# 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:** June 17, 2018 (Sunday Date(s):

2:00 pm End Time: 5:00 pm				
Horton Market				
Child Passenger Safety Association of Canada				
Katie Charette #2: Marianne RozaK				
43 Neal Ave				
St. Thomas Province: ON Postal Code: N5R6BS				
579-207-0321 #2: 579-640-5770				
Kate. e. cha @ gmail.com				
:: 40 -50 Number of Event Personnel/Volunteers: 15				
of washrooms in place: 1-2 Q Vesta.				
r of Parking Spaces: 10, anywhere in the parting				
e Washrooms: Number of Accessible Parking Spots:				
specific event. Attach additional sheets as necessary				
seat clinic for parents and caregivers				
Newly trained Child Passenger Safety Technicians				
parents and caregivers with their				
traint installation and usage to				
Il children are travelling safely.				
AND BEVERAGE				

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

# **SECTION 3: TENTS**

Will there be an indoor or tent covered area used for public assembly as part of the event?
If Yes, please specify the number and size of tents.
If the tents are larger than $60\text{m}^2$ cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number:
Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.
SECTION 4: SERVING OF ALCOHOL
Will alcohol be consumed at the event?  If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.
You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.
The area where alcohol is being served has to have a 36" (0.9m) high barrier/partition. Please note that there is a 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 Vac planta note that the use of sound in the state of

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.

Will there be a Petting Zoo or Animals at the event?  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?  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 No N/A N/A Detour Signing Yes No 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 of and Property Management Dept and that d	ans? Please note avai elivery/pick up is the	responsibility of	the event organ	nizer.
If Yes, how many are you requesting?	# of Picnic Tables: _	Yes # of (	No Garbage Cans:	N/A
Have you made arrangements with Environments	onmental Services sta	off for recycling o	ontainers and o	rollection? N/A
Will you require municipal support for:	Water Hydro	Yes Yes	No No	N/A V
Please note that all equipment and extended certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Sa please attach the Elec	afety Code or ha	ve been insper	rted by the
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permit	Connection Permit? and provide the Perm	Yes	No 🗌	N/A 🗹
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your responsibility to ensure that your organization is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Organizations with at least one employee have requirements to meet for accessibility. Please note that directional signage needs to be prominently displayed throughout the event venue to indicate the barrier-free path of travel and location of accessible washrooms and parking. Although not required, the Special Events Committee recommends submitting a site plan to the Municipal Accessibility Advisory Committee for larger events for their review.				
SECTION 11: OTHER SERVICES/RE	SOURCES			
Security: Has a privately licenced security If Yes, what company and how many security	y firm been contacted urity officers will be p	/retained? present?	Yes	No V
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 Ser and planned emergency access to the site?	vices (Ambulance Se	rvice) been conta	cted regarding Yes	your event
Fireworks: Will there be fireworks as part If Yes, a permit for exhibition fireworks is	of your event? s required through the	: Fire Departmen	Yes.	No 🗖

# **SECTION 12: SIGNATURE**

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

documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third parties upon their request.
April 5 2018 (Signature of Individual Completing this Application)  (Date completed)
Office Use Only: Application Received: Committee Approval:
SECTION 13: INSURANCE
A Certificate of Insurance is required providing proof of \$5,000,000 in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted a minimum of two weeks prior to the start of the event. The Special Events Committee reserves the right to impose additional requirements and increased insurance coverage for large community events.
The provision of the completed and signed Statement of Indemnification below is also required.
Please note that an approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.
STATEMENT OF INDEMNIFICATION
Car Seat Clinic organized by Child Passenger Safety Association (Event Name) of Canada
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 (Organizing Group) of Canada
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.
Wilness: Teagan Bodder-Cupsky Signed: Jatu hart
Name (Print): Legan Faller-Cypaley Name (Print): Kathken (Katie) Charette
Address: 43 Neal Ave, St. Thomas
Telephone: 519-207-0321
Date: <u>April 5, 2018</u>
Event Name: Car Seat Clinic
Organizing Group: Association of Canada
Event Dates: June 1, 2018 Page 6 of 6

SECTION 1: EVENT AND	ORGANIZER INFORMATION		
Event Name:	Monsigner Morrison Day Par	rade	
Date(s):	Thursday, June 7, 2018		
Start Time:	9:15 a.m End Time:	10:00 a.m.	_
	bouth Edgeware > Balaclava St. > Hammend		
	Monsigner Morrison Catholic Elemen		
Contact Name #1:	Jim Naphin #2: Vick	ci Walt	<del></del>
Street Address: /D	South Edgevere Fd.		
Town/City:	5+. Thomas Province: ON Po	stal Code: <u>N 5P 2H</u>	<u> </u>
Phone Number #1: _	519-675-4416 #2: 519-61	19-4003	-
Email Address:	jnaphine Idesb.ca		_
Expected Attendance:	350 Number of Event Personnel/Volunte	ers: <u>40</u>	_
Location and number of	washrooms in place:		+
		/	- All are
Location and Number of	Parking Spaces: N/A		All are ravariable
	,		at Mons School
Number of Accessible Wa	ashrooms: <u>N/A</u> Number of Accessible Parl	king Spots:N/A	available at Monsilabool Morrison ded.
Please describe your spe	cific event. Attach additional sheets as necessary		
Staff, student	s, and quests will parade on foo	t from Monsigner	-
*	South on Balaclava to Hammand St.		
	Brock west to Hughes north o.	<del>-</del>	
Tecumsoh.			•
SECTION 2: FOOD AND B	EVERAGE		•
Will food/beverage of an	y kind be available at this event?	Yes ☐ No	o 🗹

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

-8-

Will there be personal services of any kind offered to the public at this event? 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, pedicurpiercing.	es, esthetics, t	attooing and
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.		<del></del>
If the tents are larger than $60m^2$ cumulatively, a building permit is required the Services. Please attach a copy of the Permit and provide the Permit Number:	rough Planning	& Building
Please note that Indoor or Tent covered areas for public assembly must comp requirements enforced by Elgin St Thomas Public Health. Please contact the T information on how to meet these requirements.	ly with Smoke obacco Enforc	Free Ontario Act ement Officer for
SECTION 5: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Police Rec and Property Management Department for Special Events taking place or	Yes  y available thro municipal pro	ough the Parks,
You must also comply with the Alcohol and Gaming Commission of Ontario (A responsible to notify and provide any pertinent information required under the obtaining a Special Occasion Permit. You must adhere to the Liquor Licence A ensure access is given to the Police and AGCO inspectors for the purposes of copy of the liquor permit with this application. If utilizing the services of a cate endorsements to provide off — premises beverage services, organizers shall su confirming date/time/location/services as well as a copy of the establishment	ne AGCO guide ct and its Regu inspections. Ple erer with all th apply a letter fi	lines for lations and lease submit a le required rom the licensee
The area where alcohol is being served has to have a 36" (0.9m) high barrier/is a no staking policy in all of the City's Parks, Recreation and Property Management	partition. Pleas gement facilitie	se note that there es.
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcohol and (AGCO), you must obtain a letter of approval from City Council, declaring you by submitting the request to the City Clerk's Department. Please note that su weeks.	r event "munic	ipally significant",
Will you be requesting that City Council declare your event a "Municipally Sig	nificant Event" Yes 🏻	? No ☑
SECTION 7: MUSIC / NOISE		
Will there be a concert or musical entertainment as part of the event?	Yes 🗍	No 🗹

Page 3 of 7

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?  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 of traff	ic flow changes?	(one	Yes open)	No 🗆	
if Yes, please describe the road closure require of Way Occupancy Permit and City Council approval may take several weeks.					
Road closure not ant	licipated as ne	eeded.		<u></u>	
(We've spoken to PC ) + rear police escort v	)an Gillies, wh		ging from	<u> </u>	
Please attach a copy of the Right of Way Occu					
If the event is a Parade / Run / Walk / Pass thrunder the Special Events page on the City web				ip located	
See attache	ed map.		<u></u>		
				<u> </u>	
Do you require traffic control?  If Yes, please contact the St. Thomas Police Se	mices at /519) 631-123	04 ext 141	Yes 🗹	No 🗆	
Do you require traffic control?  If Yes, please contact the St. Thomas Police Se					
PLEASE NOTE: Marshalls, volunteers and spec can direct traffic pursuant to the Highway Tra Have you contacted the Public Works Departs	ffic Act.	illowed to direc	t traffic. Only th	e police	
mave you contacted the rubbe works bepare	Barricades	Yes 🗆	No 🗆	N/A 🗹	
	No Parking Signs Detour Signing	Yes 🗌 Yes 🔲	No □ No □	n/a ☑ n/a ☑	

Page 4 of 7

# **SECTION 10: MUNICIPAL FACILITIES**

For events taking place in Pinafore Park, of and Property Management staff once the				
Have you contacted Parks and Recreation	staff about your event?	Yes 🗌	No 🗆	N/A 🗹
Have you rented a pavilion/facility and sign	gned a permit?	Yes 🔲	No 🗆	N/A 🗹
If yes, please provide the location of the r	ental and attach a copy o	f the permit.		
Do you require picnic tables or garbage ca Property Management Dept and that deli				
		Yes 🗆	No 🗌	N/A ☑
If Yes, how many are you requesting? #	of Picnic Tables:	# of Gar	bage Cans:	<del></del>
Have you made arrangements with Enviro	nmental Services staff fo			
		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 extens certification body under the Ontario Elec Authority. If required, please attach the Number:	ctrical Safety Code or hav	ve been insp	ected by the El	ectrical Safety
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 Na	umber:		_
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your respons Accessibility for Ontarians with Disability requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not reconstructed plan to the Municipal Accessibility Advisor	les Act (AODA). Organiz Please note that direct indicate the barrier-free quired, the Special Events	ations with a tional signage path of trav Committee r	at least one er e needs to be rel and location ecommends su	mployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCE	<u>'S</u>			
Security: Has a privately licenced security if Yes, what company and how many secur			Yes 🗆	No 🗹
First Aid: For events with an anticipated a required to be retained. Have you confirm if Yes, please attach documentation provid	ed First Aid services? ling proof that First Aid se	Yes 🔀	No 🗆 een retained.	N/A 🗆
	Page 5 of 7	We have	5 staff First Aid/	-DR
		deathed in	First Aid/	CTIN

-//-

Ambulance: Has Emergency Medical Services (Ambuland planned emergency access to the site?	e Service) been contacted regarding Yes 🗆	your event and No ☑
Fireworks: Will there be fireworks as part of your event?	Yes 🗀	No ☑
If Yes, a permit for exhibition fireworks is required throu	gh the Fire Department.	
SECTION 13: SIGNATURE		
That the information contained in this application and a provided in support of the application, by myself, my a information and will become part of the public record. A Municipal Freedom of Information and Protection of Privility of St. Thomas making this application and its suppoincluding copying and disclosing the application and its their request.	agents, consultants and solicitors, co As such, and in accordance with the p vacy Act, R.S.O. 1990, c.M.56, I hereby orting documentation available to the	nstitutes public rovisions of the consent to the general public,
(Signature of Individual Completing this Application)	April 13, 2018 (Date completed)	-
(Signature of Individual Completing this Application)	(Date completed)	
Office Lies Only: Application Received:	Committee Annroval	

### **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 INDEM	<u>INIFICATION</u>

Monsigner Morrison Day Parale organized by	Monsigner 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

Monsignos	Morrison De	y Parade	organized by	Monsigner	Morrison	School Staff
1	(Event Name		11.01			zing Group)

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

Witness:	Signed:	Jem /loghun
Name (Print): VICKI WALT	Name (Print):	Jim Naphin
	Address:	10 South Edgewere Rd.
	Telephone:	519-675-4416
	Date:	Apr. 1 13, 2018
	Event Name:	Monsigner Morrison Day Parade
	Organizing Group:	Monsigner Mornson Staff
	Event Dates:	Tune 7 2018



# **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 after the coverage afforded by the policies below.

	L NAME AND MAILING ADDRESS			r Name & Mailing	Address
London District Ca	City of St. Th				
5200 Wellington Road South		P.O. Box 520	), City	/ Hall	
LONDON ON N6	A 4X5	545 Talbot S			
		St. Thomas (	N NC	I5P 3V7	
		VERAGES			· <u></u>
This is to certify th	at the policy of insurance listed below	have been issued	to th	e insured named a	bove for the policy
period indicated n	otwithstanding any requirement, term	or condition of any	/ conf	tract or other docun	nent with respect to
which this certifica all the terms, excl	ate may be issued or may pertain. The usions and conditions of such policy.	insurance afford	ed by	the policies describ	oed herein is subject to
Type of Insurance	Insurance Company & Policy Number	Effective Da		Expiry Date (MM/DD/YY)	Limits of Liability (per occurrence)
Comprehensive	Ontario School Boards' Insurance	01/01/201		01/01/2019	\$5,000,000
General Liability	Exchange (OSBIE)				, ,,
	Policy # SG 00239				
Comprehensive Ger	I neral Liability Insurance is written on an oc		it		<del></del>
	ijury & Property Damage Liability	currence basis and	includ	ues:	
	egal Liability				
	Professional and Malpractice Liability				
	Omissions Liability				
	d Automobile Liability				
			-143		
	Air Vehicle System (UAVS) Liability (subje	ct to 2-kilogram lin	ודן		
	lity/Severability of Interests Clause erations, Locations, or Special Items	· -			
City of St. Thoms	is is added as an additional insured	for portioination	. i 41	an Manaianas Mas	wie en Deur Bernde en
June 7th, 2018, b	ut only with respect to liability arising	g out of the ope	ratio	ns of the named i	nsured.
Cancellation				<del>-</del>	<del></del>
	above described policies be cancelled	hefore the evnice	tion d	ata thereof the ice	uina aamnanu will
endeavour to mail	30 days' written notice to the certificate	peiore une expira a holder named it	uon u sut fai	ale inereor, ine iss lure to mail such n	uing company will
obligation or liabilit	ty of any kind upon the company, its ag	e noluei nameu, t ients or renreseni	ative	iule lo man such m	blice strait impose no
Signature of Author	prized Representative	Print Name Incl			
_	<b>,</b> '		9		
line	Air.	Tammy Hicks,			
01	/ v		anag	ement & Member S	Services
Company Name a		Fax Number	Date	e of Issue	
	ards' Insurance Exchange				
31 Westmount Rd.	, GUELPH, ON N1H 5J2	519-767-0281	04/1	<u>2/2</u> 018	

SG239/2018/2742

-14-

# **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.

 Use caution—waiking c'rections may not always reflect real-world conditions

# Monsignor Morrison Catholic School

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

- Head east on S Edgeware Rd toward Balaclava St
- F Turn right onto Balaclava St
- Turn right onto Hammond St

130 m

Turn left onto Alma St

133

- Slight right onto Brock St
  - 200 m

Turn right onto Hughes St

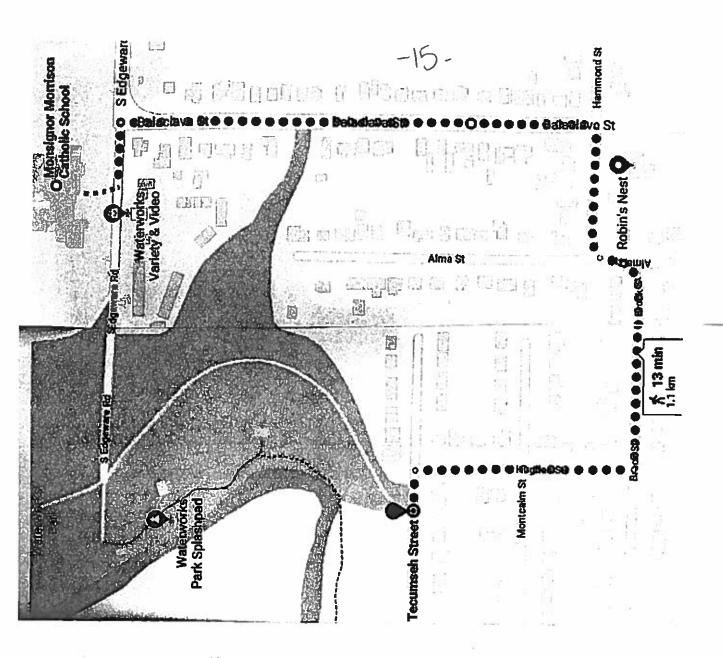
Turn left onto Tecumseh St

200 m

**Tecumseh St** 

38.T

St. Thomas, ON



APR 1 8 2018

SECTION I; EVEN	1 AND URGANIZER INFORMATION				
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	Number of Event Personnel/Volunteers:				
Location and number	of washrooms in place: n/a (event is for neighbours only.				
	washrooms they walk to their own house)				
Location and Number	of Parking Spaces: n/a				
Number of Accessible	e Washrooms: Number of Accessible Parking Spots:				
Please describe your	specific event. Attach additional sheets as necessary.				
An opportuni	ty for neighbours to gather together for an annual				
street party	No tickets are sold; no outsiders attend.				
SECTION & FOCE	AND DEVEDAGE				
SECTION 2: FOOD					
-	be available at this event?  Yes  No  No  No  No  No  No  No  No  No  No				

# **SECTION 3: TENTS**

Will there be an indoor or tent covered area used for public assembly as part of the event?  Yes No V
If Yes, please specify the number and size of tents.
If the tents are larger than $60\text{m}^2$ cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number:
Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.
SECTION 4: SERVING OF ALCOHOL
Will alcohol be consumed at the event?  If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property
You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.
The area where alcohol is being served has to have a 36" (0.9m) high barrier/partition. Please note that there is a <b>no staking policy</b> in all of the City's Parks, Recreation and Property Management facilities.
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT
If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that 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 V No
If Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00

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

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

# **SECTION 7: ANIMALS**

Will there be a Petting Zoo or Animals at the If Yes, the Elgin-St. Thomas Public Health animals are not permitted in the Animal Con Exemption to the By-Law must be approved this permit application. Please note that such	nust be notified of the strol By-Law 71-2011, by City Council. Plea	, an Applicatio ise attach a cop	n for Tempor	or. If the ary
SECTION 8: ROAD CLOSURES / TRAF	FIC FLOW CHANG	GES		
Are you anticipating any road closures or tra	ffic flow changes?	Yes [	No [	
If Yes, please describe the road closure requ Right of Way Occupancy Permit and City C that approval may take several weeks. We wo	ouncil approval is requ	uired for all roa		
from Prince Albert at isabel Street down to Prince Albert at	Metcalf to be closed off so w	e may have tables	and chairs set up	on the street.
Please attach a copy of the Right of Way Oc	cupancy Permit and p	rovide the perm	mit #:	
If the event is a Parade / Run / Walk / Pass the located under the Special Events page on the				
		20012		
Do you require traffic control? If Yes, please contact the St. Thomas Police	Services at (519) 631-	Yes [	No	<b>V</b>
PLEASE NOTE: Marshalls, volunteers and spolice can direct traffic pursuant to the High		not allowed to	direct traffic.	Only the
Have you contacted the Public Works Depar	tment for: Barricades No Parking Signs Detour Signing	Yes Yes Yes	No No No	N/A V N/A V
SECTION 9: MUNICIPAL FACILITIES				
For events taking place in Pinafore Park, org Rec and Property Management staff once the Have you contacted Parks and Recreation sta	Special Events Perm	it Application		•
Have you rented a pavilion/facility and signed If yes, please provide the location of the rent		Yes f the permit	No 🗌	N/A 🗸

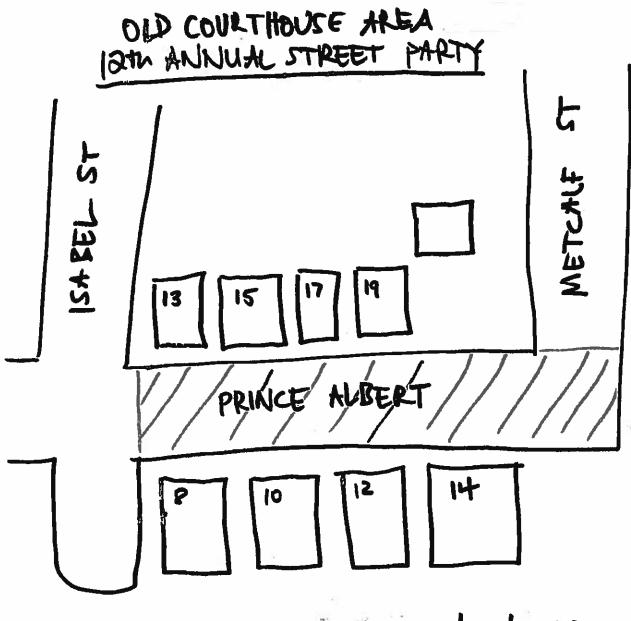
Do you require picnic tables or garbage and Property Management Dept and that	delivery/pick up is the res	ponsib <u>ility</u> of th	ie eve <u>nt o</u> rgani:	zer.
If Yes, how many are you requesting?	# of Picnic Tables:	Yes # of G	No arbage Cans: _	N/A 🗸
Have you made arrangements with Envi	ronmental Services staff	for recycling co	ntainers and co	llection? N/A
Will you require municipal support for:	Water Hydro	Yes Yes	No No	N/A ✓ N/A ✓
Please note that all equipment and exaccredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Safet please attach the Electric	y Code or have	e been inspect	ed by the
If required, have you obtained a Hydran If Yes, please attach a copy of the Permi			No 🗌	N/A <b>√</b>
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your response Accessibility for Ontarians with Disability requirements to meet for accessibility displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility.	ities Act (AODA). Organ: Please note that direction indicate the barrier-free required, the Special Even	izations with at ional signage n path of travel a its Committee ro	least one emplo seeds to be pro and location of a ecommends sub	oyee have ominently accessible
SECTION 11: OTHER SERVICES/R	RESOURCES			
Security: Has a privately licenced securi If Yes, what company and how many se			Yes	No 🗸
First Aid: For events with an anticipat required to be retained. Have you confin If Yes, please attach documentation provides.	med First Aid services?	Yes	No	
Ambulance: Has Emergency Medical Se and planned emergency access to the site	•	ce) been contac	ted regarding y Yes	our event
Fireworks: Will there be fireworks as pa If Yes, a permit for exhibition fireworks		ire Department.	Yes	No 🗸

# **SECTION 12: SIGNATURE**

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

supporting documentation to any third parties		disclosing the application and its
dunkerby Parker		104041 2018
(Signature of Individual Completing this Appl		$\frac{17APN, 2018}{\text{(Date completed)}}$
Office Use Only: Application Received: April 2	•	(Bate completed)
Office Use Only: Application Received:	Committee A	Approvai:
SECTION 13: INSURANCE		
A Certificate of Insurance is required providin naming of the City of St. Thomas as an Addithe required insurance MUST be submitted a Special Events Committee reserves the right a coverage for large community events.	tional Insured under the ominimum of two weeks j	corresponding policies. A copy of prior to the start of the event. The
The provision of the completed and signed Sta	tement of Indemnification	n below is also required.
Please note that an approved event may be car be altered or cancelled as a result of an emerge		coverage not be provided and may
STATEMENT OF INDEMNIFICATION		
Old Courthouse Area Neighbourhood Street Party	organized by Old Cou	rthouse Neighbourhood  (Organizing Group)
shall indemnify and save harmless The Corpor is at law responsible from any and all liabilities	_	•
any damage to property including loss of use to death resulting at any time there from, occasion	ned by any act or omissio	ons of
Old Courthouse Area Neighbourhood Street Party or (Event Name)	ganized by Old Cour	thouse Neighbourhood
(Event Name)	· · ·	(Organizing Group)
its officers, agents, servants, employees, contra on the premises or any part thereof arising from such damage or injury is due to the act, default Thomas, its officers, agents, servants, employe	n or occasioned by any ca t or negligence of The Co	nuse whatsoever, except where rporation of the City of St.
Witness: Mohopp	_ Signed:	Kun per leg Tar
Name (Print): MOI KNOOP	_ 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

Page 6 of 6



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

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

Event Name:	214 National Baseball Tournament
Date(s):	Aug 15-49, 2018
Start Time:	Aug 15 8 am End Time: Aug 20 (rain date) Aug 19 11 pm if no rain delau
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. THOMPS Province: ON Postal Code: N5R4x1
Phone Number #1:	519859-2840 #2: 519-857-5869
Email Address:	wakefield 5 @ rogers.com
Expected Attendance	e: 1000 /day Number of Event Personnel/Volunteers: 50/game
Location and number	r of washrooms in place: washrooms at changeroom building Emslie,
	ig in finatore, washroom in building at Cardinal Field
Location and Numbe	er of Parking Spaces: parking in overflow field area in Prafire (outside e), parking at DTC parking lot
Number of Accessibl	le Washrooms: Produce Park Number of Accessible Parking Spots:
2018	specific event. Attach additional sheets as necessary
SECTION 2: FOOL	O AND BEVERAGE
	the available at this event?  Yes No D  fy Elgin St. Thomas Public Health at www.elginhealth.on.ca  Cooked & Served by St Thomas Optimist Club  & Kuna Coutering  Page 2 of 6

Page 2 of 6

# **SECTION 3: TENTS**

Will there be an indoor or tent covered area used for public assembly as p	art of the event  Yes	? No 🗅
If Yes, please specify the number and size of tents. 1 tent - 301	×50'	140 []
If the tents are larger than $60\text{m}^2$ cumulatively, a building permit is require Services. Please attach a copy of the Permit and provide the Permit Num		ning & Building
Please note that Indoor or Tent covered areas for public assembly must co Act requirements enforced by Elgin St Thomas Public Health. Please con Officer for information on how to meet these requirements.		
SECTION 4: SERVING OF ALCOHOL		
Will alcohol be consumed at the event?  If Yes, you must review and meet the requirements of the City's Alcohol Parks, Rec and Property Management Department for Special Events taking		e through the
You must also comply with the Alcohol and Gaming Commission of Ontare responsible to notify and provide any pertinent information required upobtaining a Special Occasion Permit. You must adhere to the Liquor Lice ensure access is given to the Police and AGCO Inspectors for the purpose a copy of the liquor permit with this application. If utilizing the services and endorsements to provide off – premises beverage services, organizers shallicensee confirming date/time/location/services as well as a copy of the estatement.	ander the AGCO nce Act and its is of inspections of a caterer with Il supply a lette	D guidelines for Regulations and s. Please submit a all the required or from the
The area where alcohol is being served has to have a 36" (0.9m) high barn there is a no staking policy in all of the City's Parks, Recreation and Proposition 1.		
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcoho Ontario (AGCO), you must obtain a letter of approval from City Council, "municipally significant", by submitting the request to the City Clerk's D approval may take several weeks.	declaring your	event
Will you be requesting that City Council declare your event a "Municipal	ly Significant F	Event"? No 🗆
SECTION 6: MUSIC / NOISE	res w	140 🗆
Will there be a concert or musical entertainment as part of the event?	Yes □	No 🛛
If Yes, please note that the use of sound reproduction devices is authorize a.m. and 11:00 p.m. so long as the Police are satisfied that said devices ar manner" and not intolerably high. It is the responsibility of the organizers musical licencing through SOCAN for events not taking place in a City fa	e being "used in to obtain any a	n a reasonable

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

# **SECTION 7: ANIMALS**

Will there be a Petting Zoo or Animals at the event?  If Yes, the Elgin-St. Thomas Public Health must be notified of the animals are not permitted in the Animal Control By-Law 71-2011 Exemption to the By-Law must be approved by City Council. Ple this permit application. Please note that such approval may take see the Council of the Council Please note that such approval may take see the Council Please note that such approval may take see the Council Please note that such approval may take see the Council Please note that such approval may take see the Council Please note that such approval may take see the Council Please note that such approval may take see that the council Please note that such approval may take see that the council Please note that such approval may take see that the council Please note that such approval may take see that the council Please note that such approval may take see that the council Please note that such approval may take see that the council Please note that such approval may take see that the council Please note that such approval may take see that the council Please note that such approval may take see that the council Please note that such approval may take see that the council Please note that the council Please note that such approval may take see that the council Please note that the council	, an Applicati ase attach a co everal weeks.	two weeks ploon for Tempopy of the ap	orary
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHAN	<u>GES</u>		
Are you anticipating any road closures or traffic flow changes?	Yes	□ N	0 0
If Yes, please describe the road closure requirement and attach a right of Way Occupancy Permit and City Council approval is recthat approval may take several weeks.	quired for all r	oad closures.	
			\$
Please attach a copy of the Right of Way Occupancy Permit and p	provide the pe	rmit #:	
If the event is a Parade / Run / Walk / Pass through Sporting Even located under the Special Events page on the City website. Descri			
Do you require traffic control?  If Yes, please contact the St. Thomas Police Services at (519) 631	Yes 1-1224 ext. 14		0 8
PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.	not allowed t	o direct traff	ic. Only the
Have you contacted the Public Works Department for:			
Barricades	Yes □	No 🗆	N/A
No Parking Signs Detour Signing	Yes □ Yes □	No □ No □	N/A ₽ N/A ₽
SECTION 9: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to a Rec and Property Management staff once the Special Events Perm Have you contacted Parks and Recreation staff about your event?	nit Application		
Have you rented a pavilion/facility and signed a permit?  If yes, please provide the location of the rental and attach a copy of	Yes 🗆	No [	N/A N

and Property Management Dept and that of		responsibility of th	ie event organ	
If Yes, how many are you requesting?	# of Picnic Tables:	Yes # of G	No 🛘	N/A 🗆
Have you made arrangements with Envi	ronmental Services st			
		Yes □	No 🕒	N/A □
Will you require municipal support for:		Yes 🗹	No □	N/A □
	Hydro		No 🗆	N/A □
Please note that all equipment and ex accredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical S please attach the Ele	afety Code or have	e been inspec	ted by the
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permi	Connection Permit? t and provide the Peri	Yes □ mit Number:	No 🗆	N/A 🗆
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your response Accessibility for Ontarians with Disability requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility Accessib	ties Act (AODA). Or Please note that dir indicate the barrier-fequired, the Special E	ganizations with at rectional signage n ree path of travel and events Committee re	least one empleeds to be prend location of ecommends su	loyee have ominently accessible
SECTION 11: OTHER SERVICES/R	<b>ESOURCES</b>			
Security: Has a privately licenced securit If Yes, what company and how many sec	ty firm been contacted curity officers will be	l/retained? present? Lynd	Yes &	No 0
First Aid: For events with an anticipate required to be retained. Have you confirm If Yes, please attach documentation proving the second seco	ned First Aid services	? Yes 🖳	No 🗆	rvices are N/A
Ambulance: Has Emergency Medical Se and planned emergency access to the site	rvices (Ambulance So?	ervice) been contac	ted regarding y	your event No 🗆
Fireworks: Will there be fireworks as par If Yes, a permit for exhibition fireworks	rt of your event? is required through th	e Fire Department.	Yes □	No 🗹

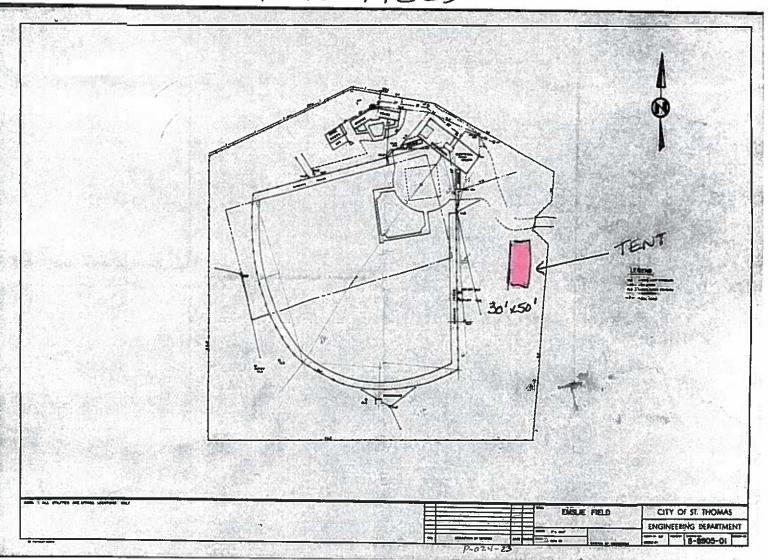
# **SECTION 12: SIGNATURE**

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

documentation available to the general public, inc supporting documentation to any third parties upon		and disclosing the application and its
(Signature of Individual Completing this Application	,	(Date completed)
Office Use Only: Application Received: April 18/1	8 Commit	tee Approval:
SECTION 13: INSURANCE		
A Certificate of Insurance is required providing pronaming of the City of St. Thomas as an Additional the required insurance MUST be submitted a minimum Special Events Committee reserves the right to incoverage for large community events.	al Insured under t imum of two wee	he corresponding policies. A copy of ks prior to the start of the event. The
The provision of the completed and signed Stateme	ent of Indemnifica	ation below is also required.
Please note that an approved event may be cancelled be altered or cancelled as a result of an emergency Certificates from STABA Options  STATEMENT OF INDEMNIFICATION	situation.	
214 Baseball Canada National organ (Event Name) Championdup	ized by <u>S+ 7</u>	homas Minor Baseball (Organizing Group)
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, da	n of the City of St	. Thomas and all persons for whom it
any damage to property including loss of use there death resulting at any time there from, occasioned		• • •
21 U Basebull Canada National organi (Event Name) Championship	zed by <u>St</u>	Thomas Minis Baseball (Organizing Group)
its officers, agents, servants, employees, contractor on the premises or any part thereof arising from or such damage or injury is due to the act, default or r Thomas, its officers, agents, servants, employees, or	rs, customers, invi occasioned by an negligence of The	tees or licensees, or occurring in or y cause whatsoever, except where Corporation of the City of St.
Witness: MKMOUP	Signed:	10. Dalefuel
Name (Print): Mel Knopp	Name (Print):	D. Wakefield
	Address:	48 Rhonda Ct
	Telephone:	519 859 2840
	Date:	APR 16/18
	Event Name:	214 Baseball Canada Nat'
	Organizing Gro	up: STMBA Change on ship
	Event Dates:	Aug 15-20/18

Page 6 of 6

# EMSLIE FIELD



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

# **SECTION 1: EVENT AND ORGANIZER INFORMATION** Day Out With Thomas - Big Adventures Tour 2018 **Event Name:** Saturday & Sunday - July 14-15 and July 21-22, 2018 Date(s): 8am Sat. & 8:30 on Sun. Start Time: End Time: 80 Wilson Ave. - St. Thomas - Elgin Memorial Centre Location(s): Elgin County Railway Museum Organizing Group: #2: Hilary Fagan Dawn Miskelly Contact Name #1: 225 Wellington Street Street Address: Province: ON St. Thomas N5R 2S6 Town/City: Postal Code: 519-637-6284 (Museum) #2: 226-234-2939 (cell) Phone Number #1: dawnm@ecrm5700.org **Email Address:** 14,000 total 250+ over event **Expected Attendance:** Number of Event Personnel/Volunteers: Inside arena - public washrooms off the Auditorium, and Lynch Room, 2 Location and number of washrooms in place: accessible in west hallway, volunteers- men's & women's in hallways. Outside portables-2 wheelchair units, 10 portables & sinks 650 + available spaces. Utilizing front arena parking lot, Location and Number of Parking Spaces: adjacent gravel lot & grass area to south (permission from property owner), plus street parking in area. 4 gender neutral Number of Accessible Parking Spots: 16 (front lot) Number of Accessible Washrooms: Day Out With Thomas is a Please describe your specific event. Attach additional sheets as necessary, 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 even If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at lea	t? Yes [ ast 2 weeks pri	or to the ev	No ☑ vent.
Personal services include but are not limited to barbering, manicures, pedicipiercing.	ures, esthetics	, tattooing	and
SECTION 4: TENTS			
Will there be an indoor or tent covered area used for public assembly as par			
If Yes, please specify the number and size of tents. A schedule of the number of to	Yes wents is attached.		lo 🔲
If the tents are larger than 60m <sup>2</sup> cumulatively, a building permit is required t Services. Please attach a copy of the Permit and provide the Permit Number	hrough Planni	ng & Buildir I 23/18	ng
Please note that Indoor or Tent covered areas for public assembly must com requirements enforced by Elgin St Thomas Public Health. Please contact the information on how to meet these requirements.	ply with Smok Tobacco Enfor	e Free Onta rcement Off	irio Act ficer for
SECTION 5: SERVING OF ALCOHOL			
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Polic Rec and Property Management Department for Special Events taking place o	Yes Cry available the n municipal pr	rough the P	o ☑ arks,
You must also comply with the Alcohol and Gaming Commission of Ontario (A responsible to notify and provide any pertinent information required under to obtaining a Special Occasion Permit. You must adhere to the Liquor Licence A ensure access is given to the Police and AGCO Inspectors for the purposes of copy of the liquor permit with this application. If utilizing the services of a catendorsements to provide off — premises beverage services, organizers shall seconfirming date/time/location/services as well as a copy of the establishment	the AGCO guidact and its Regarders. Progressions of the control of	elines for ulations and lease submi he required from the lic	d it a
The area where alcohol is being served has to have a 36" (0.9m) high barrier/is a no staking policy in all of the City's Parks, Recreation and Property Management	partition. Plea gement faciliti	se note tha	t there
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT			
If you wish to apply for a "Special Occasion Permit," through the Alcohol and (AGCO), you must obtain a letter of approval from City Council, declaring your by submitting the request to the City Clerk's Department. Please note that sucweeks.	r event "munic	لتموزه بالدواة	G4#
Will you be requesting that City Council declare your event a "Municipally Sign		7	
SECTION 7: MUSIC / NOISE	Yes 🗍	No ☑	
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.

Will there be a Petting Zoo or Animal If Yes, the Elgin-St. Thomas Public He are not permitted in the Animal Cont Law must be approved by City Counce Please note that such approval may to SECTION 9: ROAD CLOSURES / TRAFF	alth must be notified of the rol By-Law 71-2011, an April. Please attach a copy of take several weeks.	e event details of plication for Tenthe application for the application of the applicatio	two weeks prior	If the animals (4)	her tions.
Are you anticipating any road closure	s or traffic flow changes?		Yes 🗌	No 🗸	
If Yes, please describe the road closur of Way Occupancy Permit and City Co approval may take several weeks.	uncil approval is required (	for all road clos	n showing the cloures. Please not	osure. A Right e that ——	
Please attach a copy of the Right of Walk / If the event is a Parade / Run / Walk / I under the Special Events page on the C	Pass through Sporting Ever	nt nlease refer	to the elicensus.		
Do you require traffic control? If Yes, please contact the St. Thomas Po	olice Services at (519) 631-	1224 ext. 141.	Yes 🗌	No ☑	
PLEASE NOTE: Marshalls, volunteers an can direct traffic pursuant to the Highw Have you contacted the Public Works D	ay Traffic Act.	ot allowed to di	rect traffic. Only	the police	
	Barricades No Parking Signs Detour Signing	Yes ☑ Yes ☐ Yes ☐	No   No   No	N/A □ N/A ☑ N/A ☑	
	Page 4 of 7				

# **SECTION 10: MUNICIPAL FACILITIES**

For events taking place in Pinafore Par and Property Management staff once	tne Special Events Permit Ar	oplication has l	e meeting with	h Parks, Rec
Have you contacted Parks and Recreat	ion 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 th	e rental and attach a copy o	of the permit. J	Memorial Arena	and grounds
Do you require picnic tables or garbage Property Management Dept and that d	e cans? Please note availabil elivery/pick up is the respon	ity is at the dis	cretion of the	Parks, Rec and er.
		Yes 🗸	No 🗌	N/A 🗆
If Yes, how many are you requesting?	# of Picnic Tables: 4	# of Gart	age Cans: 10	
Have you made arrangements with Env	ironmental Services staff fo	r recycling con	itainers and co	allection?
		Yes 🗹	No 🗍	N/A 🗆
Will you require municipal support for:	Water	Yes 🔽	No 🗌	N/A 🗌
Will you require municipal support for:  Just access to water  For antside from M  Please note that all equipment and exte certification body under the Ontario E  Authority. If required, please attach th  Number:  If required, have you obtained a Hydran  If Yes, please attach a conv of the Permi	te Electrical Safety Authority Complete and templete and	y documentat	tion and provided in the control of	ectrical Safety de the Permit Afracted PCCTion N/A
If Yes, please attach a copy of the Permi	t and provide the Permit Nu	mber:	Λ.	-
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your respondancessibility for Ontarians with Disability requirements to meet for accessibility displayed throughout the event venue to washrooms and parking. Although not replan to the Municipal Accessibility Advisor	Please note that directito indicate the barrier-free	itions with at ional signage path of travel	least one en needs to be and location	nployee have prominently
SECTION 12: OTHER SERVICES/RESOURC	ES			
Security: Has a privately licenced security If Yes, what company and how many secu	r firm been contacted/retain rity officers will be present	ied? ? Lyndon Securi	Yes ☑ ty- 1 day, 2 + car	No 🗔
First Aid: For events with an anticipated a required to be retained. Have you confirn If Yes, please attach documentation provi	ned First Aid services?	Voc Cil	At - [TT]	are N/A 🗌

Page 5 of 7

Ambulance: Has Emergency Medical Services (Ambulance Service) be planned emergency access to the site?	en contacted	regarding your Yes 🕢	event and No 🗌
Fireworks: Will there be fireworks as part of your event?  If Yes, a permit for exhibition fireworks is required through the Fire De	partment.	Yes 🗌	No 🗹
SECTION 13: SIGNATURE			
That the information contained in this application and any document provided in support of the application, by myself, my agents, consultation and will become part of the public record. As such, and in Municipal Freedom of Information and Protection of Privacy Act, R.S.O. City of St. Thomas making this application and its supporting document including copying and disclosing the application and its supporting document their request.	tants and soli accordance v . 1990, c.M.56 ntation availal	icitors, constitu with the provisi 5, I hereby cons ble to the gene	ons of the ent to the
(Signature of Individual Completing this Application)	April 24th, 2	2018	
(Signature of Individual Completing this Application)	(Date comp	oleted)	
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.

Day Out With Thomas -Big Adventures Tour 2018	rganized by Elgin Cou	unty Railway Museum Inc.
(Event Name)		(Organizing Group)
shall indemnify and save harmless The Corpora law responsible from any and all liabilities, dan	ntion of the City of St. T nages, costs, claims, su	homas and all persons for whom it is its or actions arising out of:
any damage to property including loss of use the death resulting at any time there from, occasio	nereof, and any injury t ned by any act or omis	o any person or persons, including sions of
B = 110		nty Railway Museum Inc. (Organizing Group)
(Event Name)		(Organizing Group)
ts officers, agents, servants, employees, contra the premises or any part thereof arising from or damage or injury is due to the act, default or ne officers, agents, servants, employees, contracts	r occasioned by any car	
Vitness: 10, 19	rs, customers, invitees	or licensees.
	rs, customers, invitees	or licensees.  H. Dawn Miskelly
Vitness: 10, 10	Signed:	Jan Miskelly
Vitness: 10, 10	Signed: A Name (Print):	H. Dawn Miskelly
Vitness: 10, 10	Name (Print): Address:	H. Dawn Miskelly  225 Wellington Street, St. Thomas, ON
Vitness: 10, 10	Name (Print):  Address:  Telephone:	H. Dawn Miskelly  225 Wellington Street, St. Thomas, ON  519-637-6284
Vitness: 10, 10	Name (Print):  Address: Telephone:  Date:	H. Dawn Miskelly  225 Wellington Street, St. Thomas, ON  519-637-6284  April 24, 2018  Day Out with Thomas 2018

#### 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 after the coverage afforded by the policies below. INSURED'S FULL NAME AND MAILING ADDRESS BROKER'S FULL NAME AND MAILING ADDRESS Elgin County Railway Museum Inc McFarlan Rowlands Insurance Brokers Inc. 225 Wellington Street 503 York Street St. Thomas, Ontario London, Ontario N5R 2S6 BROKER'S CLIENT ID: 109124 POSTAL CODE: N6B 1R4 COVERAGES This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement. term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS TYPE OF INSURANCE INSURANCE COMPANY AND POLICY NUMBER EFFECTIVE DATE [YYYY/MM/DD] LIMITS OF LIABILITY followise indicated otherwise COMMERCIAL GENERAL LIABILITY EACH DOOLIRRENATE S 6,000,000 CLAMS MADE OR X OCCURRENCE GENERAL AGGREGATE \$ 6,000,000 X PRODUCTS AND/OR COMPLETED OPERATIONS PRODUCTS-CONFECE \$ 6.000.000 **EMPLOYER'S LIABILITY** PERSONAL FULRY s 6,000,000 x CROSS LIABILITY Dominion of Canada 2017-06-28 TENANTS LEGAL LIABILITY 2018-06-28 5 250,000 Х TENANTS LIABRITY CCP2000970 2018-06-28 2019-06-28 MED EXPLAN OF 5 2,500 X NON-OWNED AUTOMOBILES NON-OWNED ALITO \$ 6.000,000 X HIRED AUTOMOBILES OPTIONAL POLLUTION LIABUTY EXTENSION POLLUTION LIABILITY EXTENSION 5 (Per Occumence) S (Aggregate) S AUTOMOBILE LIABILITY BODILY INLURY MAD PROFERRY DAMAGE COMBINED DESCRIBED AUTOMOBILES S ALL OWNED ALITOS LEASED AUTOMOBILES BCOLVIAURY \$ BODLY FAURY (Per Assistant) "ALL LEASED IN EXCESS OF 30 DAYS WHERE THE S INSURED IS REQUIRED TO PROVIDE INSURANCE \$ **EXCESS LIABILITY** EACH OCCURRENCE \$ UMBRELLA FORM ACCRECATE \$ OTHER THAN UMBRILLA FORM OTHER LIABILITY (SPECIFY) DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS insured's Operations: Museum The City of St. Thomas has been added as an Additional Insured Under the Commercial General Liability Rider of this policy but with respect to liability caused, in whole or in part, by the Named Insured in the performance of the Insured's ongoing operations. Policy limits are not 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 CANCELLATION Should any of the above policies be cancelled before the expiration date thereof, the City of St. Thomas issuing company will endeavour to mail 30 days written notice to the certificate holder 545 Talbot Street named on the left, but failure to mail such notice shall impose no obligation or liability of St. Thomas, ON N5P 3V7 any kind upon the company, its agents or representatives. SIGNATURE OF AUTHORIZED REPRESENTATIVE PRINT HAVE MICLUDING POSITION HELD Shelley Stairs, CIP, CAIB - Commercial Account Manager EMAL ADDRESS sstairs@imcfr.ca COMPARY, McFarlan Rowlands Insurance Brokers Inc. DATE 2018-04-25

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**July 14 - 23, 2018** April 23, 2017

Day Out With Thomas Tent Listing

Tent Size  Tent Activity  1 12'x26'  Queue Area for Train Boarding  2 2 12'x26'  Queue Area for Train Boarding  3 12'x26'  Queue Area for Train Boarding  5 12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  10'x10'  Misty Island - Cool Down Area  10'x10'  Misty Island - Cool Down Area  10'x10'  Children's Activities - Bean bag toss  8'x8':  People, Cool Mist apparatus  10'x10'  Children's Activities - Bean bag toss  8'x8':  Tables, Chairs, People, bean bag toss games  Chairs, People  10'x10'  First Aid Tent  Tables, Chairs, People  10'x10'  Kennedy's Kridders - small annimals & reptiles  Tables, Chairs, People	Rant	Tables, Chairs, People	Fete - Stall for Security (Exit Gate)	10' x 10'	22
Tent Size  Tent Activity  Queue Area for Train Boarding  12'x26'  Queue Area for Train Boarding  12'x26'  Queue Area for Train Boarding  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  Outeue Area for Train Boarding  Fencing and People  Fencing and People  Fencing and People  Children's Activities - Bubble Zone  10'x10'  Children's Activities - Bubble Zone  10'x10'  Children's Activities - Bubble Zone  10'x10'  Children's Activities - Ban bag toss  8'x8'  Parking Staff Resting Area  Chairs, People, bubble machines  Children's Activities - Ban bag toss  People, bean bag toss games  6'x8'  Parking Staff Resting Area  Chairs, People  R  20'x20'  Train Boarding Volunteer Rest Area  Picnic Tables, Chairs, People  R  10'x10'  Storage for Thomas and Photo Queue Area  Fencing, People, and Train  R  40'x35' Hex x two tents  Sheltered Dining Area  Tables, Chairs, People	Rent	Tables, Chairs, People	Fete - Stall for Security (Entrance Gate)	10 X 10	12
Tent Size  Tent Activity  Queue Area for Train Boarding  12'x26'  Queue Area for Train Boarding  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  10'x10'  Misty Island - Cool Down Area  10'x10'  Misty Island - Cool Down Area  10'x10'  Misty Island - Cool Down Area  10'x10'  Children's Activities - Bubble Zone  10'x10'  Children's Activities - Bubble Zone  10'x10'  Children's Activities - Bean bag toss  8'x8'  Parking Staff Resting Area  Chairs, People, bean bag toss games  Chairs, People  Chairs, People  R  20'x20'  Train Boarding Volunteer Rest Area  Picnic Tables, Chairs, People  R  20'x 40'  Kennedy's Kridders - small animals & reptiles  Animals (tanks & cages), People, tables  R	Rent		Sheltered Dining Area	40 x 35 nex x two tents	
Tent Size  Tent Activity  Items Under Tent  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  Children's Activities - Boand Area  10'x 10'  Children's Activities - Boandary  Water, People, Cool Mist apparatus  10'x 10'  Misty Island - Cool Down Area  10'x 10'  Children's Activities - Boandary  Water, People, Cool Mist apparatus  Children's Activities - Boandary  Water, People, Cool Mist apparatus  Children's Activities - Boandary  Children's Activities - Boandary  Parking Staff Resting Area  Chairs, People, beandary Coolers, People  20'x 20'  Train Boarding Volunteer Rest Area  Picnic Tables, Chairs, People  R50'x 32'  Storage for Thomas and Photo Queue Area  Fencing, People, and Train  R80'x 8'  Fencing, People  R60'x 32'  Storage for Thomas and Photo Queue Area  Fencing, People, and Train  R80'x 8'  Fencing, People  R60'x 32'  Storage for Thomas and Photo Queue Area  Fencing, People, and Train  R80'x 8'  Fencing and People  Children's Activities - Boandary  R80'  R80'	Rent		kennedy's Kridders - small animals & reptiles	Ot X 02	
Tent Size  Tent Activity  Items Under Tent  1 12'x26'  Queue Area for Train Boarding  Fencing and People  1 12'x26'  Queue Area for Train Boarding  Fencing and People  1 12'x26'  Queue Area for Train Boarding  Fencing and People  1 12'x26'  Queue Area for Train Boarding  Fencing and People  1 12'x26'  Queue Area for Train Boarding  Fencing and People  1 12'x26'  Queue Area for Train Boarding  Fencing and People  1 10'x 10'  Misty Island - Cool Down Area  10'x 10'  Misty Island - Cool Down Area  Water, People, Cool Mist apparatus  10'x 10'  Children's Activities - Bubble Zone  10'x 20'  Train Boarding Volunteer Rest Area  People, bean bag toss games  Chairs, People  REC'x 20'  First Aid Tent  First Aid Tent  Tables, Chairs, People  Record Area  First Aid Tent  Foreign  Fencing and People  Chairs, People  Record Area  First Aid Tent  Tables, Chairs, People  Record Area  Fables, Chairs, People	Rent		Storage for Inomas and Photo Queue Area	20 x 00	10
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Tent Size  Tent Activity  Items Under Tent  1 22'x26'  Queue Area for Train Boarding  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  Fencing and People  Fencing and People  Fencing and People  Oueue Area for Train Boarding  Fencing and People  Fencing and People  Fencing and People  Children's Activities - Bubble Zone  Tables, Chairs, People, Cool Mist apparatus  O'x 10'  Children's Activities - Bean bag toss  People, bean bag toss games  Chairs, People	Rent		I rain boarding volunteer Kest Area	10' × 10'	16
Tent Size  Tent Size  Tent Activity  Items Under Tent  1 12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  Oueue Area for Train Boarding  Fen	Own	Chairs, People	Parking Staff Resting Area	0 % 0	7 7
Tent Size  Tent Activity  1 12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  12'x26'  Queue Area for Train Boarding  Fencing and People  Outend Area for Train Boarding  12'x26'  Queue Area for Train Boarding  Fencing and People  Outend Area for Train Boarding  Fe	Own		Children's Activities - Bean bag toss	0, × 10	1/2
Tent Size  Tent Activity  Items Under Tent  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Yencing and People  10'x10'  Misty Island - Cool Down Area  Water, People, Cool Mist apparatus  Water, People, Cool Mist apparatus  Water, People, Cool Mist apparatus	O		Children's Activities - Bubble Zone	10' × 10'	7.1
Tent Size  Tent Activity  Items Under Tent  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Strollers and People  12'x26'  Queue Area for Train Boarding  12'x26'  Queue Area for Train Boarding  Strollers and People  Queue Area for Train Boarding  12'x26'  Queue Area for Train Boarding  12'x26'  Queue Area for Train Boarding  Yencing and People  Queue Area for Train Boarding  12'x26'  Queue Area for Train Boarding  Yencing and People	Own		Misty Island - Cool Down Area	10 × 10	;   F
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Tent Size  Tent Activity  1 12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  Queue Area for Train Boarding  Fencing and People  Queue Area for Train Boarding  Fencing and People	Ow.		Stroller Parking Area for Train	12 X Z Z	2 4
Tent Size  Tent Size  Tent Activity  Items Under Tent  1 12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People  12'x26'  Queue Area for Train Boarding  Fencing and People	Owr	Fencing and People	Queue Area for Train Boarding	12, 20 07x 7T	
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	en	Items Under Tent	lent Activity	azichiai	יאשוווטפו
	W			Tout City	Nimber
	)				Location

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

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## SURMITIES APRIL 23/18

# **Application for a Temporary Tent Permit**

THE RAILWAY DEL		For use by Principal Authority				
	Permit number:		Date Issu			
			Cate ISSU	eu.		
Date received:	Roll number:					
A Designation						
A. Project information						
Building number, street name				Unit number	Lot/con	
80 Wilson Ave. Ma	emorial Ar	ena sit	e		0	
Municipality St. Thomas	Postal code メ与ス 3 (	Plan number/ No. of tents:	other desc	ription		
Project value est. \$	<u> </u>	No. of tents:	22	HICNA	grounds	
B. Purpose of application						
Event:						
Day Out With T	nomas		Alcohol serv	red 2	Sides open Sides enclosed	
Date of tent installation:	,	Date of tent remova	Chairs an		Site plan provided	
July 11-2127	n	July	53	, 2018		
C. Applicant Applicant is:	Owner or	2 Authorized	agent of	Owner		
Last name	First name	Corporation of	r partnersh	in		
MISKELLY	DHWN	Elain	Count	y Really	ny Museun	
Street address				Unit number	73772 (182)	
225 Wellington S	Yeet.			Our number	Lot/con.	
Municipality	Postal code	Province		Cell number		
St. Thomas	N58 251				2 - 24	
The stations	1 Email				4-2939	
519-637-6284	daunno	1-eccon 570	a ord	Fax		
D. Declaration of applicant			<u> </u>	, ,		
Dawa Misker		declare				
The information contained in this applic documentation is true to the best of my	ation, attached sched	dules, attached plans	and speci	fications, and o	ther attached	
					angeneu	
<ol><li>If the owner is a corporation or partners</li></ol>	hip, I have the author	ity to bind the corpor	ration or pa	irtnership.		
Date: April 23/18	Signature of applic	ant Hwa	is n	richall		
ADDITIONAL INFO					/	

## 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(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992.

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.sia.ca

Website www.sia.ca

Facebook St. John Ambulance St. Thomas Elgin Branch

Twitter @SJAElgin

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

- 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
- 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.
- 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 <u>Licensed Event</u> 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 half 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.
- 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.
- 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.
- 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 speci	fied below:	
umMonday July 4th	2018 -> Wednesday	July 25th 2018
I acknowledge and accept all of the pr	receding terms and conditions. Sign	ed and accepted by:
H. Davin Miskelly Name (please print) User Group	A Saus-Mokelly Signature	Elain County Group Name Railway Museum
Name (please print) City of St. Thomas	Signature	Apr: 1 19/18
Invoice #(s) # 14432		

### Payment Terms:

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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

Updated July 2011

SECTION 1: EVENT AND C	PRGANIZER INFORMATION
Event Name:	Canada Day Celebration
Date(s):	July 1, 2018
Start Time:	8am End Time: 11pm
Location(s):	inatore Park, 95 8/m St. St. Thomas
Organizing Group:	Landa Day Committee
Contact Name #1:	April Gazda #2: Nayor Heather Jackson
Street Address: 543	5 Talbal St.
Town/City:	+ Thomas Province: Ont Postal Code: N5P 3V7
Phone Number #1: 5	19.631.1680 ext 4172 #2: 519.631.1680 ext 4131
Email Address:	agazda (2) Stthamas, ca
Expected Attendance:	Number of Event Personnel/Volunteers: 20
Location and number of w	shell Rance: main building - comfort station
Occross from	Janua Pavilion, portables by splaish pad and hand wash
Location and Number of P	arking Spaces: Many spaces throughout park Otation
will be creati	ng an accessible parking area heside comfort  Station
Number of Accessible Was	shrooms: Seleval in Number of Accessible Parking Spots:
Please describe your speci	ific event. Attach additional sheets as necessary.
tull day of test	inities inside l'initore l'ark: poiscake breakfast,
tood vendors Cr	aft vendors inflatables petting zon ponyrides,
Musical enterta	inment, reptile show, action tighted, magin show
1 1 a 1	y cookies, delagate speeches, tire works
alspay on Chellin	e, field at 10 pm.
SECTION 2: FOOD AND BE	<u>VERAGE</u>
	kind be available at this event?  No   n 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 If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at leas		No 🖸 the event.
Personal services include but are not limited to barbering, manicures, pedicuplercing.	res, esthetics, tatto	oing and
SECTION 4: TENTS		
Will there be an indoor or tent covered area used for public assembly as part	of the event?	No 🔀
If Yes, please specify the number and size of tents.		
if the tents are larger than 60m <sup>2</sup> cumulatively, a building permit is required tl Services. Please attach a copy of the Permit and provide the Permit Number		Building
Please note that Indoor or Tent covered areas for public assembly must comprequirements enforced by Elgin St Thomas Public Health. Please contact the information on how to meet these requirements.	Tobacco Enforceme	nt Officer for
SECTION 5: SERVING OF ALCOHOL KINSMEN Club to subject,	se application	on' for event
SECTION 5: SERVING OF ALCOHOL KINSMEN CLUB TO SUBJECT:  SOP to be defaunced to subject the Will alcohol be consumed at the event? The Kinsmen Club.  If Yes, you must review and meet the requirements of the City's Alcohol Police and Property Management Department for Special Events taking place of	Yes 🔀 cy available through n municipal propert	No □ the Parks, ty.
You must also comply with the Alcohol and Gaming Commission of Ontario (a responsible to notify and provide any pertinent information required under to obtaining a Special Occasion Permit. You must adhere to the Liquor Licence A ensure access is given to the Police and AGCO Inspectors for the purposes of copy of the liquor permit with this application. If utilizing the services of a calendorsements to provide off — premises beverage services, organizers shall seconfirming date/time/location/services as well as a copy of the establishment.	the AGCO guidelines Act and its Regulation Inspections. Please Iterer with all the re- Inpply a letter from	s for ons and submit a quired
The area where alcohol is being served has to have a 36" (0.9m) high barrier, is a no staking policy in all of the City's Parks, Recreation and Property Mana	•	ote that there
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcohol and (AGCO), you must obtain a letter of approval from City Council, declaring you by submitting the request to the City Clerk's Department. Please note that suweeks.	ır event "municipall	y significant",
Will you be requesting that City Council declare your event a "Municipally Sig	gnificant Event"? Yes  No.	<b>A</b>
SECTION 7: MUSIC / NOISE		
Will there be a concert or musical entertainment as part of the event?	Yesk7i No	П

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 B: ANIMALS		1 14.4.		
Will there be a Petting Zoo or Animals at the If Yes, the Elgin-St. Thomas Public Health mare not permitted in the Animal Control By Law must be approved by City Council. Please note that such approval may take se	nust be notified of the ev -Law 71-2011, an Applica ase attach a copy of the a	ent details two ation for Temp	orary Exemptio	n to the By-
SECTION 9: ROAD CLOSURES / TRAFFIC FL	OW CHANGES			
Are you anticipating any road closures or to	raffic flow changes?		Yes,□	No 🔀
cotob trave	fut we with  no with  no with  no with  no with  substant take  fic flow of  ccupancy Permit and pro  through Sporting Event,	Police.  Pol	es. Please note ermined  Taff  to during fi ting firat it #:	rie works  Tow Parl  map located
Do you require traffic control?  If Yes, please contact the St. Thomas Police	e Services at (519) 631-13	224 ext. 141.	Yes X	No 🗆
PLEASE NOTE: Marshalls, volunteers and s can direct traffic pursuant to the Highway Have you contacted the Public Works Depart	pecial event staff are not Traffic Act. Qmale		ect traffic. Only	Ū
	No Parking Signs Detour Signing	Yes 🔲	No 🗌 No 🗆	N/A ST
	Page 4 of 7			7

## **SECTION 10: MUNICIPAL FACILITIES**

	events taking place in Pinafore Parl Property Management staff once t				•
	e you contacted Parks and Recreat			No 🗔	N/A □
	e you rented a pavilion/facility and	- •		No 🗆	
If γe	s, please provide the location of th	e rental and attach a copy of	the permit.	all picnic	Davilians
Do y	you require picnic tables or garbage perty Management Dept and that d	cans? Please note availabili	tγ is at the di	scretion of the P	arks, Rec and
	will whise what is is	park.	Yes 🗌	No 🗌	N/A) 🔀
If Ye	es, how many are you requesting?	# of Picnic Tables:	# of Gar	bage Cans:	<del></del>
Have	e you made arrangements with Env 3-4 Sets in	food area as per	recycling co Yes 🔀	ntainers and col	lection? N/A 🔲
will	M, Shannon you require municipal support for:	•	Yes 🔀		N/A 🗆
******	you require maincipal support for.		Yes 🔀		N/A 🗆
If Ye	nber: for follow hosting cited request April 30 gl quired, have you obtained a Hydra es, please attach a copy of the Perm				
Acce requ disp was plan	en event organizer, it is your respessibility for Ontarians with Disabulrements to meet for accessibility and throughout the event venue hrooms and parking. Although not to the Municipal Accessibility Advictors and parking and the Municipal Accessibility Advictors and parking and the Municipal Accessibility Advictors.	pilities Act (AODA). Organizative. Please note that direct to indicate the barrier-free required, the Special Events isory Committee for larger expenses.	ations with tional signage path of trad Committee r	at least one enge needs to be vel and location recommends sub	nployee have prominently of accessible
<u>SEC</u>	TION 12: OTHER SERVICES/RESOU	<u>KCES</u>			
	urity: Has a privately licenced secur es, what company and how many se	•		Yes 🗍	No <b>⊠</b> ( ——
requ	t Aid: For events with an anticipate uired to be retained. Have you conf es, please attach documentation pro	irmed First Aid services? oviding proof that First Aid se	Yes 🕰	No 🔲 peen retained.	are N/A   Ambulan cu oril 30/18.
				request A	ori/ 35/18.

-45-

Ambulance: Has Emergency Medical Services (Ambulance Service) been con		our event and
planned emergency access to the site?  working with Bill Todd for to  Fireworks: Will there be fireworks as part of your event?  If Yes, a permit for exhibition fireworks is required through the Fire Department.	Yes 🔯	No 🗀
Fireworks: Will there be fireworks as part of your event?  If Yes, a permit for exhibition fireworks is required through the Fire Departm	Yes 🔀	No 🗆
SECTION 13: SIGNATURE		
That the information contained in this application and any documentation, provided in support of the application, by myself, my agents, consultants information and will become part of the public record. As such, and in acco Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 City of St. Thomas making this application and its supporting documentation including copying and disclosing the application and its supporting documentation their request.	and solicitors, considered and solicitors, consi	titutes public visions of the onsent to the eneral public,
(Signature of Individual)Completing this Application) (D	ate completed	
Office Use Only: Application Received: Committee Appro	oval:	

#### **SECTION 14: INSURANCE**

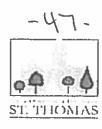
STATEMENT OF INDEMNIFICATION

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

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

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

Canada Day Celebration organize	ed by Carrich	a Day Committee
(Event Name)	•	(Organizing Group)
shall indemnify and save harmless The Corporation of aw responsible from any and all liabilities, damages,	•	
any damage to property including loss of use thereof death resulting at any time there from, occasioned b		
Canada Day Celebration organizer	1by Canad	Day Committee
(Evén Name)		(Organizing Group)
ts officers, agents, servants, employees, contractors the premises or any part thereof arising from or occadamage or injury is due to the act, default or neglige officers, agents, servants, employees, contractors, cultimess:	ssioned by any cau nce of The Corpora istomers, invitees Signed:  Name (Print):  Address:	ise whatsoever, except where such ation of the City of St <sub>h</sub> Thomas, its
	Telephone:	0 1
	Date:	Hpr. (30/18
	Event Name:	Canada Day Celebrotions
	Organizing Grou	p: Canada Day Committee
	Event Dates:	July 1,2018
		J



#### Corporation of the City of St. Thomas

Sent to Staff for report on April 274 2018.

APPLICATION FOR TEMPORARY EXEMPTION TO ANIMAL CONTROL BYLAW 71-2011

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

I'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.

	Name of Applicant Conada Day Committee
	Address 545 Talbot SD.
	Telephone 519.633.7112
	Is the applicant the Owner of the land? YES X
	If not, proof of Owner's consent must be filed with the application
	Type and number of Animal(s) Curume of Farm (Small animals)
	Proposed use of Animal(s) petting 300 Caracla Festivities Proposed location of Animal(s) grass arec accross train splash pad, Pinafe
4	Proposed use of Animal(s) Detion 300 Carlacle Festivities
5.	Proposed location of Animalis) 90055 arec accross train splash pad linate
5	Will the Animal(s) be re-located during the exemption period VIS NO
	If so, where
7.	Date(5) the Animal(s) will be in the City July 3018
Š.	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.
	NA
Ū	of sending notifications as area is
Q	cated inside Pinatore not near
C	iny residential housing.
	The second secon
	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.



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

Total Amount Due:

\$0.00

City of St. Thomas Parks and Recreation Department

Amount Paid:

75 Caso Crossing

50.00

St. Thomas, Ontario, Canada N5R 0G7

**Balance Due:** 

\$0.00

Client #: Phone 1: 507

Account#: Phone 2:

(519) 633-7112

Email: parksandrecreation@stthomas.ca Fax: (519) 633-9272

Event:

(519) 631-1680 x4172 Canad Day Event

10698 4131 RT0001

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	а	c	п	z	п	LV

Facility Name Description	Date			Time Price		
Pinafore Park - Picnic Shelters - Dance Pavili	on - Both Section	ons				
No Charge - \$0.00						
	Sun Jul	1,	2018	08 00AM - 10 00PM	\$0.00	Н
				Facility Subtotal:	S0 00	
Pinafore Park - Picnic Shelters - Marshall Fie	ld Lakeside Pay	/ilion	- Both Se		4-02	
No Charge - \$0.00						
	Sun Jul	1,	2018	08 00AM - 10 00PM	\$0.00	н
				Facility Subtotal:	\$0.00	
Pinafore Park - Picnic Shelters - Street Railwa	ay Shelter			•		
No Charge - 50.00						
	Sun Jul	1,	2018	08 00AM - 10.00PM	\$0.00	H
				Facility Subtotal:	\$0.00	
Pinafore Park - Picnic Shelters - Woodlot She	iller					
No Charge - \$0.00						
	Sun Jul	1,	2018	08.00AM - 10.00PM	\$0.00	Н
				Facility Subtotal:	\$0.00	
Pinafore Park - Picnic Shelters - North Shelte	Ľ					
No Charge - \$0 00						
	Sun Jul	1,4	2018	08 00AM - 10.00PM	\$0.00	Н
				Facility Subtotat:	\$0.00	
Pinafore Park - Picnic Shelters - Morris F. Jor	nes Memorial B	ands	hell			
No Charge - \$0 00				-91		
	Sun Jul	1.	2018	08 00AM - 10 00PM	\$0.00	Н
				Facility Subtotal:	\$0.00	
Pinafore Park - Picnic Shelters - Lion's Club C	Celebration Pavi	ilion				
No Charge - \$0 00						
	Sun Jul	1,	2018	08 00AM - 10 00PM	\$0.00	Н
				Facility Subtotal:	\$0.00	
				Total:	\$0.00	
Transactions						

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

		2.55	
Comments	112-	Subtotal:	\$0.00
booked for Canada Dayag			
		T-1-1.	50.00
		Total:	\$0,00
		Amount Paid:	\$0.00
		Balance Due:	\$0.00
		equance one:	40.00

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

- The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
- Wedding Receptions / Ceremonies booked in the park pavilions require a \$200.00 damage deposit at time of booking. Either a post dated chq (for date of event), cash, visa, MasterCard or debit will be refunded after the event provided there are no damages and that the property including picnic tables are in the same condition in which the property was found.
- 3. The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement.
- 4. It is the responsibility of the applicant to acquire the appropriate licenses and pay any applicable tariffs for their event. The individual that will obtain the Special Occasions Permit (if required) must review, sign and adhere to conditions set out in the Municipal Alcohol Policy. Parks and Recreation will assist with this process if needed.
- 5. No live coals permitted on any outdoor municipal property. CSA-approved propane barbecue ONLY.
- 6. Bouncy castles and dunk tanks are strictly prohibited.
- 7. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
- 8. All posted rules throughout the parks must be adhered to at all times.
- PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
- 10. Cancellation Policy for facilities <u>other than</u> pavilions/bandshell shall be 14 days notice. There will be no refund if cancelled within 14 days.
- 11. The Parks and Recreation Department reserves the right to cancel or alter the time or fees specified in this permit, due to change of policy or availability of facilities.

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

This permit covers the time period specified	t below:	2
Cancel Ocy Committee Name (please print)	00	nd accepted by:  Canada Day Celebration
Name (please print)	Signature	Group Name
Mu-to Pm Name (please print) City of St. Thomas	Signature	Dale 30/18
Invoice #(s)	11964	

Payment Terms: Due at the time of booking.

# **SECTION 1: EVENT AND ORGANIZER INFORMATION** Law Enforcement Torch Run **Event Name:** Tuesday June 26/18 Date(s): 10:00am 12:00pm **End Time: Start Time:** St. Thomas Police Service Location(s): St. Thomas Police Service **Organizing Group:** #2: Const Greg Bryant S/Sgt Kim Manuel Contact Name #1: Street Address: 45 Caso Crossing \_\_\_ Province: On St. thomas Postal Code: Town/City: 519-631-1224 x4242<sub>#2:</sub>519-631-1224 4269 Phone Number #1: kmanuel@stps.on.ca **Email Address:** \_\_\_ Number of Event Personnel/Volunteers: 2 50 **Expected Attendance:** 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 **SECTION 2: FOOD AND BEVERAGE** Will food/beverage of any kind be available at this event? 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 ever If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at le		
Personal services include but are not limited to barbering, manicures, pedic piercing.	cures, esthetics, t	attooing and
SECTION 4: TENTS		
Will there be an indoor or tent covered area used for public assembly as pa	rt of the event? Yes 🗆	No ☑
If Yes, please specify the number and size of tents.		
If the tents are larger than $60\text{m}^2$ cumulatively, a building permit is required Services. Please attach a copy of the Permit and provide the Permit Number	_	
Please note that Indoor or Tent covered areas for public assembly must correquirements enforced by Elgin St Thomas Public Health. Please contact the information on how to meet these requirements.		
SECTION 5: SERVING OF ALCOHOL		
Will alcohol be consumed at the event?  If Yes, you must review and meet the requirements of the City's Alcohol Po Rec and Property Management Department for Special Events taking place		ough the Parks,
You must also comply with the Alcohol and Gaming Commission of Ontario responsible to notify and provide any pertinent information required under obtaining a Special Occasion Permit. You must adhere to the Liquor Licence ensure access is given to the Police and AGCO Inspectors for the purposes copy of the liquor permit with this application. If utilizing the services of a cendorsements to provide off – premises beverage services, organizers shall confirming date/time/location/services as well as a copy of the establishment.	the AGCO guide Act and its Regu of inspections. Pleaterer with all the supply a letter for	elines for Ilations and ease submit a le required from the licensee
The area where alcohol is being served has to have a 36" (0.9m) high barrie is a <b>no staking policy</b> in all of the City's Parks, Recreation and Property Man		
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcohol an (AGCO), you must obtain a letter of approval from City Council, declaring you by submitting the request to the City Clerk's Department. Please note that weeks.	our event "munic	ipally significant",
Will you be requesting that City Council declare your event a "Municipally S	ignificant Event" Yes □	'? No ☑
SECTION 7: MUSIC / NOISE	163 []	E
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.

found on the Special Event Permits pag	e on the City of St. Thom	ias website.		
SECTION 8: ANIMALS				
Will there be a Petting Zoo or Animals as If Yes, the Elgin-St. Thomas Public Healt are not permitted in the Animal Contro Law must be approved by City Council. Please note that such approval may take	th must be notified of the By-Law 71-2011, an Ap Please attach a copy of t	plication for Temp	orary Exemption	on to the By-
SECTION 9: ROAD CLOSURES / TRAFFIG	FLOW CHANGES			
Are you anticipating any road closures	or traffic flow changes?		Yes <b></b> ✓	No 🗌
If Yes, please describe the road closure of Way Occupancy Permit and City Cou approval may take several weeks.	ncil approval is required	for all road closur	es. Please note	that 
Traffic may get slowe	d on Talbot S	t but no ro	ad closu	ıres
Police to escort				
Please attach a copy of the Right of Wa	y Occupancy Permit and	provide the perm	it #:	
If the event is a Parade / Run / Walk / Funder the Special Events page on the C	ity website. Describe the	event and attach	a map or sketo	:h.
Run will begin at Curtis St/New		<u> </u>		
Run will head south or	n Caso Crossi	ng to the p	olice sta	tion
Do you require traffic control?  If Yes, please contact the St. Thomas Po	olice Services at (519) 63	1-1224 ext. 141.	Yes ✓	No 🗆
PLEASE NOTE: Marshalls, volunteers ar can direct traffic pursuant to the Highw Have you contacted the Public Works I	vay Traffic Act.	not allowed to di	rect traffic. Onl	y the police
Tieve you confidence the rubble works t	Barricades	Yes 🗌	No □	N/A ☑

Page 4 of 7

No Parking Signs

**Detour Signing** 

Yes 🔲

Yes 🗌

No 🗌

No 🗌

N/A ☑

N/A ☑



## **SECTION 10: MUNICIPAL FACILITIES**

For events taking place in Pinafore Park and Property Management staff once t	_			
Have you contacted Parks and Recreation	•	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	e rental and attach a copy of	the permit.		
Do you require picnic tables or garbage Property Management Dept and that d		sibility of the	event organize	r.
		Yes 🗆	No 🗀	N/A ☑
If Yes, how many are you requesting?	# of Picnic Tables:	# of Gar	bage Cans:	
Have you made arrangements with Env	ironmental Services staff for	recycling co Yes 🗌	ntainers and col	llection? N/A ☑
Will you require municipal support for:	Water Hydro	Yes □ Yes □	No □ No □	N/A ☑ N/A ☑
Please note that all equipment and extered certification body under the Ontario E Authority. If required, please attach the Number:	lectrical Safety Code or hav	e been insp	ected by the El	ectrical Safety
If required, have you obtained a Hydrar	nt Connection Permit?	Yes 🗆	No 🗌	N/A ☑
If Yes, please attach a copy of the Perm	it and provide the Permit Nu	ımber:		-
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responded and event organizer, it is your responded and event places with Disaborequirements to meet for accessibility displayed throughout the event venue washrooms and parking. Although not plan to the Municipal Accessibility Advisor	ilities Act (AODA). Organiz ty. Please note that direc to indicate the barrier-free required, the Special Events	ations with tional signage path of trad Committee r	at least one er ge needs to be vel and location ecommends sul	mployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOUR	CES			
Security: Has a privately licenced securily licenced securily securions, what company and how many security.	· ·		Yes 🗌	No <b>☑</b>
First Aid: For events with an anticipated required to be retained. Have you confill Yes, please attach documentation pro	rmed First Aid services?	Yes □	No 🗆	are N/A 🗹

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Ambulance: Has Emergency Medical Services (Ambulance) planned emergency access to the site?	ce Service) been contacted	regarding your Yes □	event and No 🗹
Fireworks: Will there be fireworks as part of your event? If Yes, a permit for exhibition fireworks is required throu		Yes 🗌	No 🗹
SECTION 13: SIGNATURE			
That the information contained in this application and a provided in support of the application, by myself, my information and will become part of the public record. A Municipal Freedom of Information and Protection of Prix City of St. Thomas making this application and its suppoincluding copying and disclosing the application and its their request.	agents, consultants and so As such, and in accordance vacy Act, R.S.O. 1990, c.M.5 orting documentation availa	licitors, constitu with the provisi 6, I hereby cons ble to the gene	utes public ions of the sent to the eral public,
Kim Manuel KA (M) Digitally signed by Kim Manuel KA (M) Date: 2018.04,30 12:17:18 -04'00'	April 30	2018	
(Signature of Individual Completing this Application)	(Date com	pleted)	
Office Use Only: Application Received:	Committee Approval:		