

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

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

**3:00 P.M.**

**JULY 4, 2018**

**MINUTES**

Confirmation of the minutes of the meeting held on June 6, 2018.

**PETITIONS AND COMMUNICATIONS**

Climb Out - Postpartum Support International - August 25, 2018 **Pages 2-9**

St. Thomas Fire Muster Day – September 1, 2018 **Pages 10-14**

Safety, Love and Butterfly Wings – Violence Against Women – Sept 22, 2018 **Pages 15-24**

Kirkin “O” The Tartan Parade - Knox Church - September 16, 2018 **Pages 25-31**

**UNFINISHED BUSINESS**

Upcoming Events

- Central Community Health Centre BBQs - June 27, July 25 and August 29, 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
- Remembrance Day Ceremony - November 11, 2018

**NEW BUSINESS**

**ADJOURNMENT**

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**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Climb Out

Date(s): Aug 25, 2018

Start Time: 0930 am End Time: 230 pm

Location(s): Pinefore Park - North Pavilion

Organizing Group: Michelle McKeown & Lauren Hughes via

Contact Name #1: Michelle McKeown #2: Post Partum Support International (PSSI)

Street Address: 73 Laurier Street

Town/City: St Thomas Province: ON Postal Code: N6R 1W9

Phone Number #1: 519 493 2434 #2: \_\_\_\_\_

Email Address: Michelle.mcgillion@gmail.com

Expected Attendance: ~30 people Number of Event Personnel/Volunteers: 2-5 family members

Location and number of washrooms in place: on map included for park and recreation

Location and Number of Parking Spaces: roadside parking

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: (n/a) several within park.

Please describe your specific event. Attach additional sheets as necessary. Raising awareness  
or increasing community support for maternal mental health  
in the post-partum period. Nonprofit fundraising done  
prior to event to be donated to local resources  
to maintain these for mothers

**SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event?

Yes ☐

No ☒

If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)

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**SECTION 3: TENTS**

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

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

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

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

**SECTION 4: SERVING OF ALCOHOL**

Will alcohol be consumed at the event? Yes ☐ No ☒

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

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

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

**SECTION 5: MUNICIPALLY SIGNIFICANT EVENT**

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

Will you be requesting that City Council declare your event a "Municipally Significant Event"?  
Yes ☐ No ☒

**SECTION 6: MUSIC / NOISE**

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

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

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

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SECTION 7: ANIMALS

Will there be a Petting Zoo or Animals at the event? Yes ☐ No ☒  
If Yes, the Elgin-St. Thomas Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council. Please attach a copy of the application to this permit application. Please note that such approval may take several weeks.

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes? Yes ☐ No ☒  
If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you require traffic control? Yes ☐ No ☒  
If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

Have you contacted the Public Works Department for:				
Barricades	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	
No Parking Signs	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	
Detour Signing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	

SECTION 9: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved.  
Have you contacted Parks and Recreation staff about your event? Yes ☒ No ☐ N/A ☐  
Have you rented a pavilion/facility and signed a permit? Yes ☒ No ☐ N/A ☐  
If yes, please provide the location of the rental and attach a copy of the permit. North Shelter

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

Yes ☒ No ☐ N/A ☐  
If Yes, how many are you requesting? # of Picnic Tables: 8 # of Garbage Cans: 1

Have you made arrangements with Environmental Services staff for recycling containers and collection?  
Yes ☐ No ☒ N/A ☐

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

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

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

SECTION 10: ACCESSIBILITY

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

SECTION 11: OTHER SERVICES/RESOURCES

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

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

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

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

SECTION 12: SIGNATURE

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

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

Kevin McRobert  
(Signature of Individual Completing this Application)

June 18/18  
(Date completed)

Office Use Only: Application Received: June 18/18 Committee Approval: \_\_\_\_\_

### SECTION 13: INSURANCE

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

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

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

### STATEMENT OF INDEMNIFICATION

Climb Out organized by PSI  
(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

Climb Out organized by PSI  
(Event Name) (Organizing Group)

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

Witness: Kevin McRobert Signed: Kevin McRobert

Name (Print): Kevin McRobert Name (Print): M. McRobert

Address: 73 Landon St

Telephone: 519 495 2434

Date: June 18/18

Event Name: Climb Out

Organizing Group: PSI

Event Dates: Aug 25, 2018

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POSTPARTUM SUPPORT  
INTERNATIONAL

To Whom it May Concern,

I'm writing to you to tell you about the Climb Out of the Darkness, a program run by the nonprofit Postpartum Support International.

Climb Out of the Darkness® is the world's largest event raising awareness of perinatal mental illness, including pregnancy and postpartum depression, anxiety, OCD, psychosis and posttraumatic stress. The event is run by the nonprofit Postpartum Support International every year on or near the summer solstice (the longest day of the year in the Northern Hemisphere). Teams and their supporters gather to climb out of the darkness by walking, climbing, or hiking together to help shine the most light on perinatal mental illness and to raise funds to support the fight against PMADs.

Climb Out of the Darkness has three major purposes:

1. To bring families together, united, to honor the struggle to overcome PMADs.
2. To promote awareness, prevention and treatment of mental health issues related to childbearing in every country worldwide.
3. To raise funds to support the professional community and the public in your local community.

The mission of Postpartum Support International is to promote awareness, prevention and treatment of mental health issues related to childbearing in every country worldwide.

It is the vision of PSI that every woman and family worldwide will have access to information, social support, and informed professional care to deal with mental health issues related to childbearing. PSI promotes this vision through advocacy and collaboration, and by educating and training the professional community and the public.

Thank you for taking the time to learn about us!

Emily Jankowski Newton  
Program Coordinator  
Climb Out of the Darkness - Postpartum Support International

Postpartum Support International | 6706 SW 54<sup>th</sup> Avenue | Portland Oregon 97219 | [www.postpartum.net](http://www.postpartum.net)

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

Creation Date: Thu Mar 15, 2018  
  
PAYEE: Michelle McRobert  
73 Lawton Street  
St. Thomas, Ontario, Canada  
N5R 1W9

Invoice #: 14855  
  
Total Amount Due: \$91.10  
Amount Paid: \$0.00  
  
Balance Due: \$91.10

Client #: 11855 Account #: Phone 2:  
Phone 1: (519) 485-2434 Email: michelle.mcgilton@gmail.com  
Event: Climb Out Fax:  
  
10698 4131 RTD001

Facility

Facility Name	Description	Date	Time	Price
Picnic Park - Picnic Shelters - North Shelter				
Daily Rate 2018 - \$80.62	Daily Rate	Sat Aug 25, 2018	09:30AM - 02:30PM	\$80.62 H
Facility Subtotal:				\$80.62
Total:				\$80.62

Transactions

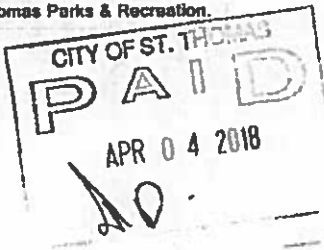
There are no transactions to display for this invoice...

Comments

Booked by Michelle March 15, 2018. Please sign and return attached permit with payment to St. Thomas Parks & Recreation.

Subtotal: \$80.62  
13% HST: \$10.48  
Total: \$91.10  
Amount Paid: \$0.00  
Balance Due: \$91.10

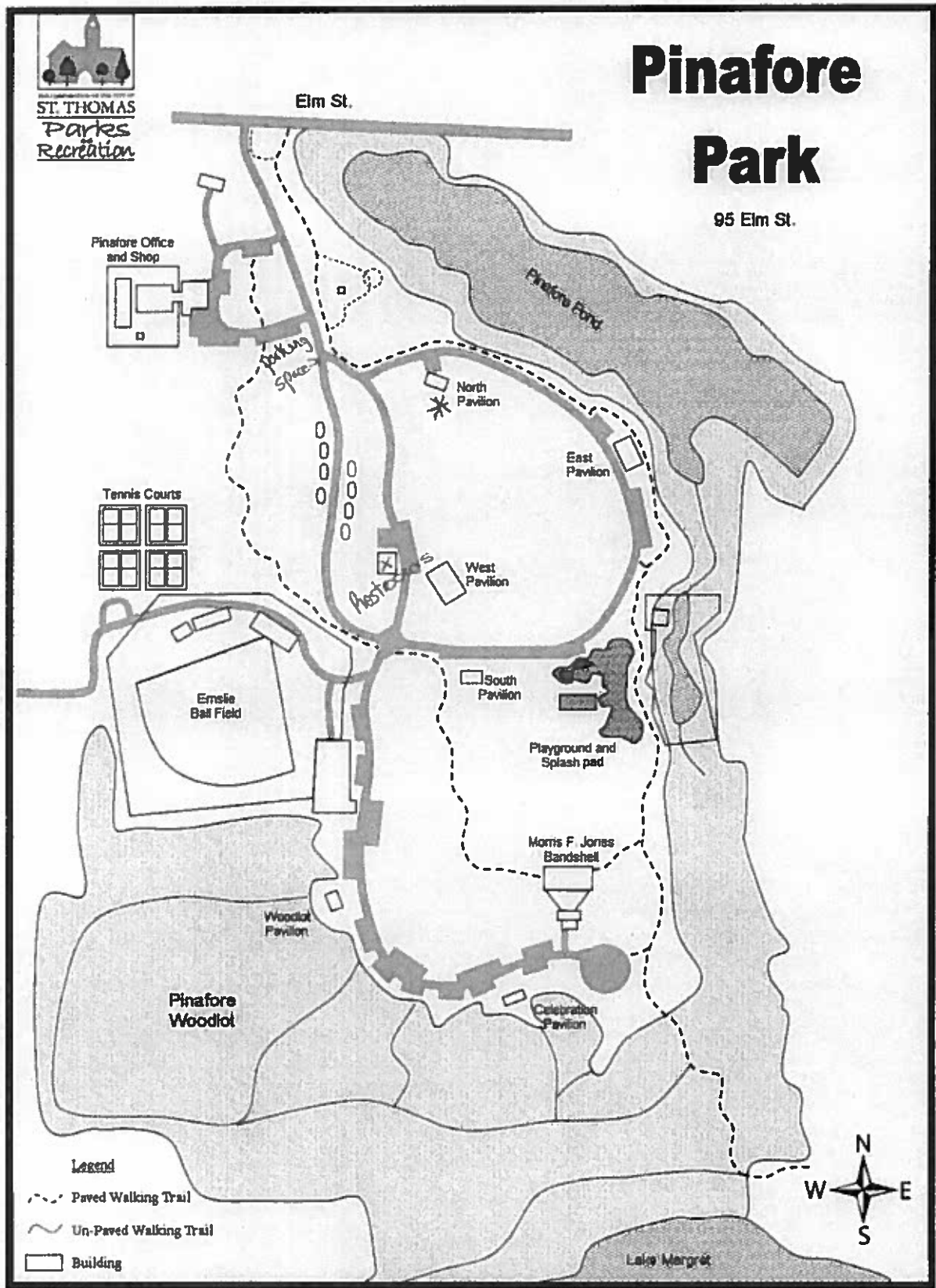
Powered by Book King



Created: Thu Mar 15, 2018 @ 01:50PM (EDT)



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**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: St Thomas Fire Muster Days

Date(s): September 1, 2018

Start Time: 8am End Time: 8pm

Location(s): Pinafore park

Organizing Group: St Thomas Professional Firefighters Association

Contact Name #1: Daryl Smith #2: Kim Destun

Street Address: 305 Wellington street

Town/City: St Thomas Province: ON Postal Code: N5P 3S7

Phone Number #1: 519-495-4576 #2: \_\_\_\_\_

Email Address: stthomasfiremuster@gmail.com

Expected Attendance: 6000 Number of Event Personnel/Volunteers: 30

Location and number of washrooms in place: city washrooms

\_\_\_\_\_

Location and Number of Parking Spaces: parking within park and overflow parking

\_\_\_\_\_

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

Please describe your specific event. Attach additional sheets as necessary. Fire muster (1 day event)

we are having a Firetruck/ classic carshow in the park. we will be having a convoy

(parade) of firetrucks going from 1063 Talbot and ending at pinafore park.

at the park we will be having demonstrations, childrens area, craft vendors.

\_\_\_\_\_

\_\_\_\_\_

**SECTION 2: FOOD AND BEVERAGE**

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

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

**SECTION 3: PERSONAL SERVICES**

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

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

**SECTION 4: TENTS**

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

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

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

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

**SECTION 5: SERVING OF ALCOHOL**

Will alcohol be consumed at the event?      Yes ☐      No ☒  
If Yes, you must review and meet the requirements of the City’s Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.

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

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

**SECTION 6: MUNICIPALLY SIGNIFICANT EVENT**

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

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

**SECTION 7: MUSIC / NOISE**

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

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

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

**SECTION 8: ANIMALS**

Will there be a Petting Zoo or Animals at the event? Yes ☐ No ☒  
 If Yes, the Elgin-St. Thomas Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council. Please attach a copy of the application to this permit application. Please note that such approval may take several weeks.

**SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES**

Are you anticipating any road closures or traffic flow changes? Yes ☐ No ☒  
 If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

we will not be closing any roads similar to past years as it will be a fire apparatus convoy (parade)  
 \_\_\_\_\_  
 \_\_\_\_\_

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.

FIRE TRUCK PARADE  
 STARTING at 1063 TALBOT RUNNING WEST BOUND TO ELM ST  
 TURNING SOUTHBOUND to WILSON CONTINUING TO ELM TURNING  
 EAST ON ELM to ENTERING PINEFORE PARK

Do you require traffic control? Yes ☒ No ☐  
 If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

Have you contacted the Public Works Department for:

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

**SECTION 10: MUNICIPAL FACILITIES**

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

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

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

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

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

Yes ☒    No ☐    N/A ☐

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

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

Yes ☐    No ☒    N/A ☐

Will you require municipal support for:	Water	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
	Hydro	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>

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

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

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

**SECTION 11: ACCESSIBILITY**

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

**SECTION 12: OTHER SERVICES/RESOURCES**

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

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

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

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

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

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

**SECTION 13: SIGNATURE**

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

  
(Signature of Individual Completing this Application)

  
(Date completed)

Office Use Only: Application Received: June 26, 2018 Committee Approval: \_\_\_\_\_

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Safety, Love, & Butterfly Wings

Date(s): Saturday September 22nd 2018

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

Location(s): Lion's Club Celebration Pavilion at Pinafore Park

Organizing Group: Violence Against Women Services Elgin County

Contact Name #1: Liz Brown #2: \_\_\_\_\_

Street Address: 300 Talbot Street, Suite 26,

Town/City: St. Thomas Province: ON Postal Code: N5P4E2

Phone Number #1: 519.633.0155 #2: \_\_\_\_\_

Email Address: lbrown@vawsec.on.ca

Expected Attendance: 150 Number of Event Personnel/Volunteers: 12

Location and number of washrooms in place: as provided in park washroom station

Location and Number of Parking Spaces: As provided in the park

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

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

Please see attached

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 2: FOOD AND BEVERAGE**

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

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

**SECTION 3: PERSONAL SERVICES**

Will there be personal services of any kind offered to the public at this event? Yes ☐ No ☒  
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The area where alcohol is being served has to have a 36" (0.9m) high barrier/partition. Please note that there is a **no staking policy** in all of the City's Parks, Recreation and Property Management facilities.

**SECTION 6: MUNICIPALLY SIGNIFICANT EVENT**

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

Will you be requesting that City Council declare your event a "Municipally Significant Event"? Yes ☐ No ☒

**SECTION 7: MUSIC / NOISE**

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



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

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

**SECTION 8: ANIMALS**

Will there be a Petting Zoo or Animals at the event? Yes ☐ No ☒  
If Yes, the Elgin-St. Thomas Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council. Please attach a copy of the application to this permit application. Please note that such approval may take several weeks.

**SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES**

Are you anticipating any road closures or traffic flow changes? Yes ☐ No ☒  
If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Do you require traffic control? Yes ☐ No ☒  
If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

Have you contacted the Public Works Department for:

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

## **SECTION 10: MUNICIPAL FACILITIES**

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

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

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

**If yes, please provide the location of the rental and attach a copy of the permit.** **Lion's Club Celebration Pavilion Pinalone Park**

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

Yes ☒ No ☐ N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: 0 # of Garbage Cans: 2

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

Yes ☐ No ☒ N/A ☐

Will you require municipal support for:	Water	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
	Hydro	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

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

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

**If Yes, please attach a copy of the Permit and provide the Permit Number:** \_\_\_\_\_

## **SECTION 11: ACCESSIBILITY**

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

## **SECTION 12: OTHER SERVICES/RESOURCES**

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

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

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

required to be retained. Have you confirmed First Aid services? Yes ☐ No ☐ N/A ☒

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

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

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

**SECTION 13: SIGNATURE**

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

  
(Signature of Individual Completing this Application)

June 26/2018  
(Date completed)

Office Use Only: Application Received: June 26, 2018 Committee Approval: \_\_\_\_\_

**SECTION 14: INSURANCE**

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

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

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

**STATEMENT OF INDEMNIFICATION**

Safety, Love, & Butterfly Wings organized by Violence Against Women Services Elgin County  
(Event Name) (Organizing Group)

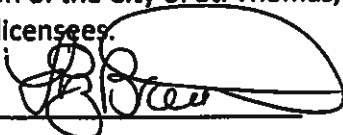
shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

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

Safety, Love, & Butterfly Wings organized by Violence Against Women Services Elgin County  
(Event Name) (Organizing Group)

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

Witness:   
Name (Print): Diane Ingram

Signed:   
Name (Print): Liz Brown  
Address: 300 Talbot Street Suite 26  
Telephone: 519.633.0155  
Date: June 26 2018  
Event Name: Safety, Love, & Butterfly Wings  
Organizing Group: Violence Against Women Services Elgin County  
Event Dates: Saturday Sept.22.2018

## **Violence Against Women Services Elgin County**

Safety, Love, & Butterfly Wings  
Annual Butterfly Release

**Saturday September 22<sup>nd</sup> 1:30 to 3pm**  
**Lions Club Celebration Pavilion – Pinafore Park**

The event is about how together with our community we are able create the transformation necessary to ensure safety, love, and equity.

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

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

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

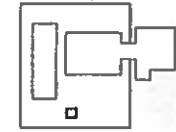
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# Pinafore Park

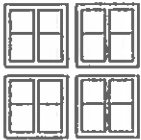
95 Elm St.

Elm St.

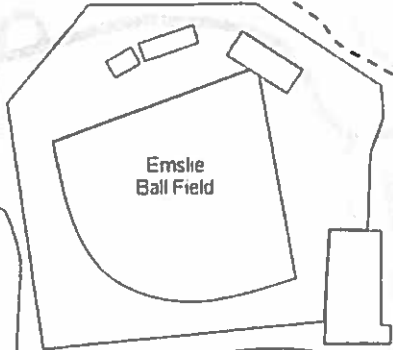
Pinafore Office  
and Shop



Tennis Courts



Emslie  
Ball Field



Woodlot  
Pavilion

Pinafore  
Woodlot

North  
Pavilion

East  
Pavilion

West  
Pavilion

South  
Pavilion

Playground and  
Splash pad

Morris F. Jones  
Bandshell



Celebration  
Pavilion



## Legend

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



Lake Margret

**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**

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

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

This permit covers the time period specified below:

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

Liz Brown  
Name (please print)  
User Group

[Signature]  
Signature

Violence Against Women, Services Egin County  
Group Name

\_\_\_\_\_  
Name (please print)  
City of St. Thomas

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Invoice #(s) \_\_\_\_\_

**Payment Terms: Due at the time of booking.**

Updated on September 12, 2016



JUN 26 2018

City Clerks Dept.

-25-

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Kirkin O' the Tartan

Date(s): Sunday September 16, 2018

Start Time: 10 Am End Time: 10:20 AM

Location(s): \_\_\_\_\_

Organizing Group: Knox Church Kirkin' O' the Tartan Committee

Contact Name #1: Mary-Ellen Bolt #2: John Lyle

Street Address: c/o Knox church 55 Hinks Street

Town/City: St. Thomas Province: ON Postal Code: N5R 3N9

Phone Number #1: 519 633-6435 M.E. Bolt #2: 519 631-4346 J. Lyle

Email Address: boltfam@rogers.com

Expected Attendance: 100 Number of Event Personnel/Volunteers: 10

Location and number of washrooms in place: N/A At Knox Church

Location and Number of Parking Spaces: At Knox Church

Number of Accessible Washrooms: 3 at Knox Number of Accessible Parking Spots: 6 at Knox

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

Annual Event. Moving parade starting at the south east corner of Centre St. and Princess , \_\_\_\_\_

Ave. (Legends south parking lot) Moves South on Princess Ave. to Wellington St. and \_\_\_\_\_

west on Wellington St. to Hinks Street and Knox Church. Prade with bagpipe band and wa \_\_\_\_\_

walking participants

**SECTION 2: FOOD AND BEVERAGE**

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

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

**SECTION 3: PERSONAL SERVICES**

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

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

**SECTION 4: TENTS**

Will there be an indoor or tent covered area used for public assembly as part of the event?      Yes ☐      No ☒  
If Yes, please specify the number and size of tents. \_\_\_\_\_

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

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

**SECTION 5: SERVING OF ALCOHOL**

Will alcohol be consumed at the event?      Yes ☐      No ☒  
If Yes, you must review and meet the requirements of the City’s Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.

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

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

**SECTION 6: MUNICIPALLY SIGNIFICANT EVENT**

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

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

**SECTION 7: MUSIC / NOISE**

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

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

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

**SECTION 8: ANIMALS**

Will there be a Petting Zoo or Animals at the event? Yes ☐ No ☒  
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**SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES**

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

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks. Rolling parade. Participants can easily be moved aside  
if needed in an emergency.

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.

Parade with bagpipe band. Parade forms up on the north east corner of Centre St. and Pri  
Princess Ave. Moves south on Princess Ave from Centre St. to Wellington St. Moves west  
on Wellington St. to Hinks St. and Knox church

Do you require traffic control? Yes ☒ No ☐  
If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

Have you contacted the Public Works Department for:

Barricades

No Parking Signs

Detour Signing

Yes ☐

Yes ☐

Yes ☐

No ☐

No ☐

No ☐

N/A ☒

N/A ☒

N/A ☒



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

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

SECTION 13: SIGNATURE

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

Mary Ellen Bolt  
(Signature of Individual Completing this Application)

26 June / 18  
(Date completed)

Office Use Only: Application Received: June 26, 2018 Committee Approval: \_\_\_\_\_

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

Kirkin' O' the Tartan Parade organized by Knox Church Kirkin' Committee  
(Event Name) (Organizing Group)

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

any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of  
Kirkin' O' the Tartan Parade organized by Knox Church Kirkin' Committee  
(Event Name) (Organizing Group)

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

Witness: [Signature]  
Name (Print): Don Hindley

Signed: Mary-ellen Bolt  
Name (Print): Mary-ellen Bolt  
Address: 6297 Highland Lane Union  
519 633-6435  
Telephone: 25 June, 2018  
Date: Kirkin' O' the Tartan parade  
Event Name: Knox church  
Organizing Group: Sept. 16, 2018  
Event Dates:



KNOX CHURCH KIRKIN' O' THE TARTAN PARADE ROUTE

SUN. SEPT. 16, 2018

10 AM

