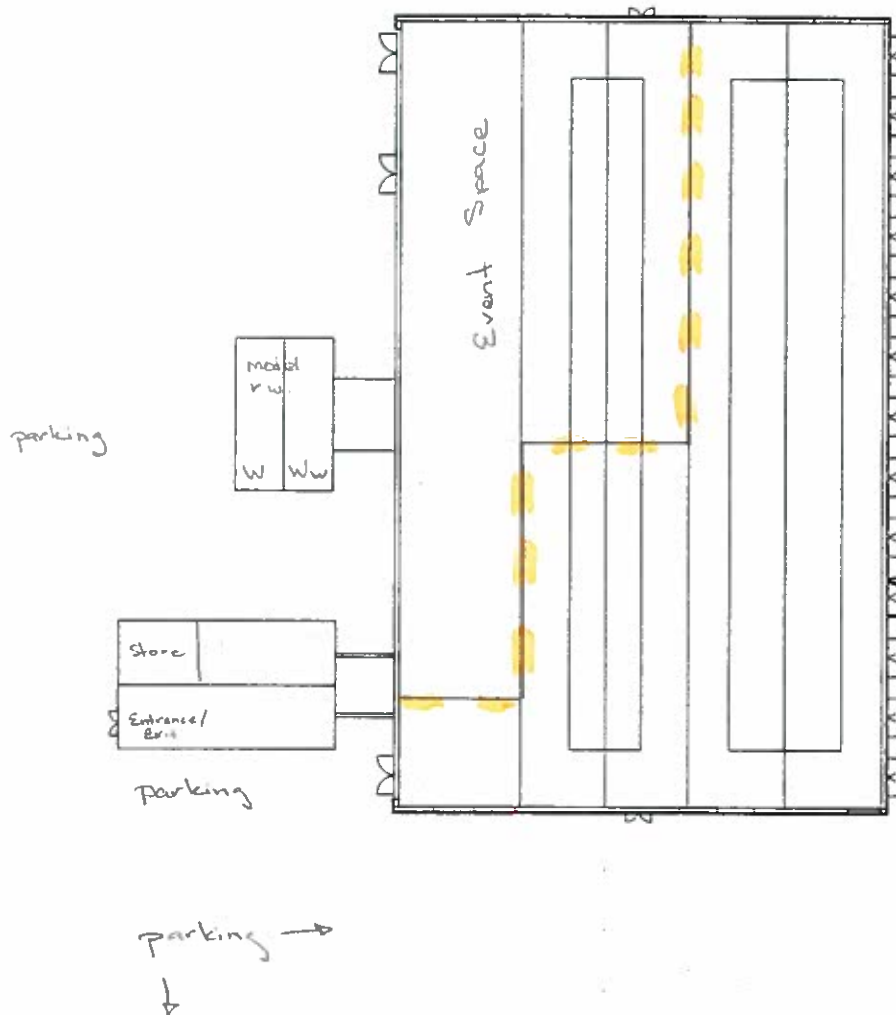


-14-

# Site Plan, Elgin County Railway Museum

"Meet a Machine, Touch a Train" Event

Saturday June 9<sup>th</sup>, 2018 10am - 2pm



Conceptual Drawings

## Elgin County Railway Museum

Address

Site Floor Plan

S J M A

2015 Wellington Road  
London, Ontario N6C 2K9  
Tel: 519-852-1111  
Fax: 519-852-1112

www.arch-pm.com

1" = 60'-0"

12 Jan

2009

A1-1

# CERTIFICATE OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer.  
This certificate does not amend, extend or alter the coverage afforded by the policies below.

## INSURED'S FULL NAME AND MAILING ADDRESS

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

## BROKER'S FULL NAME AND MAILING ADDRESS

McFarlan Rowlands Insurance Brokers Inc.  
503 York Street  
London, Ontario

BROKER'S CLIENT ID: 109124

POSTAL CODE: N6B 1R4

## COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

## LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

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

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

Insured's Operations: Museum

The City of St. Thomas has been added as an Additional Insured Under the Commercial General Liability Rider of this policy but with respect to liability caused, in whole or in part, by the Named Insured in the performance of the Insured's ongoing operations. Policy limits are not increased by such addition

**Re: Meet a Machine, Touch a Train event, June 9, 2018, 8am to 4pm at the Elgin County Railway Museum and St. Thomas Timken Centre Parking Lot**

## CERTIFICATE HOLDER - NAME AND MAILING ADDRESS

City of St. Thomas  
545 Talbot Street  
St. Thomas, ON N5P 3V7

## CANCELLATION

Should any of the above policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named on the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

## SIGNATURE OF AUTHORIZED REPRESENTATIVE



## PRINT NAME INCLUDING POSITION HELD

Shelley Stairs, CIP, CAIB - Commercial Account Manager

FAX NUMBER: (519) 679-2226

EMAIL ADDRESS: sstairs@mcfr.ca

COMPANY: McFarlan Rowlands Insurance Brokers Inc.

DATE: 2018-03-19

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Elgin Beef Farmers Annual Beef BBQ  
 Date(s): August 15, 2018  
 Start Time: 7am End Time: 8pm  
 Location(s): Dance Pavillion, Pinafore Park  
 Organizing Group: Elgin Beef Farmers  
 Contact Name #1: Maryjo Tait #2: Alan Carroll  
 Street Address: 27401 Celtic Line R.R.#1  
 Town/City: Dutton Province: ON Postal Code: N0L 1J0  
 Phone Number #1: 519-282-7602 #2: 519-768-2759  
 Email Address: maryjotait@yahoo.ca  
 Expected Attendance: ~650 Number of Event Personnel/Volunteers: ~30  
 Location and number of washrooms in place: main washrooms at  
Pinafore Park  
 Location and Number of Parking Spaces: all Facilities at Park

Number of Accessible Washrooms: At park Number of Accessible Parking Spots:           

Please describe your specific event. Attach additional sheets as necessary. Annual Elgin  
Beef Farmers Annual Beef BBQ is open to the public  
The event features local beef, corn, potatoes and  
local musical entertainment. Proceeds support  
4-H Ontario + local food banks

**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](http://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 60m<sup>2</sup> cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

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="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. Attached

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: 40 Yes ☒ No ☐ N/A ☐  
# of Garbage Cans: 6  
(40 additional to what comes in the pavillion)

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.

Maryjo Tait  
(Signature of Individual Completing this Application)

March 15/18  
(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

Elgin Beef Farmers Annual BBQ organized by Elgin Beef Farmers  
(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

Elgin Beef Farmers Annual BBQ organized by Elgin Beef Farmers  
(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: Robert D. Tait

Signed: Maryjo Tait

Name (Print): Robert D. Tait

Name (Print): Maryjo Tait

Address: 27401 Celtic Line

Telephone: 519-282-7602

Date: March 15, 2018

Event Name: Elgin Beef Farmers

Annual Beef BBQ  
Organizing Group: Elgin Beef Farmers

Event Dates: August 15 2018

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: St. Thomas Teddy Bear Picnic.  
Date(s): Wednesday, June 13, 2018  
Start Time: 9:00am End Time: 3:00pm  
Location(s): Pinafore Park  
Organizing Group: Elgin Teddy Bear Picnic Committee  
Contact Name #1: Bev Fellows #2: Marilyn Heffern  
Street Address: 7 Morrison Dr. (EarlyON centre)  
Town/City: St. Thomas Province: ON Postal Code: N5R 4S5  
Phone Number #1: 519-631-9496 ext 810 #2: 519-631-9496 ext 809  
Email Address: b.fellows@communitylivingelgin.com  
Expected Attendance: 500/600 Number of Event Personnel/Volunteers: 40  
Location and number of washrooms in place: \_\_\_\_\_  
\_\_\_\_\_

Location and Number of Parking Spaces: \_\_\_\_\_  
\_\_\_\_\_

Number of Accessible Washrooms: \_\_\_\_\_ Number of Accessible Parking Spots: \_\_\_\_\_

Please describe your specific event. Attach additional sheets as necessary. Annual Teddy Bear Picnic for families with children 0-6 years. Activities are set up and provided by a number of community partners including police, fire department, ESTHU, EarlyON, library, etc. An opportunity for community partners to celebrate with children/families in a non-threatening environment.

**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](http://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 60m<sup>2</sup> cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

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.

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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.

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Do you require traffic control?

Yes ☐

No ☒

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

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.

If Yes, how many are you requesting? # of Picnic Tables: 20 Yes ☒ No ☐ N/A ☐  
# of Garbage Cans: 5-10

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

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: \_\_\_\_\_

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.

*St. John's has been contacted just working on details paperwork*  
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



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

[Signature]  
(Signature of Individual Completing this Application)

March 23/18  
(Date completed)

Office Use Only: Application Received: March 26/18 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**

St. Thomas Teddy Bear Picnic organized by Elgin Teddy Bear Picnic Committee  
(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

St. Thomas Teddy Bear Picnic organized by Elgin Teddy Bear Picnic Committee  
(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: [Signature]  
Name (Print): A. Denise O'Neill

Signed: [Signature]  
Name (Print): Beverly Fellows

Address: 7 Morrison Drive

Telephone: 519-631-9496 ext 810

Date: March 23/18

Event Name: St. Thomas Teddy Bear Picnic

Organizing Group: Elgin St. Thomas Teddy Bear Picnic Committee

Event Dates: June 13/18

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: St. Thomas Iron Horse Festival

Date(s): August 16, 17, 18, 19

Start Time: TBD End Time: TBD

Location(s): Downtown St. Thomas

Organizing Group: Iron Horse Festival of St. Thomas

Contact Name #1: Scott Kennedy #2: Paul Corriveau

Street Address: 22 Lyndale Ave.

Town/City: St. Thomas Province: Ontario Postal Code: N5R 1C4

Phone Number #1: 519-851-0362 #2: 519-709-9753

Email Address: jscottkennedy8@gmail.com

Expected Attendance: 15,000 Number of Event Personnel/Volunteers: 100

Location and number of washrooms in place: 30 units at different locations on site

Location and Number of Parking Spaces: various lots and street parking throughout the downtown area

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

Please describe your specific event. Attach additional sheets as necessary. Annual festival featuring a midway, circus, food vendors, games of chance, musical entertainment, licensed entertainment areas, train rides, Freshfest, psychic fair

**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](http://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. unknown at this time

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

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 refer to the attached Request for Street Closure details. We understand that approval will be required.

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.

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: 100 # of Garbage Cans: 100

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

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: \_\_\_\_\_

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.

March 28, 2018

(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**

Iron Horse Festival organized by Iron Horse Festival of St. Thomas  
(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

Iron Horse Festival organized by Iron Horse Festival of St. Thomas  
(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):

Scott Kennedy

Address:

22 Lyndale Ave

Telephone:

519-851-0362

Date:

March 28, 2018

Event Name:

Iron Horse Festival

Organizing Group:

Iron Horse Festival of St. Thomas

Event Dates:

August 16, 17, 18, 19

March 27, 2018

Corporation of the City of St. Thomas  
545 Talbot Street,  
St. Thomas, Ontario



Mayor Jackson and Members of Council;

As you are no doubt aware, the Iron Horse Festival has been notified that the current location "Railway Park" at the Elgin County Railway Museum is no longer available as a Festival site. This was first brought to the Festival's attention in late January of this year.

Since that point, the Festival has approached Earl Taylor, the Chairman of the Downtown Development Board inquiring about the possibility of the Festival returning to the downtown area. Ongoing discussions are continuing and efforts have been made by the Downtown Development Board to survey their members. We believe that their endorsement and support will soon be presented at the Special Events Meeting with an update on their position.

The Iron Horse Festival Committee hereby requests the approval of City Council to grant us permission to do so and to deem the Festival as a Municipally Significant Event in order for us to proceed in securing our Special Occasion Permit for this summer's Festival.

The Festival is scheduled to run from Thursday August 16th to Sunday August 19<sup>th</sup>. I have completed the Special Event Permit Application on behalf of the IHF and forwarded it to Melanie Knapp in the City Clerk's Department.

If you have any questions or concerns regarding the Festival, please contact either myself at 519-851-0362 (cell) or email [jscottkennedy8@gmail.com](mailto:jscottkennedy8@gmail.com) OR Paul Corriveau at 519-709-9753 (cell) or [pcorriveau@ironhorsefestival.com](mailto:pcorriveau@ironhorsefestival.com).

Thank you.

Sincerely

Scott Kennedy  
Director IHF, Licensed Events Chairman

c.c. Paul Corriveau, President IHF

March 28, 2018

Chairperson - Special Events Committee  
City of St. Thomas  
545 Talbot St  
St. Thomas, Ont.  
N5P 3V7

Attention: Chairperson and Members of the Committee:

As per your request, I am providing you with a list of items that will require City of St. Thomas approval and support. This list is comprised of items that have been requested and secured in past Festivals.

1. **Community Festival** - the festival wishes council to once again declare the Iron Horse Festival as a Community Festival. *(same as previous Downtown Festivals)*
2. **Street Closure** - White Street (from Talbot Street to Centre street), Mondamin Street (from Talbot Street to Curtis Street) and Talbot Street (from Elgin Street to St. Catherines Street) Mary Street (from Talbot Street north to laneway entrance) and Hincks Street (from Talbot Street south to laneway entrance) to be closed from Tuesday, August 14<sup>th</sup> to Sunday, August 19<sup>th</sup>, 2018. *(same duration as previous Downtown Festivals)*  
We request the use of the street as follows:
  - White Street (Tuesday at 5:00 p.m.)
  - Mondamin and Hincks Street (Wednesday at 8:00 a.m.)
  - Talbot Street, and Mary Street begin closure (Wednesday at 5:00 p.m.)
3. **Midway Location** - We will be utilizing a portion of Talbot Street from St. Catherines to just past Holy Angels Church *(same as previous downtown Festivals)* White Street and the White street parking lot will also be utilized.
4. **Circus Location** - This is in the early stages of planning, however we understand that the former Police Station will be removed and turned into a parking lot. If this is completed before the Festival, we are requesting this be considered as a location to hold our Circus Tent. A smaller tent is being provided that will better accommodate the crowds expected. If this site is available, we would like to discuss the services that may be planned for development of the site.
5. **Fire Hydrant Use** - We are requesting the use of the following fire hydrants *(with adapter)*
  - North West corner of Holy Angels property on Talbot St. *(same as previous downtown Festivals)*
  - South West corner of City Hall. *(same as previous downtown Festivals)*
  - North-west corner of Mary Street and Talbot *(same as previous downtown Festivals)*
6. **White Street Parking Lot** - We are requesting the use of the parking lot from approximately Tuesday August 14<sup>th</sup> at 5:00 p.m. till Sunday August 19<sup>th</sup> for a portion of the midway.
7. **Rib-fest** - The location for the Rib-fest will be in the same location as past Festivals, that being in front of the Post Office from approx. Mary Street to Hincks Street. *(same as previous downtown Festivals)*
8. **Mondamin Street** - also proved very successful, as we featured our community stage on the street presenting the best in local and children's entertainment. *(same as previous downtown Festivals)*
9. **Hiawatha and Southwick Streets** - These streets have been closed to vehicular traffic and assisted the festival in providing a safer and more connected environment. The festival would like this to continue with the hopes of being able to work closely with the Fire and Police departments to try to fill in some of the empty space while not compromising the requirement for access. Possible Vendor locations will be coordinated with Fire and Police. *(same as previous downtown Festivals)*
10. **Hepburn Parking Lot** - the Festival requests the use of the parking lot as in past years for the main entertainment venue and a licensed refreshment area. We are requesting the use of the just over half of the Parking Lot from Tuesday (5:00 p.m.), August 14<sup>th</sup> till Sunday, August 19<sup>th</sup>. The remaining portion will allow for customer parking throughout the entire Festival. *(same as previous downtown Festivals)*
11. **Washroom Facilities** - will be provided in the same locations as last year. A set of washrooms complete with wheel chair accessible unit and hand washing stations will be located at Green's parkette, Hepburn parking lot, and on Hincks Street. *(same as previous downtown Festivals)*
12. **Garbage Facilities** - are planned to be located in the same vicinity as *past downtown Festivals* (behind Holy Angels Church), a larger roll-off unit proved to be successful as it was central to all of our



garbage concerns plus we had an increase in the amount of garbage we received last year.

13. **Security** – The Festival will continue to hire additional security plus enlist the services of additional volunteers throughout the Festival. We hope that the St. Thomas Police will continue to provide additional foot patrols as they have in the past years. Our Security Coordinator will contact the Police as directed to review any concerns or additional measures.
14. **First Aid** – The Festival will continue to secure the services of St. John Ambulance and will locate them in a central location with easy access to side streets. They proved most valuable in past Festivals as they have in previous years.
15. **Health Unit** – As per previous years, the Festival will incorporate the Health Units Vendor Information sheet as part of our Vendor Application process. Once the vendor has returned their application, the Festival will gather all applications and submit to the Health Unit for their records. *(same as past Downtown Festivals)*
16. **Bleachers, Benches, Picnic Tables and Garbage Cans** – As per previous year's the Festival requests that the City provide and deliver the following items outlined below:
  - **100** Picnic Tables delivered to **(70)** Hepburn Parking Lot, **(20)** Hincks Street and **(10)** Mondamin Street *(same as past Downtown Festivals)*
  - **20** Benches delivered to Mondamin Street *(same as past Downtown Festivals)*
  - **50** garbage cans delivered to Hepburn Parking Lot for re-distribution by Festival *(same as past Downtown Festivals)*
17. **Portable Fencing** – As the Festival manufactured portable legs and donated them to the Parks and Recreation Department, the Festival would like to once again use the portable fencing available for the sectioning off of the Hepburn Parking lot. The Festival will pick up the fencing and return as directed by the Parks and Recreation Department. *(same as past Downtown Festivals)*
18. **Hydro** – The Hydro set-up will be similar to our set-up in past downtown festivals.
  - our portable hydro trailer to be set-up on Mary Street with portable hydro panels and extensions being located east and west of Mary Street on Talbot. *(same as past Downtown Festivals)*
  - A temporary hydro service and portable hydro panel will also be located by Hepburn Parking lot for our main entertainment stage. *(same as past Downtown Festivals)*
  - A temporary hydro service and portable hydro panel will also be located by Hincks Street for our licensed Hincks Street entertainment stage. *(same as past Downtown Festivals)*
  - a portable hydro panel will also be installed on Talbot Street in front of Mortin and Locke Insurance. *(same as past Downtown Festivals)*
  - access to the Hydro panel in Hepburn Parkette *(same as past Downtown Festivals)*
  - a couple of circuits from Mondamin Street (trees & City Hall outlet) *(same as past Downtown Festivals)*
  - the hydro panel in the Green's Parkette. *(same as past Downtown Festivals)*

*The Festival site coordinator will meet with City Staff to review all hydro issues on site prior to the Festival.*

We look forward to working closely with the Special Events Committee, City Staff as well as members of the Downtown Development Board and their respective merchants to present the best downtown Festival possible. If you have any questions or concerns regarding our request, I would be more than happy to meet with you and your board to discuss further.

Sincerely,

Paul Corriveau - President