

A G E N D A
THE FIFTH MEETING OF THE SPECIAL EVENTS COMMITTEE

COMMITTEE ROOM 304
CITY HALL

3:00 P.M.

MAY 2, 2018

MINUTES

Confirmation of the minutes of the meeting held on April 4, 2018.

PETITIONS AND COMMUNICATIONS

Car Seat Clinic - June 17, 2018 Pages 2-6

Monsignor Morrison Day Parade - June 7, 2018 Pages 7-15

Old Courthouse Neighbourhood Street Party - June 16, 2018 Pages 16-21

21U National Baseball Tournament - August 15-20, 2018 Pages 22-27

Day out with Thomas - July 14-15, 21-22, 2018 Pages 28-40

Canada Day - July 1, 2018 Pages 41-51

Law Enforcement Torch Run - June 26, 2018 Pages 52-56

UNFINISHED BUSINESS

Upcoming Events

- 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.
- Meet a Machine, Touch a Train - June 9, 2018
- Great Lakes International Air Show - June 16-17, 2018
- St. Thomas/Elgin Picnic in the Park - July 11, 2018
- Elgin Beef Farmers Annual Beef BBQ - August 15, 2018
- St. Thomas Iron Horse Festival - August 16-19, 2018
- Railway City Road Races - September 23, 2018

NEW BUSINESS

ADJOURNMENT

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Car Seat Clinic
Date(s): June 17, 2018 (Sunday)
Start Time: 2:00pm End Time: 5:00pm
Location(s): Horton Market
Organizing Group: Child Passenger Safety Association of Canada
Contact Name #1: Katie Charette #2: Marianne Rozak
Street Address: 43 Neal Ave
Town/City: St. Thomas Province: ON Postal Code: N5R 6B5
Phone Number #1: 519-207-0321 #2: 519-640-5770
Email Address: kate.e.cha@gmail.com
Expected Attendance: 40-50 Number of Event Personnel/Volunteers: 15
Location and number of washrooms in place: 12 @ Vesta

Location and Number of Parking Spaces: 10, anywhere in the parking lot

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

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

Free car seat clinic for parents and caregivers.
Newly trained Child Passenger Safety Technicians
will help parents and caregivers with their
child restraint installation and usage to
ensure all children are travelling safely.

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.

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

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.

Kathleen Charette
(Signature of Individual Completing this Application)

April 5, 2018
(Date completed)

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

SECTION 13: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

Car Seat Clinic organized by Child Passenger Safety Association of Canada
(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

Car Seat Clinic organized by Child Passenger Safety Association of Canada
(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: Teagan Bodder-Cupsky

Signed: Kathleen Charette

Name (Print): Teagan Bodder-Cupsky

Name (Print): Kathleen (Katie) Charette

Address: 43 Neal Ave, St. Thomas

Telephone: 519-207-0321

Date: April 5, 2018

Event Name: Car Seat Clinic

Organizing Group: Child Passenger Safety Association of Canada

Event Dates: June 17, 2018

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Monsignor Morrison Day Parade
Date(s): Thursday, June 7, 2018
Start Time: 9:15 a.m. End Time: 10:00 a.m.
Location(s): South Edgeware Rd. → Balaclava St. → Hammond St. → Alma St. → Brock St. → Hughes St
Organizing Group: Monsignor Morrison Catholic Elementary School
Contact Name #1: Jim Naphin #2: Vicki Walt
Street Address: 10 South Edgeware Rd.
Town/City: St. Thomas Province: ON Postal Code: N5P 2H0
Phone Number #1: 519-675-4416 #2: 519-619-4003
Email Address: jnaphin@ldcsb.ca
Expected Attendance: 350 Number of Event Personnel/Volunteers: 40
Location and number of washrooms in place: N/A
Location and Number of Parking Spaces: N/A
Number of Accessible Washrooms: N/A Number of Accessible Parking Spots: N/A

All are available at Monsignor Morrison School if needed.

Please describe your specific event. Attach additional sheets as necessary.
Staff, students, and guests will parade on foot from Monsignor Morrison School south on Balaclava to Hammond St. (550m), west to Alma, south to Brock, west to Hughes, north on Hughes to Tecumseh.

SECTION 2: FOOD AND BEVERAGE

Will food/beverage of any kind be available at this event? Yes ☐ No ☒
If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.

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Will there be personal services of any kind offered to the public at this event? Yes ☐ No ☒
If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.

Personal services include but are not limited to barbering, manicures, pedicures, esthetics, tattooing and piercing.

SECTION 4: 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 5: 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 6: 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 7: 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 8: 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 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☒

No ☐

(one lane open)

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.

Road closure not anticipated as needed.
(We've spoken to PC Dan Gillies, who is arranging front
+ rear police escort vehicles.)

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.

See attached map.

Do you require traffic control?

Yes ☒

No ☐

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

Done (PC Dan Gillies)

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 10: MUNICIPAL FACILITIES

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

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

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

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

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

Yes ☐ No ☐ N/A ☒

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

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water

Yes ☐

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 11: 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 12: 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.

*We have 5 staff
trained in First Aid/CPR*

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 13: 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.

Jama P. Napton
(Signature of Individual Completing this Application)

April 13, 2018
(Date completed)

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

SECTION 14: 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

Monsignor Morrison Day Parade organized by Monsignor Morrison School Staff
(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

Monsignor Morrison Day Parade organized by Monsignor Morrison School Staff
(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):

VICKI WALT

Signed:

Name (Print):

Jim Naphin

Address:

Telephone:

Date:

Event Name:

Organizing Group:

Event Dates:

10 South Edgewood Rd.

519-675-4416

April 13, 2018

Monsignor Morrison Day Parade

Monsignor Morrison Staff


June 17, 2018



OSBIE

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 London District Catholic School Board 5200 Wellington Road South LONDON ON N6A 4X5		Certificate Holder Name & Mailing Address City of St. Thomas P.O. Box 520, City Hall 545 Talbot Street St. Thomas ON N5P 3V7		
COVERAGES				
This is to certify that the policy 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 the terms, exclusions and conditions of such policy.				
Type of Insurance	Insurance Company & Policy Number	Effective Date (MM/DD/YY)	Expiry Date (MM/DD/YY)	Limits of Liability (per occurrence)
Comprehensive General Liability	Ontario School Boards' Insurance Exchange (OSBIE) Policy # SG 00239	01/01/2018	01/01/2019	\$5,000,000
Comprehensive General Liability Insurance is written on an occurrence basis and includes: <ul style="list-style-type: none">• Personal Injury & Property Damage Liability• Tenants' Legal Liability• Incidental Professional and Malpractice Liability• Errors and Omissions Liability• Non-Owned Automobile Liability• Unmanned Air Vehicle System (UAVS) Liability (subject to 2-kilogram limit)• Cross Liability/Severability of Interests Clause				
Description of Operations, Locations, or Special Items City of St. Thomas is added as an additional insured, for participation in the Monsignor Morrison Day Parade on June 7th, 2018, but only with respect to liability arising out of the operations of the named insured.				
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 named, 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 Tammy Hicks, Director, Risk Management & Member Services		
Company Name and Address: Ontario School Boards' Insurance Exchange 91 Westmount Rd., GUELPH, ON N1H 5J2 SG239/2018/2742		Fax Number 519-767-0281	Date of Issue 04/12/2018	

IMPORTANT

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

via Balaclava St
Mostly flat

A Use caution—walking directions may not always reflect real-world conditions

Monsignor Morrison Catholic School

10 S Edgeware Rd, St. Thomas, ON N5P 2H2

↑ Head east on S Edgeware Rd toward Balaclava St

60 m

↗ Turn right onto Balaclava St

450 m

↗ Turn right onto Hammond St

130 m

↖ Turn left onto Alma St

23 m

↗ Slight right onto Brock St

200 m

↗ Turn right onto Hughes St

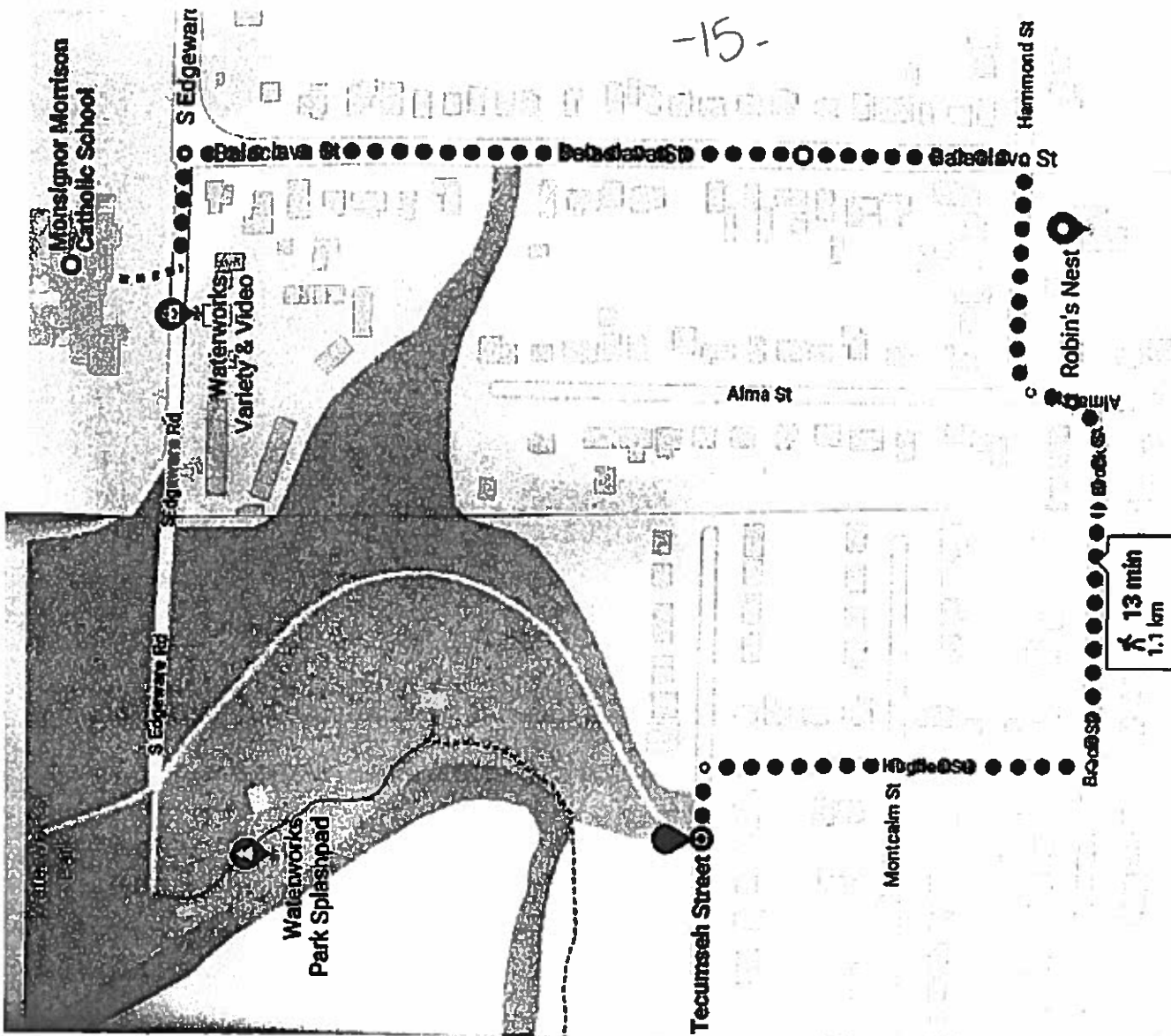
200 m

↖ Turn left onto Tecumseh St

35 m

Tecumseh St

St. Thomas, ON



-15-

APR 18 2018

SECTION 1: EVENT AND ORGANIZER INFORMATION

City Clerks Dept.

Event Name: Old Courthouse Neighbourhood Street Party
Date(s): Saturday 16th June, 2018
Start Time: 4pm End Time: 12am
Location(s): On Prince Albert from Isabel St to Metcalf Street
Organizing Group: _____
Contact Name #1: Kim Parker #2: _____
Street Address: 14 Prince Albert Street
Town/City: St Thomas Province: ON Postal Code: N5R1Z6
Phone Number #1: 519.872.3656 #2: _____
Email Address: kimberleyparker@rogers.com
Expected Attendance: 150 Number of Event Personnel/Volunteers: _____
Location and number of washrooms in place: n/a (event is for neighbours only.
If they need washrooms they walk to their own house)
Location and Number of Parking Spaces: n/a

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

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

An opportunity for neighbours to gather together for an annual
street party. No tickets are sold; no outsiders attend.

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. We would appreciate the section of street

from Prince Albert at Isabel Street down to Prince Albert at Metcalf to be closed off so we may have tables and chairs set up on the street.

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: _____ # 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

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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.

Kimberley Parker
(Signature of Individual Completing this Application)

17 APR 1, 2018
(Date completed)

Office Use Only: Application Received: Apr 18/18 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

Old Courthouse Area Neighbourhood Street Party organized by Old Courthouse Neighbourhood
(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

Old Courthouse Area Neighbourhood Street Party organized by Old Courthouse Neighbourhood
(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: Mei Knapp

Name (Print): Mei Knapp

Signed: Kimberley Parker

Name (Print): Kimberley Parker

Address: 14 Prince Albert Street St Thomas

Telephone: 519.872.3656

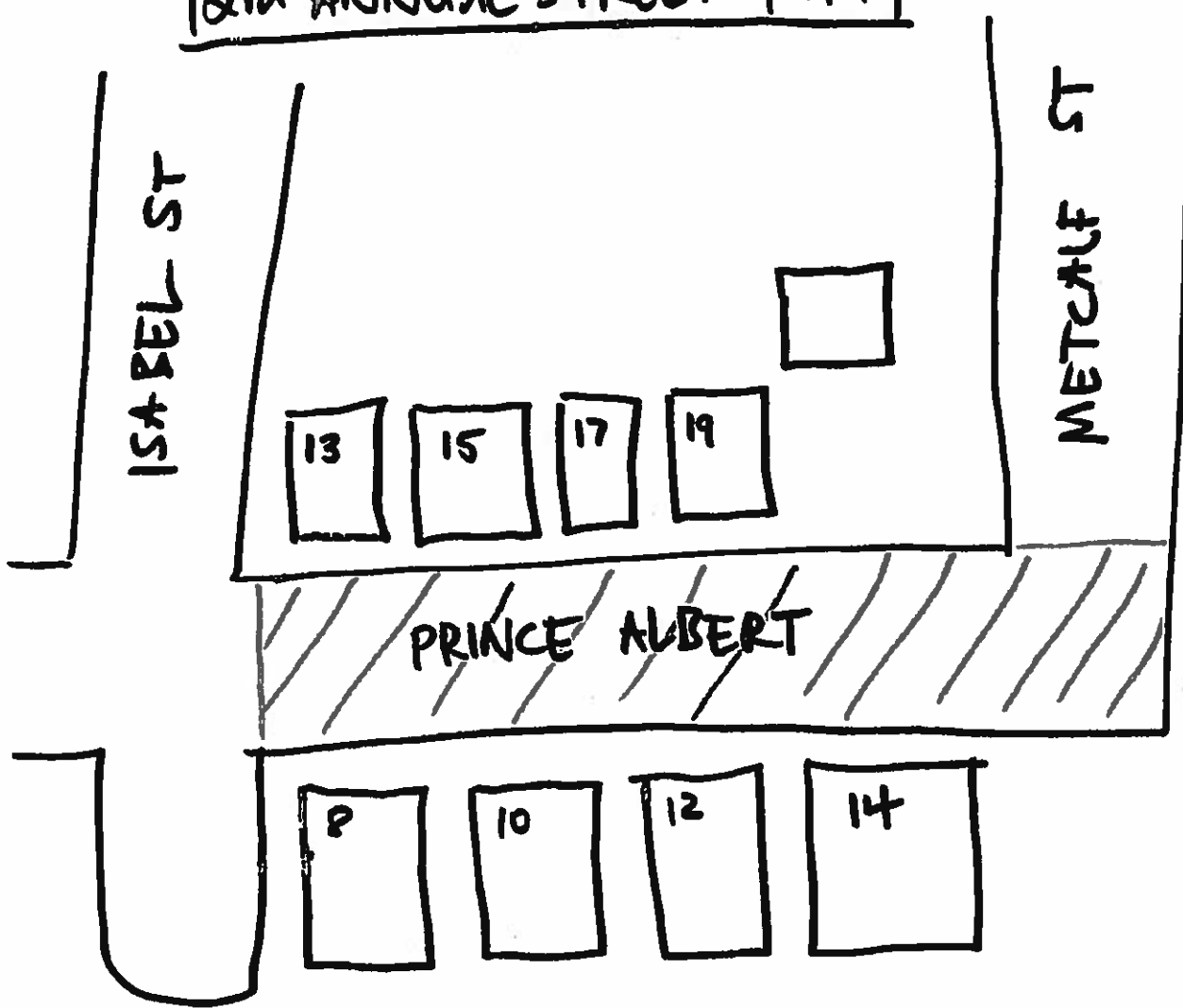
Date: 12 April, 2018


Event Name: Old Courthouse Area Neighbourhood Street Party

Organizing Group: Old Courthouse Neighbourhood

Event Dates: Saturday 16th June, 2018

OLD COURTHOUSE AREA 12th ANNUAL STREET PARTY



 Proposed road closures.
Sat. 16th June, 2018.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: 21 U National Baseball Tournament

Date(s): AUG 15-²⁰19, 2018

Start Time: AUG 15 8 am End Time: AUG 20 (rain date)
AUG 19 11 pm if no rain delays

Location(s): EMSLIE FIELD + CARDINAL FIELD

Organizing Group: ST. THOMAS MINOR BASEBALL

Contact Name #1: DIANE WAKEFIELD #2: DEREK BROOKS

Street Address: 90 48 RHONDA CT

Town/City: ST. THOMAS Province: ON Postal Code: N5R 4X1

Phone Number #1: 519 859-2840 #2: 519-857-5869

Email Address: wakefield5@rogers.com

Expected Attendance: 1000/day Number of Event Personnel/Volunteers: 50/game

Location and number of washrooms in place: washrooms at changeroom building Emslie, washroom building in Pinafore, washroom in building at Cardinal Field

Location and Number of Parking Spaces: parking in overflow field area in Pinafore (outside gates of Emslie), parking at DTC parking lot

Number of Accessible Washrooms: Pinafore Park SAUVE Number of Accessible Parking Spots: _____

Please describe your specific event. Attach additional sheets as necessary. _____
2018
21 U (19-21 yr old) baseball Canadian championship tournament.

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

Cooked & served by St Thomas Optimist Club
& Kuma Catering

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. 1 tent - 30' x 50'

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.

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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 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. rec'd City grant

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: 20 # of Garbage Cans: 20

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 ☐

not going to meet with Tim Bridge
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? Lynden Security

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.

D. Wakefield
(Signature of Individual Completing this Application)

April 16/18
(Date completed)

Office Use Only: Application Received: April 18/18 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.

Certificates from STMBA Opt. Club can be provided after May 1.
Current ins. expires April 30

STATEMENT OF INDEMNIFICATION

21U Baseball Canada National organized by St Thomas Minor Baseball
(Event Name) Championship (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

21U Baseball Canada National organized by St Thomas Minor Baseball
(Event Name) Championship (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: M Knapp

Signed: D. Wakefield

Name (Print): Mei Knapp

Name (Print): D. Wakefield

Address: 48 Rhonda Ct

Telephone: 519 859 2840

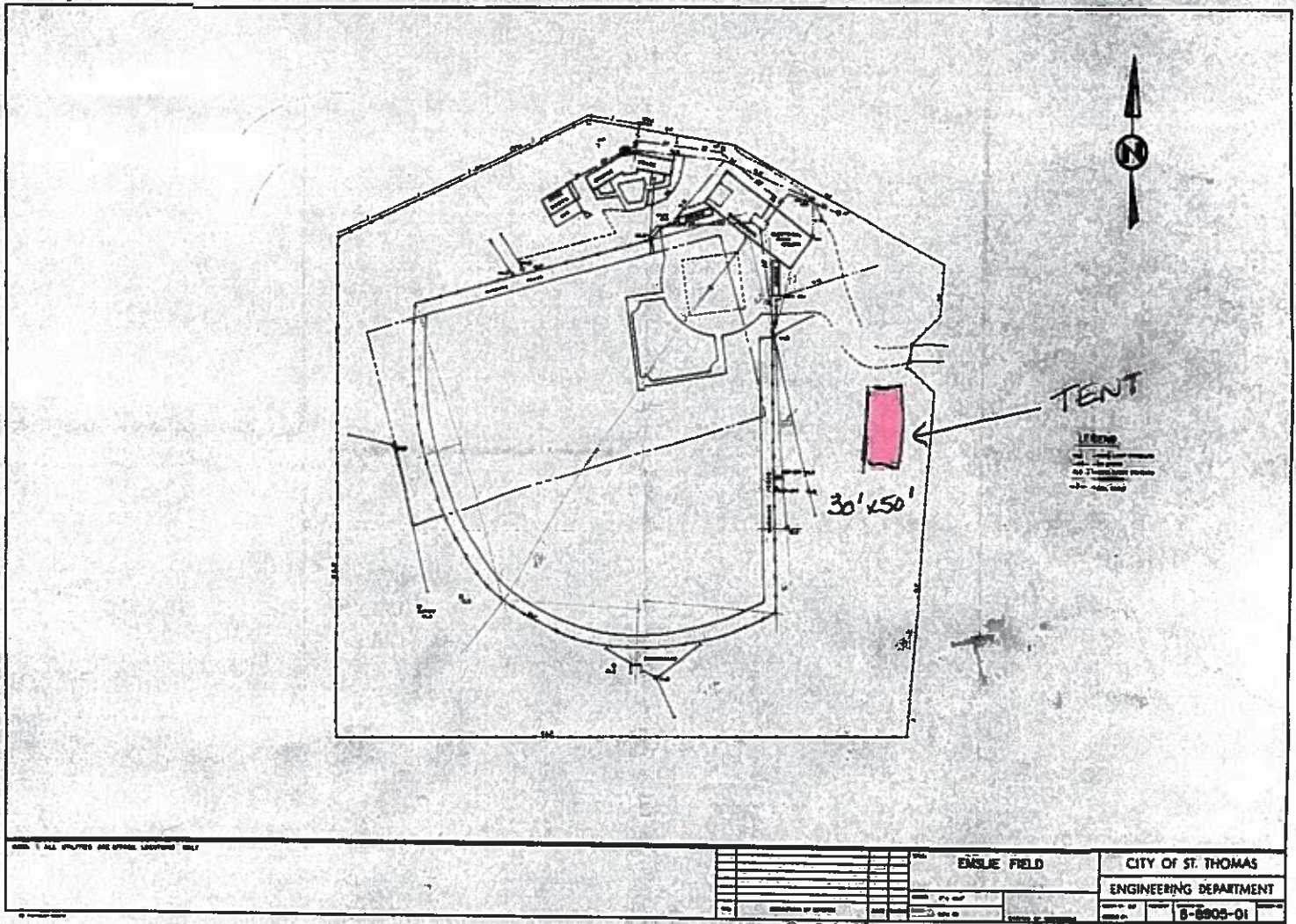
Date: APR 16/18

Event Name: 21U Baseball Canada Nat'l Championship

Organizing Group: STMBA

Event Dates: Aug 15-20/18

EMSLIE FIELD



BUSES WILL DROP OFF & PICK UP PARTICIPANTS ON PARKSIDE DR & WILL USE MEMORIAL ARENA PARKING LOT FOR WAITING IF NECESSARY.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Day Out With Thomas - Big Adventures Tour 2018

Date(s): Saturday & Sunday - July 14-15 and July 21-22, 2018

Start Time: 8am Sat. & 8:30 on Sun. End Time: 6pm

Location(s): 80 Wilson Ave. - St. Thomas - Elgin Memorial Centre

Organizing Group: Elgin County Railway Museum

Contact Name #1: Dawn Miskelly #2: Hilary Fagan

Street Address: 225 Wellington Street

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

Phone Number #1: 519-637-6284 (Museum) #2: 226-234-2939 (cell)

Email Address: dawnm@ecrm5700.org

Expected Attendance: 14,000 total Number of Event Personnel/Volunteers: 250+ over event

Location and number of washrooms in place: Inside arena - public washrooms off the Auditorium, and Lynch Room, 2 accessible in west hallway volunteers- men's & women's in hallways. Outside portables-2 wheelchair units, 10 portables & sinks.

Location and Number of Parking Spaces: 650 + available spaces. Utilizing front arena parking lot, adjacent gravel lot & grass area to south (permission from property owner), plus street parking in area.

Number of Accessible Washrooms: 4 gender neutral Number of Accessible Parking Spots: 16 (front lot)

Please describe your specific event. Attach additional sheets as necessary. Day Out With Thomas is a fun-filled family event that gives fans the chance to climb aboard for a 25-minute train ride led by everyone's favourite #1 Blue Engine - Thomas! Guests will also meet Sir Topham Hatt, and enjoy a day full of activities including; temporary tattoos, storytelling, videos, train play tables, crafts, bubbles, inflatable bouncers, ride-on plasma cars, play dough, games, magic and puppet shows. They can also cool off under cool-mist tents.

SECTION 2: FOOD AND BEVERAGE

Will food/beverage of any kind be available at this event? Yes ☒ No ☐
 If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.

SECTION 3: PERSONAL SERVICES

Will there be personal services of any kind offered to the public at this event? Yes ☐ No ☒
If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.

Personal services include but are not limited to barbering, manicures, pedicures, esthetics, tattooing and piercing.

SECTION 4: 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. A schedule of the number of tents is attached.

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: Submitted April 23/18

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 5: 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 6: 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 7: 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 8: ANIMALS

TBD - Contacted April 25th by animal educator originally booked - may be retiring from shows. Need to
Will there be a Petting Zoo or Animals at the event? Yes ☒ No ☐ Source
If Yes, the Elgin-St. Thomas Public Health must be notified of the event details two weeks prior. If the animals other 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. Will submit exemption application as soon as confirmed.

SECTION 9: 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 10: 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. Memorial Arena and grounds

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: 4 # of Garbage Cans: 10

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

Yes ☒ No ☐ N/A ☐

Will you require municipal support for:

Just access to water

Water

Yes ☒ No ☐ N/A ☐

Hydro

Yes ☒ No ☐ N/A ☐

for outside from Memorial. Requested use of temp panel.
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: Mackinnon Electric will be contracted to complete and coordinate inspection.

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 11: 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 12: 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? Lyndon Security- 1 day, 2 + car night

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 13: 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.

A. Dawn Miskelly
(Signature of Individual Completing this Application)

April 24th, 2018
(Date completed)

Office Use Only: Application Received: Apr 25, 2018 Committee Approval: _____

SECTION 14: 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

Day Out With Thomas -Big Adventures Tour 2018 organized by Elgin County Railway Museum Inc.
(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

Day Out With Thomas -Big Adventures Tour 2018 organized by Elgin County Railway Museum Inc.
(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: Hilary Fagan
Name (Print): Hilary Fagan

Signed: H. Dawn Miskelly
Name (Print): H. Dawn Miskelly

Address: 225 Wellington Street, St. Thomas, ON

Telephone: 519-637-6284

Date: April 24, 2018

Event Name: Day Out with Thomas 2018

Organizing Group: Elgin County Railway Museum

Event Dates: July 14-15 & 21-22, 2018

CERTIFICATE OF INSURANCE

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

DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS
<p>1. [REDACTED]</p> <p>2. [REDACTED]</p> <p>3. [REDACTED]</p> <p>4. [REDACTED]</p> <p>5. [REDACTED]</p> <p>6. [REDACTED]</p> <p>7. [REDACTED]</p> <p>8. [REDACTED]</p> <p>9. [REDACTED]</p> <p>10. [REDACTED]</p> <p>11. [REDACTED]</p> <p>12. [REDACTED]</p> <p>13. [REDACTED]</p> <p>14. [REDACTED]</p> <p>15. [REDACTED]</p> <p>16. [REDACTED]</p> <p>17. [REDACTED]</p> <p>18. [REDACTED]</p> <p>19. [REDACTED]</p> <p>20. [REDACTED]</p> <p>21. [REDACTED]</p> <p>22. [REDACTED]</p> <p>23. [REDACTED]</p> <p>24. [REDACTED]</p> <p>25. [REDACTED]</p> <p>26. [REDACTED]</p> <p>27. [REDACTED]</p> <p>28. [REDACTED]</p> <p>29. [REDACTED]</p> <p>30. [REDACTED]</p> <p>31. [REDACTED]</p> <p>32. [REDACTED]</p> <p>33. [REDACTED]</p> <p>34. [REDACTED]</p> <p>35. [REDACTED]</p> <p>36. [REDACTED]</p> <p>37. [REDACTED]</p> <p>38. [REDACTED]</p> <p>39. [REDACTED]</p> <p>40. [REDACTED]</p> <p>41. [REDACTED]</p> <p>42. [REDACTED]</p> <p>43. [REDACTED]</p> <p>44. [REDACTED]</p> <p>45. [REDACTED]</p> <p>46. [REDACTED]</p> <p>47. [REDACTED]</p> <p>48. [REDACTED]</p> <p>49. [REDACTED]</p> <p>50. [REDACTED]</p> <p>51. [REDACTED]</p> <p>52. [REDACTED]</p> <p>53. [REDACTED]</p> <p>54. [REDACTED]</p> <p>55. [REDACTED]</p> <p>56. [REDACTED]</p> <p>57. [REDACTED]</p> <p>58. [REDACTED]</p> <p>59. [REDACTED]</p> <p>60. [REDACTED]</p> <p>61. [REDACTED]</p> <p>62. [REDACTED]</p> <p>63. [REDACTED]</p> <p>64. [REDACTED]</p> <p>65. [REDACTED]</p> <p>66. [REDACTED]</p> <p>67. [REDACTED]</p> <p>68. [REDACTED]</p> <p>69. [REDACTED]</p> <p>70. [REDACTED]</p> <p>71. [REDACTED]</p> <p>72. [REDACTED]</p> <p>73. [REDACTED]</p> <p>74. [REDACTED]</p> <p>75. [REDACTED]</p> <p>76. [REDACTED]</p> <p>77. [REDACTED]</p> <p>78. [REDACTED]</p> <p>79. [REDACTED]</p> <p>80. [REDACTED]</p> <p>81. [REDACTED]</p> <p>82. [REDACTED]</p> <p>83. [REDACTED]</p> <p>84. [REDACTED]</p> <p>85. [REDACTED]</p> <p>86. [REDACTED]</p> <p>87. [REDACTED]</p> <p>88. [REDACTED]</p> <p>89. [REDACTED]</p> <p>90. [REDACTED]</p> <p>91. [REDACTED]</p> <p>92. [REDACTED]</p> <p>93. [REDACTED]</p> <p>94. [REDACTED]</p> <p>95. [REDACTED]</p> <p>96. [REDACTED]</p> <p>97. [REDACTED]</p> <p>98. [REDACTED]</p> <p>99. [REDACTED]</p> <p>100. [REDACTED]</p>

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: a Day Out with Thomas event, July 9 to July 25, 2018, at the St. Thomas Elgin Memorial Centre, 80 Wilson Ave.

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

COMPANY: McFarlan Rowlands Insurance Brokers Inc.

DATE 2018-04-25

PEDESTRIAN TRAIL WILL NOT BE BLOCKED

CONDUCTOR'S
STATION

Paved
surface



TOBY'S TOSS

13

Paved surface



22

21

EXIT

ENTER

80 Wilson Ave.

St. Thomas - Elgin Memorial Centre

8
01
7

6

5

4

3

2

1

THOMAS TRAIN BOARDING AREA

16

18
KENNEDY'S
KIDDEYS

10

11

MISTY
ISLAND
Coastal Bites & Treats

19 - 20

DINING SHELTER

15

Back gate

STORY TIME &
VIDEO See Schedule ④

FOOD CONCESSIONS

Paved surface

BUBBLE
ZONE



ATM

ATM

ATM

ATM

ATM

ATM

ATM

ATM

ATM

ATM

ATM

ATM

ATM

MEET SIR
TOPHAM
HATT
See Schedule ②

ENTER

MEET SIR
TOPHAM
HATT
(If Rain)

INFLATABLE
ACTIVITY

INFLATABLE
ACTIVITY

WOODEN
PLAY TABLES

WOODEN
PLAY TABLES

WOODEN
PLAY TABLES

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PLAY TABLES

Tourism

ATM

ATM

ATM

ATM

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ATM

ATM

ATM

THOMAS
& FRIENDS
GIFT SHOP

Emergency access route

*Proposed site plan

SITE MAP



Gavel
Parking
lot

14

16 Accessible Parking spots reserved in front paved parking lot

July 14 - 23, 2018
April 23, 2017

Day Out With Thomas Tent Listing

Location Number	Tent Size	Tent Activity	Items Under Tent	Own/Rental
1	12'x26'	Queue Area for Train Boarding	Fencing and People	Own
2	12'x26'	Queue Area for Train Boarding	Fencing and People	Own
3	12'x26'	Queue Area for Train Boarding	Fencing and People	Own
4	12'x26'	Queue Area for Train Boarding	Fencing and People	Own
5	12'x26'	Queue Area for Train Boarding	Fencing and People	Own
6	12'x26'	Queue Area for Train Boarding	Fencing and People	Own
7	12'x26'	Queue Area for Train Boarding	Fencing and People	Own
8	12'x26'	Queue Area for Train Boarding	Fencing and People	Own
9	12'x26'	Stroller Parking Area for Train	Strollers and People	Own
10	10' x 10'	Misty Island - Cool Down Area	Water, People, Cool Mist apparatus	Own
11	10' x 10'	Misty Island - Cool Down Area	Water, People, Cool Mist apparatus	Own
12	10' x 10'	Children's Activities - Bubble Zone	Tables, Chairs, People, bubble machines	Own
13	10' x 10'	Children's Activities - Bean bag toss	People, bean bag toss games	Own
14	8' x 8'	Parking Staff Resting Area	Chairs, People	Own
15	20' x 20'	Train Boarding Volunteer Rest Area	Picnic Tables, Coolers, People	Rent
16	10' x 10'	First Aid Tent	Tables, Chairs, People	Rent
17	50' x 32'	Storage for Thomas and Photo Queue Area	Fencing, People, and Train	Rent
18	20' x 40'	Kennedy's Kridders - small animals & reptiles	Animals (tanks & cages), People, tables	Rent
19, 20	40' x 35' Hex x two tents	Sheltered Dining Area	Tables, Chairs, People	Rent
21	10' x 10'	Fete - Stall for Security (Entrance Gate)	Tables, Chairs, People	Rent
22	10' x 10'	Fete - Stall for Security (Exit Gate)	Tables, Chairs, People	Rent

All tents have open sides with the exception of the back of the dining tent and first aid tent for privacy (3 sides)

For use by Principal Authority			
Permit number:		Date issued:	
Date received:		Roll number:	
A. Project information			
Building number, street name 80 Wilson Ave. Memorial Arena site		Unit number	Lot/con.
Municipality St. Thomas	Postal code N5R 3R2	Plan number/other description Memorial Arena grounds	
Project value est. \$		No. of tents: 22	
B. Purpose of application			
Event: Day Out With Thomas		<input type="checkbox"/> Alcohol served <input checked="" type="checkbox"/> Food served <input checked="" type="checkbox"/> Chairs and tables	
Date of tent installation: July 11 - 12th		Date of tent removal: July 23, 2018	
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input checked="" type="checkbox"/> Authorized agent of owner			
Last name MISKELLY	First name DAWN	Corporation or partnership Elgin County Railway Museum	
Street address 225 Wellington Street.		Unit number	Lot/con.
Municipality St. Thomas	Postal code N5R 2S6	Province ON	Cell number (226) 234-2937
Telephone number 519-637-6284		Email dawnm@ecrm5700.org	Fax ()
D. Declaration of applicant			
I, <u>Dawn Miskelly</u> (print name) declare that:			
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.			
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.			
Date: April 23/18		Signature of applicant: <u>Dawn Miskelly</u>	

ADDITIONAL INFORMATION REQUIRED for TENT PERMITS

- Site Plan:** A site plan shall include the property lines and all buildings and structures located on the property. All proposed tents shall be located on the plan with setback dimensions to property lines, structures and other tents. The site plan should include the location of all parking spaces, any proposed privies and any temporary fencing for any assembly area.
- Floor Plan:** If a tent is to utilize sides or be provided with table and chairs, a floor plan shall be provided showing aisles and exits.
- Covering:** A certificate of flame resistance of the tent covering material, as provided by the tent supplier, in conformance with CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or NFPA 701 "Fire Tests for Flame-Resistant Textiles and Films" shall be provided.

Personal information contained in this form is collected under the authority of subsection 8(1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992.

Wednesday, April 25, 2018 10:30:11 AM ET

Confirmation of First Aid

Subject: Re: Duty Request for Day Out With Thomas

Date: Saturday, April 21, 2018 9:16:21 AM ET

From: Galynne Cini

To: Dawn Miskelly

Dear Dawn Miskelly,

Please take this email as confirmation for coverage at your event *Day Out With Thomas* by the St. Thomas Elgin Branch of St. John Ambulance, on the following dates of Saturdays July 14th & July 21, and Sunday July 15th & 22nd, 2018.

As per your request our Medical First Responders will be on site **July 14th & July 21 8am-6:30pm**, and **July 15th & July 22nd 8am-6pm** at the *Memorial Arena*. Should you have any social media forums you would like us to promote while on duty please forward any details prior to event and we will ensure our Community Engagement Officer uses them appropriately.

We are looking forward to serving your organization and being part of the successful event. Should you have any questions or concerns please feel free to contact myself or Raymond Ormerod by the contact details contained in this email.

warm regards,

Galynne Cini

Deputy Unit Chief Medical First Response Team
Divisional Superintendent Therapy Dog
St. John Ambulance St. Thomas Elgin Branch

656 Talbot Street St. Thomas ON, N5P 1C8

Office (519) 633-2290

Fax (519) 631-3368

Cell (519) 670-1920

Office Email st.thomas@on.sja.ca

Direct Email Galynne.Cini@on.sja.ca

Website www.sja.ca

Facebook St. John Ambulance St. Thomas Elgin Branch

Twitter @SJAEIgin

Instagram @SJAEIgin

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
Indoor Non-Ice Facility Permit**

1. The undersigned agrees to leave the property and its contents in the same condition 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. 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.
3. Full refund will be issued if your event is cancelled more than 14 days prior to the date(s) in question. There will be no refund if cancelled within 14 days.
4. If a Licensed Event must be cancelled, 50% of your deposit will be refunded if our office receives written notice (email is acceptable) 30 days or more before the event. There will be no refund if cancelled less than 30 days prior to the event date.
5. All posted rules throughout the facility must be adhered to at all times.
6. Your invoice will indicate a date-listing of time used along with all applicable fees. Please call if you discover any discrepancies, so proper adjustments can be made. All invoices are due upon receipt. The tenants are responsible for clearing and cleaning of the tables. You are responsible for making sure the kitchen is cleaned and dishes done following your event. If the hall is left in an unsatisfactory condition, and additional clean up is required, the Arena reserves the right to default all or part of the rental deposit.
7. 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.
8. 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 should be sent to another person.
9. The City reserves the right to shorten the permit-holder's season, alter hours, or change facility assignment, as determined by program/facility requirements.
10. The current permit fee shall include only the use of a score clock (if requested), sound system/microphone (if requested), tables and/or chairs (if requested), podium (if requested) and basketball nets (if required). Any additional use of facility space (e.g. lower lobby) must be requested and approved in advance by the Supervisor of Recreational Facilities, and will be so noted (with associated fees) on your facility permit.
11. The permit-holder acknowledges that the City has sole responsibility for booking the facilities.

12. The permit-holder does not have the right to assign this permit or any of the related facilities associated with this permit to another group or individual.
13. 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.
14. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
15. The St. Thomas Timken Community Centre (2 Third Avenue) and Memorial Community Centre (80 Wilson Avenue) are smoke-free facilities. By-Law 89-2004. Pyro-technics are strictly prohibited. All candles must be in a contained jar or vase, no open flame candles are allowed.
16. No dogs are allowed to enter a Parks and Recreation public facility unless the animal is a Trained Service Animal. By-Law 111-2008.

This permit covers the time period specified below:

8am Monday July 9th, 2018 ^{11pm} → Wednesday July 25th, 2018

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

H. Dawn Miskelly
Name (please print)
User Group

H. Dawn Miskelly
Signature

Elgin County
Group Name
Railway Museum

Martin Rm
Name (please print)
City of St. Thomas

[Signature]
Signature

April 19/18
Date

Invoice #(s) # 14432

Payment Terms:

Licensed Event

- \$200.00 deposit due at the time of booking toward the balance. Remaining balance due 14 days prior to the event date
- \$500.00 refundable damage deposit due 14 days prior to the event date

Non Licensed Event

- Full payment for the event must be paid prior to event day(s) Monday to Friday 9am to 4pm

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Canada Day Celebration
 Date(s): July 1, 2018
 Start Time: 8am End Time: 11pm
 Location(s): Pinatre Park, 95 Elm St. St. Thomas
 Organizing Group: Canada Day Committee
 Contact Name #1: April Gazda #2: Mayor Heather Jackson
 Street Address: 545 Talbot St
 Town/City: St Thomas Province: Ont Postal Code: N5P 3V7
 Phone Number #1: 519-631-1680 ext 4172 #2: 519-631-1680 ext 4131
 Email Address: agazda@stthomas.ca
 Expected Attendance: 10,000 Number of Event Personnel/Volunteers: 20
 Location and number of washrooms in place: 1 bandshell @ back of park, main building - comfort station
across from Dance Pavilion, portables by splash pad and hand wash station
 Location and Number of Parking Spaces: many spaces throughout park
will be creating an accessible parking area beside comfort station
 Number of Accessible Washrooms: 2 portables Number of Accessible Parking Spots: 20+
several in comfort station and 2 in band shell
 Please describe your specific event. Attach additional sheets as necessary.
Full day of festivities inside Pinatre Park: pancake breakfast, food vendors, craft vendors, inflatables, petting zoo, pony rides, musical entertainment, reptile show, action figures, magic show, free canada day cookies, delegate speeches, fireworks display on Emile field at 10pm.

SECTION 2: FOOD AND BEVERAGE

Will food/beverage of any kind be available at this event? Yes ☒ No ☐
 If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.

SECTION 3: PERSONAL SERVICES

Will there be personal services of any kind offered to the public at this event? Yes ☐ No ☒
If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.

Personal services include but are not limited to barbering, manicures, pedicures, esthetics, tattooing and piercing.

SECTION 4: 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 5: SERVING OF ALCOHOL

Will alcohol be consumed at the event? *Kinsmen Club to submit SE application for event. SOP to be obtained by the Kinsmen Club.* 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 6: 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 7: MUSIC / NOISE

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

-43-

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 8: ANIMALS

Will there be a Petting Zoo or Animals at the event?

app. request attched.

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 9: 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.

to be determined
and finalized in the future with Police. Staff
have a traffic meeting w/ Police closer to
event date. Pinetown and take place - during fireworks
and for effective traffic flow of cars exiting Pinetown Park.
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.

working with Judy.

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:

emailed Paul V. request.

Barricades

Yes ☒

No ☐

N/A ☐

No Parking Signs

Yes ☐

No ☐

N/A ☒

Detour Signing

Yes ☐

No ☐

N/A ☒

SECTION 10: 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. all picnic pavilions

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.

will utilize what is in park. 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?

3-4 sets in food area as per M. Shannon 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: to follow booking site meeting with ESA on day of event.

* emailed request April 30, 2018 online.
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 11: 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 12: 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.

emailed St. John Ambulance request April 30/18.

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

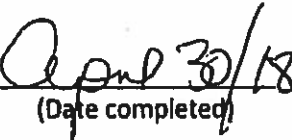
Fireworks: Will there be fireworks as part of your event? Yes ☒ No ☐
If Yes, a permit for exhibition fireworks is required through the Fire Department.

working with Bill Todd for both

SECTION 13: 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)


(Date completed)

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

SECTION 14: 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

Canada Day Celebration organized by Canada Day 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:

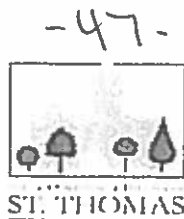
any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of

Canada Day Celebration organized by Canada Day 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): Merlin [Signature]

Signed: [Signature]
Name (Print): April Gazda
Address: 545 Talbot St.
Telephone: 519.631.1680 ext 4172
Date: April 30/18
Event Name: Canada Day Celebrations
Organizing Group: Canada Day Committee
Event Dates: July 1, 2018



Sent to
Staff for
report on
April 27th, 2018.

Corporation of the City of St. Thomas

APPLICATION FOR TEMPORARY EXEMPTION TO ANIMAL CONTROL BY-LAW 71-2011

This application to be filed with the City Clerk and must be accompanied with a \$20.00 cash fee

We hereby apply to the Council of the Corporation of the City of St. Thomas for a temporary exemption to section 6.1 of Animal Control By-Law 71-2011 as outlined in this application.

1. Name of Applicant Canada Day Comm. Here
Address 545 Talbot St.
Telephone 519.633.7112

2. Is the applicant the Owner of the land? YES X NO
(If not, proof of Owner's consent must be filed with the application)

3. Type and number of Animal(s) animal farm (small animals)
petting zoo, ponies, for pony rides

4. Proposed use of Animal(s) petting zoo, Canada Festivities

5. Proposed location of Animal(s) grass area, across from splashpad, Pinefore Park.

6. Will the Animal(s) be re-located during the exemption period YES NO X
If so, where?

7. Date(s) the Animal(s) will be in the City July 1, 2018

8. List the names and addresses of the neighbours you have notified of your intent to apply for this temporary exemption. If necessary, please use the back of the form.
N/A

not sending notifications as area is
located inside Pinefore not near
any residential housing.

[Signature]
Signature of Applicant

If you wish to provide any further information, please attach on a separate page.

No two requests from one individual or group are permitted within a six month period.
Exemptions may be granted by Council for a maximum period of 4 days.
Applicants must comply with Federal, Provincial, and Municipal regulations pertaining to the care and control of Animals.



-48-

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

Creation Date:	Mon Jun 27, 2016	Receipt #:	11964
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:	Canad Day Event				

10698 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections				
No Charge - \$0.00		Sun Jul 1, 2018	08 00AM - 10 00PM	\$0.00 H
			Facility Subtotal:	\$0.00
Pinafore Park - Picnic Shelters - Marshall Field Lakeside Pavilion - Both Sections				
No Charge - \$0.00		Sun Jul 1, 2018	08 00AM - 10 00PM	\$0.00 H
			Facility Subtotal:	\$0.00
Pinafore Park - Picnic Shelters - Street Railway Shelter				
No Charge - \$0.00		Sun Jul 1, 2018	08 00AM - 10 00PM	\$0.00 H
			Facility Subtotal:	\$0.00
Pinafore Park - Picnic Shelters - Woodlot Shelter				
No Charge - \$0.00		Sun Jul 1, 2018	08 00AM - 10 00PM	\$0.00 H
			Facility Subtotal:	\$0.00
Pinafore Park - Picnic Shelters - North Shelter				
No Charge - \$0.00		Sun Jul 1, 2018	08 00AM - 10 00PM	\$0.00 H
			Facility Subtotal:	\$0.00
Pinafore Park - Picnic Shelters - Morris F. Jones Memorial Bandshell				
No Charge - \$0.00		Sun Jul 1, 2018	08 00AM - 10 00PM	\$0.00 H
			Facility Subtotal:	\$0.00
Pinafore Park - Picnic Shelters - Lion's Club Celebration Pavilion				
No Charge - \$0.00		Sun Jul 1, 2018	08 00AM - 10 00PM	\$0.00 H
			Facility Subtotal:	\$0.00
			Total:	\$0.00

Transactions

There are no transactions to display for this Invoice ..

Comments

booked for Canada Day...ag

Subtotal: \$0.00

Total: \$0.00

Amount Paid: \$0.00

Balance Due: \$0.00



Powered by Book King

Created Mon Apr 30, 2018 @ 10:13AM (EDT)

Mailing Address:
Parks and
Recreation
P.O. Box 520



Office Location:
Timken Community Centre
2 Third Avenue
St. Thomas, Ontario

**City of St. Thomas Parks and Recreation
Outdoor Facility Permit**

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:

July 1st, 2018

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

Canada Day Committee
Name (please print)
User Group

April Gajda
Signature

Canada Day Celebration
Group Name

Martin Rm
Name (please print)
City of St. Thomas

[Signature]
Signature

April 30/18
Date

Invoice #(s) 11964

Payment Terms: Due at the time of booking.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Law Enforcement Torch Run

Date(s): Tuesday June 26/18

Start Time: 10:00am End Time: 12:00pm

Location(s): St. Thomas Police Service

Organizing Group: St. Thomas Police Service

Contact Name #1: S/Sgt Kim Manuel #2: Const Greg Bryant

Street Address: 45 Caso Crossing

Town/City: St. thomas Province: On Postal Code:

Phone Number #1: 519-631-1224 x4242 #2: 519-631-1224 4269

Email Address: kmanuel@stps.on.ca

Expected Attendance: 50 Number of Event Personnel/Volunteers: 2

Location and number of washrooms in place: 1-at police station

Location and Number of Parking Spaces: at police station

Number of Accessible Washrooms: 1-in station Number of Accessible Parking Spots: 1

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

SECTION 2: FOOD AND BEVERAGE

Will food/beverage of any kind be available at this event? Yes ☐ No ☒

If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.

SECTION 3: PERSONAL SERVICES

Will there be personal services of any kind offered to the public at this event? Yes ☐ No ☒
If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.

Personal services include but are not limited to barbering, manicures, pedicures, esthetics, tattooing and piercing.

SECTION 4: 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 5: 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 6: 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 7: 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 8: 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 9: 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. _____

Traffic may get slowed on Talbot St but no road closures
Police to escort

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.

Run will begin at Curtis St/New St and travel e/b on Talbot Street to Caso Crossing

Run will head south on Caso Crossing to the police station

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 10: MUNICIPAL FACILITIES

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

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

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

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

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

Yes ☐ No ☐ N/A ☒

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

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water

Yes ☐

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: _____

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

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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 13: 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.

Kim Manuel KA (M) Digitally signed by Kim Manuel KA (M)
Date: 2018.04.30 12:17:18 -04'00'

(Signature of Individual Completing this Application)

April 30 2018

(Date completed)

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