

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

**BY EMAIL**

**SEPTEMBER 21, 2018**

**PETITIONS AND COMMUNICATIONS**

BBQ in the Park - Petrusia Hontar - September 23, 2018 Pages 2-7

The Gift of Baby Elena - Amanda Zielinski - October 13, 2018 Pages 8-15

**UNFINISHED BUSINESS**

Disposal of Grey Water at Special Events

Upcoming Events

- Fall Fair - Central Community Health Centre - October 26, 2018
- Remembrance Day Ceremony - November 11, 2018
- Santa Claus Parade - Optimist Club - November 17, 2018
- Light the Night - Sara Teare - November 17, 2018 to January 6, 2019

**NEW BUSINESS**

Disposal of Grey Water at Special Events

**ADJOURNMENT**

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: BBQ in fine Park  
Date(s): Sept 23 2018  
Start Time: 11:30 End Time: 2:30  
Location(s): Pinafore Park Lakeside Pavillion  
Organizing Group: Petrusia Montar  
Contact Name #1: Petrusia Montar #2: \_\_\_\_\_  
Street Address: 17 McIntyre St. Apt 2  
Town/City: St. Thomas Province: ON Postal Code: NSR 2M2  
Phone Number #1: 416 557 0299 #2: 228 778 6668  
Email Address: phontar@gmail.com  
Expected Attendance: 100 Number of Event Personnel/Volunteers: 10

Location and number of washrooms in place: \_\_\_\_\_

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

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

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

open event for campaign. BBQ / music.

**SECTION 2: FOOD AND BEVERAGE**

Will food/beverage of any kind be available at this event? Yes ☒ No ☐  
If Yes, you must notify Southwestern 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 Southwestern 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 Southwestern 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 Southwestern 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.

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

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

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Do you require traffic control?

Yes ☐

No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 4177.

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 Env Services Department - Roads and Transportation 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. Lakeside

Do you require additional 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 type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Hydro	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" 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)

Sept 20/18  
(Date completed)

Office Use Only: Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_

**SECTION 14: INSURANCE**

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

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

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

**STATEMENT OF INDEMNIFICATION**

BBQ in the Park organized by Petrusia Hontar  
(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

BBQ in the Park organized by Petrusia Hontar  
(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: M Knapp  
Name (Print): Mel Knapp

Signed: [Signature]  
Name (Print): Petrusia Hontar  
Address: 17 McIntyre St  
Telephone: 416 557 0291  
Date: Sept 20/2018  
Event Name: BBQ in the Park  
Organizing Group: Petrusia Hontar  
Event Dates: Sept 23/18

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: The Gift of Baby Elena  
Date(s): October 13, 2018  
Start Time: 8:30am End Time: 1:30pm  
Location(s): Pinafore Park  
Organizing Group: N/A  
Contact Name #1: Amanda Zielinski #2: \_\_\_\_\_  
Street Address: 41517 Major Line  
Town/City: St Thomas Province: ON Postal Code: N5P 4L3  
Phone Number #1: 519-694-5246 #2: \_\_\_\_\_  
Email Address: Azielinski7@hotmail.com  
Expected Attendance: 150 Number of Event Personnel/Volunteers: 25-30  
Location and number of washrooms in place: park  
\_\_\_\_\_  
Location and Number of Parking Spaces: park  
\_\_\_\_\_  
Number of Accessible Washrooms: park Number of Accessible Parking Spots: park

Please describe your specific event. Attach additional sheets as necessary. October 15 is  
Infant Loss Awareness Day. On August 23, 2018 my  
6 week old daughter passed away as a result of  
SIDS. This event is a 5K walk run to help raise money  
& awareness about infant loss. All monies earned will  
cover the cost of the event and go to supporting families  
in our area who have lost an infant.

**SECTION 2: FOOD AND BEVERAGE**

Will food/beverage of any kind be available at this event? Yes ☐ No ☒  
If Yes, you must notify Southwestern 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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No ☒

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Do you require traffic control?

Yes ☐

No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 4177.

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 Env Services Department - Roads and Transportation for:

Barricades

Yes ☐

No ☐

N/A ☒

No Parking Signs

Yes ☐

No ☐

N/A ☒

Detour Signing

Yes ☐

No ☐

N/A ☒

### SECTION 10: MUNICIPAL FACILITIES

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

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

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

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

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

Yes ☐ No ☐ N/A ☒

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

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water

Yes ☐

No ☐

N/A ☒

Hydro

Yes ☐

No ☐

N/A ☒

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

If required, have you obtained a Hydrant Connection Permit?

Yes ☐

No ☐

N/A ☒

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

### SECTION 11: ACCESSIBILITY

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

### SECTION 12: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained?

Yes ☐

No ☒

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

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services?

Yes ☐

No ☐

N/A ☒

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

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)

September 18, 2018  
(Date completed)

Office Use Only: Application Received: Sept 19, 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**

The Gift of Baby Elena 5K walk/run organized by A. Zieliński (Amanda Zieliński)  
(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

The Gift of Baby Elena 5K walk/run organized by A. Zieliński (Amanda Zieliński)  
(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): Martin Poon

Signed: A. Zieliński  
Name (Print): Amanda Zieliński

Address: 41517 Major Line

Telephone: 519-694-5246

Date: Sept. 19. 2018

Event Name: The Gift of Baby Elena 5K walk/run

Organizing Group: Amanda Zieliński

Event Dates: Oct. 13. 2018

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**Special Events Liability**

Certificate of insurance

Insurers subscribing: 100% Certain Underwriters at Lloyd's, London, UK  
through PAL Insurance Brokers Canada Ltd.  
2 Norfolk St. South, Simcoe, On N3Y 2V9  
UMR # B1506BAWBA180022

**THIS POLICY CONTAINS A CLAUSE(S) THAT MAY LIMIT THE AMOUNT PAYABLE**

Certificate #: CGLW13473

**Type-Special Events**

**INSURED INFORMATION**

Name of insured: AMANDA ZIELINSKI

Address: 41517 MAJOR LINE

City: ST. THOMAS

Province: ON

Postal Code: N5P 4L3

Additional insured: THE CITY OF ST. THOMAS, JAKE HAMM

Additional insured(s) have been added only with respect to liability arising out of the operations of the named insured and excludes any liability that arises solely from acts or omissions of the additional insured.

**EVENT INFORMATION**

Event Type: WALK-A-THON

Effective date: OCTOBER 13, 2018 06:00 AM TO OCTOBER 13, 2018 23:59 PM

Number of attendees: 100

Name of event Location: PINAFORE PARK

Address: 95 ELM ST.

City: ST. THOMAS

Province: ON

Alcohol served: None

**COVERAGE DETAILS**

Limit of liability: \$ 5,000,000.00

per occurrence and in the aggregate

Tenants Legal Liability: \$ 500,000.00

Liability Deductible: \$ 1,000.00

Liability Premium: \$ 182.00

**TOTAL PREMIUM: \$ 182.00**

**COMMERCIAL GENERAL LIABILITY INCLUDING:**

3rd party Bodily injury and property damage, Personal Injury, Tenants Legal Liability Medical payment (\$2 500.00 pp/ \$25 000.00 max), Non-Owned Auto, Products/ Completed operations (Food and beverages only), Cross Liability, Blanket Contractual Liability, Employees/ Volunteers as Additional Insured

Attached and forming part of: PAL Event Wording

Notwithstanding anything contained elsewhere on the policy to the contrary, it is understood and agreed that in the event of a cancellation, 30 days notice will be provided to the parties of the contract (if applicable).

**RETAIL BROKER CONTACT**

Brokerage: HMS INSURANCE

Address: 170 MAIN ST. BOX 130

City: AILSA CRAIG

Province: ON

Postal Code: N0M1A0

Phone: 519-293-3295

Signature of authorized representative:

A handwritten signature in black ink, appearing to read "Bob Mancini", is written over a horizontal line.

-15-

Per: PAL Insurance Brokers Ltd.