

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

COMMITTEE ROOM 304
CITY HALL

3:00 P.M.

June 5, 2019

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on May 1, 2019.

PETITIONS AND COMMUNICATIONS

Beef BBQ – Elgin Beef Farmers – August 21, 2019 Pages 2-10

Old Courthouse Neighbourhood Street Party – June 15, 2019 Pages 11-16

Car Seat Clinic – Child Passenger Safety Association of Canada – July 14, 2019 Pages 17-23

Face It! Performance Art Installation – Celeste Fiallos – July 18 and 19, 2019 Pages 24-34

Yoga in the Park – Young Women’s Christian Association – July 13, 2019 Pages 35-46

St. Thomas Trails Open – Creating Connections – September 14, 2019 Pages 47-56

Iron Horse Festival – August 15-18, 2019 – Amendment Pages 57-60

75th Normandy Anniversary – Mary Ann White – July 21st, 2019 Pages 61-65

UNFINISHED BUSINESS

Upcoming Events

- Teddy Bear Picnic – EarlyON Child and Family Centre – June 12, 2019
- Father’s Day Car Show – Lions Club – June 16, 2019
- Law Enforcement Torch Run – St. Thomas Police Service – June 27, 2019
- Canada Day Celebrations – July 1, 2019
- Canada Day Beer Garden & BBQ – Kinsmen Club – July 1, 2019
- Nostalgia Nights – Downtown Development Board – July 6, 2019
- Day Out with Thomas – ECRM – July 12-14, 2019
- Roots and Shoots Adventure Club – Destination Church – August 19-23, 2019
- St. Thomas Iron Horse Festival – August 15-18, 2019
- St. Thomas Optimist Children’s Festival – September 14, 2019
- Railway City Road Races – September 22, 2019

NEW BUSINESS

ADJOURNMENT

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Elgin Beef Farmers Annual Beef BBQ
Date(s): August 21, 2019
Start Time: 5:00 PM End Time: 7:00 PM
Location(s): Dance Pavilion, Pinafore Park
Organizing Group: Elgin Beef Farmers
Contact Name #1: Maryjo Tait #2: Rob Tait
Street Address: 27401 Celtic Line
Town/City: Dutton Province: ON Postal Code: N0L 1J1
Phone Number #1: 5192827602 #2: 5193182773
Email Address: maryjotait@yahoo.ca
Expected Attendance: 700 Number of Event Personnel/Volunteers: 50
Location and number of washrooms in place: park washrooms

Location and Number of Parking Spaces: Park parking

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: 4

Please describe your specific event. Attach additional sheets as necessary. This is the
Cattlemens annual Beef BBQ. This event has been
running in the park for about 50 years. Funds raised
are donated to food banks in Elgin County (including
St. Thomas) and to local 4-H clubs.

SECTION 2: FOOD AND BEVERAGE

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

SECTION 3: PERSONAL SERVICES

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

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

SECTION 4: TENTS

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

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

If the tents are larger than 60m² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: _____

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

SECTION 5: SERVING OF ALCOHOL

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

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

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

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

SECTION 7: MUSIC / NOISE

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

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

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

SECTION 8: ANIMALS

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

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

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

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. Dance Pavilion

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: 50 # 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 checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	Hydro	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

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?

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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.

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

Annual Beef BBQ organized by Elgin Beef Farmers
(Event Name) (Organizing Group)

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

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

Annual Beef BBQ organized by Elgin Beef Farmers
(Event Name) (Organizing Group)

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

Witness: Robert D Tait
Name (Print): Robert Tait

Signed: Margy D Tait
Name (Print): Margy D Tait
Address: 27401 Celtic Line
Telephone: 519-282-7602
Date: April 30/19
Event Name: Annual Beef BBQ
Organizing Group: Elgin Beef Farmers
Event Dates: August 21, 2019

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.

Mammyka
(Signature of individual Completing this Application)

april 30/19
(Date completed)

Office Use Only: Application Received: May 1, 2019 Committee Approval: _____

Mailing Address:
Parks and Recreation
P.O. Box 520
545 Talbot Street
St. Thomas, Ontario
N5P 3V7



Office Location:
Joe Thornton
Community Centre
75 Caso Crossing
St. Thomas, Ontario
N5R 0G7

City of St. Thomas Parks, Recreation & Property Management Department
Outdoor Facility Permit

1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
2. Wedding Receptions / Ceremonies booked in the park pavilions require a \$500.00 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. The intent is to ensure that picnic tables will be returned where they were found by the user.
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 \$5,000,000 liability insurance (naming the City of St. Thomas as additional insured), 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. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
7. All posted rules throughout the parks must be adhered to at all times.
8. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
9. Cancellation Policy for facilities other than pavilions/bandshell shall be 14 days notice. There will be no refund if cancelled within 14 days.
10. 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.
11. 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.
12. 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.
13. 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.

14. 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.
15. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
16. 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.
17. **Consumption of alcoholic beverages is strictly prohibited outside of the designated/pre-approved licensed area in the facilities pertaining to this permit.**
18. The permit holder will be financially responsible for in addition to the damage deposit for any grounds restoration such as grass replacement as a result of foot traffic, incumbent weather or vehicles parking in unauthorized areas.

This permit covers the time period specified below:

August 21 2019

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

Maryjo Tait
Name (please print)
User Group

Maryjo Tait
Signature

Edgin Beef Farmers
Group Name

Name (please print)
City of St. Thomas

Signature

Date

Invoice #(s) 17110

Payment Terms: Due at the time of booking.

Mailing Address:
Parks and Recreation
P.O. Box 520
St. Thomas, Ontario
N5P 3V7

-10-



Office Location:
Timken Community Centre
2 Third Avenue
St. Thomas, Ontario
N5R 0A7

**City of St. Thomas Parks and Recreation
Equipment Rental Permit**

1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas.
2. The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement.
3. All posted rules throughout the parks/outdoor sports facilities must be adhered to at all times.
4. Cancellation Policy for equipment rentals shall be 14 days notice.
5. The Parks and Recreation Department reserves the right to cancel or alter the availability of the equipment.
6. The permit-holder acknowledges that the City has sole responsibility for all equipment rentals. The permit-holder does not have the right to assign this permit or any related equipment associated with this permit to another group or individual.
7. Continued use of equipment 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.
8. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
9. All equipment must be loaded, unloaded and transported in a safe manner.

This permit covers the following equipment:

Picnic tables + Dance Pavilion

This permit covers the specified time period for the above equipment rental:

August 21 2019

Equipment rental return date:

August 24 2019

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

Maryjo Yait
Name (please print) User Group

Maryjo Yait
Signature

Elgin Beer Farmer
Group Name

Name (please print)
City of St. Thomas

Signature

Date

Rental Agreement #(s) _____

Created November 28, 2012

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Old Courthouse Neighbourhood Street Party

Date(s): Saturday 15th June, 2019

Start Time: 4pm End Time: 11.30pm

Location(s): 14 Prince Albert Street St Thomas ON

Organizing Group: _____

Contact Name #1: Kim Parker #2: Tim Parker

Street Address: 14 Prince Albert Street

Town/City: St Thomas Province: ON Postal Code: N5R1Z6

Phone Number #1: 519.872.3656 #2: 519.661.8603

Email Address: kimberleyparker@rogers.com

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

Location and number of washrooms in place: This is an event for neighbours only so attendees use their own washrooms

Location and Number of Parking Spaces: n/a

Number of Accessible Washrooms: n/a Number of Accessible Parking Spots: n/a

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

This is an annual gathering for neighbours in the Old Court House district to share a meal, listen to some music, parade some soap boxes and just enjoy one another's company.

Tickets are not sold; it is not a money-making exercise, it is purely an event to facilitate neighbours getting together.

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 60m² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: _____

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by 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. _____

We would appreciate barriers to detour traffic from going down Prince Albert Street where t
the bulk of people will be sitting. (They can go down Isabel Street as an alternate route)

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. 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 Transporation for:

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

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)

29 April 2019

(Date completed)

Office Use Only: Application Received: May 1, 2019 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

Old Courthouse Street Party organized by Old Courthouse Neighbours
(Event Name) (Organizing Group)

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

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

Old Courthouse Street Party organized by Old Courthouse Neighbours
(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: Mel Knapp

Name (Print): Mel Knapp

Signed: K. Parker

Name (Print): Kimberley Parker

Address: 14 Prince Albert St

Telephone: 519.872.3656

Date: 29 April, 2019

Event Name: Old Courthouse Street Party

Organizing Group: Old Courthouse Neighbours

Event Dates: Saturday 15th June 2019

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Car Seat Clinic
 Date(s): July 14, 2019 (Sunday)
 Start Time: 2:00 pm End Time: 5:00 pm
 Location(s): Horton Market
 Organizing Group: Child Passenger Safety Association of Canada
 Contact Name #1: Katie Charette #2: -
 Street Address: 43 Neal Ave
 Town/City: St. Thomas Province: ON Postal Code: N5R 6B5
 Phone Number #1: 519-207-0321 #2: -
 Email Address: Kate.e.cha@gmail.com
 Expected Attendance: 40-50 Number of Event Personnel/Volunteers: 15
 Location and number of washrooms in place: 1-2

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

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

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

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

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

If Yes, you must notify Elgin St. Thomas Public Health at www.elginhealth.on.ca

Yes ☐

No ☒

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 60m² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: _____

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by 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.

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. 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. _____

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
Hydro

Yes ☐ No ☒ N/A ☐
Yes ☐ No ☒ N/A ☐

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

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

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

SECTION 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.

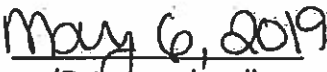
Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☐ No ☒

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: _____ 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

Car Seat Clinic organized by Child Passenger Safety Association
(Event Name) (Organizing Group) 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
(Event Name) (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.

Witness: Tina Porter-Cupsky Signed: Katie Charette
Name (Print): Tina Porter-Cupsky Name (Print): Katie Charette
Address: 43 Neal Ave
Telephone: 519-207-0321
Date: May 6, 2019
Event Name: Car Seat Clinic
Organizing Group: CPSAC
Event Dates: July 14, 2019

CERTIFICATE OF INSURANCE

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

INSURED'S FULL NAME AND MAILING ADDRESS ☐ Supplementary Schedule **BROKER'S FULL NAME AND MAILING ADDRESS**


OXFORD ELGIN ST. THOMAS HEALTH UNIT, OPERATING AS SOUTHWESTERN PUBLIC HEALTH
1230 TALBOT STREET
ST. THOMAS, ON N5P 1G9

Underwriting Agent
Frank Cowan Company Limited
75 Main Street North
Princeton, ON
N0J 1V0

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	EXPIRY DATE	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
HEALTHCARE GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE or <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> EMPLOYERS LIABILITY <input checked="" type="checkbox"/> PERSONAL INJURY <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> NON-OWNED AUTO <input type="checkbox"/> HIRED AUTOMOBILES <input checked="" type="checkbox"/> PROFESSIONAL / MALPRACTICE LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> BLANKET CONTRACTUAL <input type="checkbox"/> ENVIRONMENTAL LIABILITY <input type="checkbox"/> CLAIMS MADE	Subscribing Companies as Identified in CP82892	May 1, 2019	May 1, 2020	BODILY INJURY & PROPERTY DAMAGE EACH OCCURRENCE \$5,000,000 GENERAL AGGREGATE PRODUCTS-COMPLETED OPERATIONS AGG PERSONAL INJURY INCLUDED MEDICAL PAYMENTS (Any One Person) TENANTS LEGAL LIABILITY INCLUDED NON-OWNED AUTO PROFESSIONAL / MALPRACTICE LIABILITY INCLUDED	
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				OCCURRENCE AGGREGATE LIMIT AGGREGATE BODILY INJURY AND PROPERTY DAMAGE COMBINED BODILY INJURY (Per Person) BODILY INJURY (Per Accident) PROPERTY DAMAGE	
OTHER <input type="checkbox"/> CLAIMS MADE or <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				LIMIT AGGREGATE LIMIT DEDUCTIBLE OCCURRENCE AGGREGATE	
PROPERTY <input type="checkbox"/> PROPERTY "ALL RISKS" <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Supplementary Schedule				Valuation Deductibles ALL OTHER EARTHQUAKE FLOOD	
ADDITIONAL INSURED NAME <input type="checkbox"/> Supplementary Schedule THE CITY OF ST. THOMAS		DESCRIPTION OF OPERATIONS / LOCATIONS / AUTOMOBILES / SPECIAL ITEMS WITH RESPECT TO THE "ST. THOMAS TRAILS OPEN" EVENT ON SEPTEMBER 14, 2019, AT PINAFORE PARK			
Fax Interest to Insured "With respect to Liability Only"					
CERTIFICATE HOLDER - NAME AND MAILING ADDRESS THE CITY OF ST. THOMAS SPECIAL EVENTS COMMITTEE CITY CLERK'S DEPT., 645 TALBOT ST ST. THOMAS, ON N5P 3V7		CANCELLATION Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named on the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its brokers or representatives.			
SUBSCRIBING COMPANIES ON BEHALF OF FRANK COWAN COMPANY LIMITED, AS MANAGING GENERAL AGENT INCLUDING BUT NOT LIMITED TO:					
A.M. BEST RATING The Guarantee Company of North America "A" Temple Insurance Company "A+" Underwriters at Lloyds of London "A"		5 May 7, 2019			

MAY 10 2019

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Face It! Performance Art Installation

Date(s): Thursday July 18th and Friday July 19th

Start Time: 5:30 pm End Time: 9:00 pm

Location(s): Waterworks Park

Organizing Group: Celeste Fiallos

Contact Name #1: Celeste Fiallos #2: _____

Street Address: 2 South Edgeware Rd

Town/City: St. Thomas Province: ON Postal Code: N59 2G8

Phone Number #1: 519-878-1432 #2: _____

Email Address: Fiallos@UWindsor.ca

Expected Attendance: 200 Number of Event Personnel/Volunteers: 15 ppl
(50 ppl per show)

Location and number of washrooms in place: 3 bathrooms: 1 female, 1 male and 1 family. Located at the back of parking

Location and Number of Parking Spaces: Right as you drive down the hill, at the entrance of the park.

Number of Accessible Washrooms: 3 Number of Accessible Parking Spots: 80

Please describe your specific event. Attach additional sheets as necessary. See additional sheet titled "event description"

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. NONE

If the tents are larger than 60m² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: Ø

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.

NONE

Please attach a copy of the Right of Way Occupancy Permit and provide the permit #: 0

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.

NONE

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. far right of Waterworks Park

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: 0 # of Garbage Cans: 0

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: 0

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: 0

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? 0

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.

Celeste Fiallos
(Signature of Individual Completing this Application)

May 10th 2019
(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

Face it! Performance Art Installation organized by Celeste Fiallos
(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

Face it! Performance Art Installation organized by Celeste Fiallos
(Event Name) (Organizing Group)

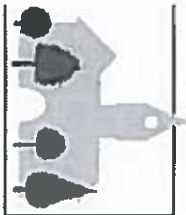
its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City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

Witness: Mel Knapp
Name (Print): Mel Knapp

Signed: Celeste Fiallos
Name (Print): Celeste Fiallos
Address: 40 Circlewood Drive
Telephone: 99-878-1432
Date: May 10th 2019
Event Name: Face it! Performance Art Installation
Organizing Group: Celeste Fiallos
Event Dates: July 18th + July 19th

Event Description: Face It! Performance Art Installation

The event can best be described as an interactive theatre performance. Through the course of the next ten weeks I will be creating a 45 minute modern theatre piece with a group of six high school dancers. The question I will be asking my students throughout process is "how has art impacted your growth as a person?" From there, we will be using elements of dance, poetry and visual arts to build our manifesto. My vision for July 18th and 19th to present two performances a night: the first at 6 pm and the second at 8 pm. I will promote this event as a "bring your own seating" show. I will organize my seating into two sections: blankets and chairs. This performance will be located on the far right of Waterworks Park pass the conservation ponds. The 'stage' itself will be on the grass and the 'set' will be installation of Laura Woermke's visual art. Once the first show ends at 6:45 pm, the audience will be encouraged to walk through the exhibit until 7:45 pm. As for the second performance it will start at 8 pm sharp, giving the audience 15 minutes afterwards to look at the art before the event closes at 9 pm. I will need the assistance of the Parks, Rec and Property Management Department to keep the bathrooms open until 9 pm and to provide hydro that reaches the installation. I will be renting stage lights and a sound system for the performance. I will be selling tickets prior to the event and also there will be a booth on the right side just after parking, where patrons can buy tickets that evening. Tickets will be priced at \$25 for Adults, \$15 for students and children under 4 will get in for free. I will be managing a group of 15 volunteers to run the booth, guide patrons to seating and overall crowd control. I hope this will be a performance art installation will be a conversation starter as to how accessible theatre can be in this community.



THE CORPORATION OF THE CITY OF
ST. THOMAS

Parks
and
Recreation

-31-

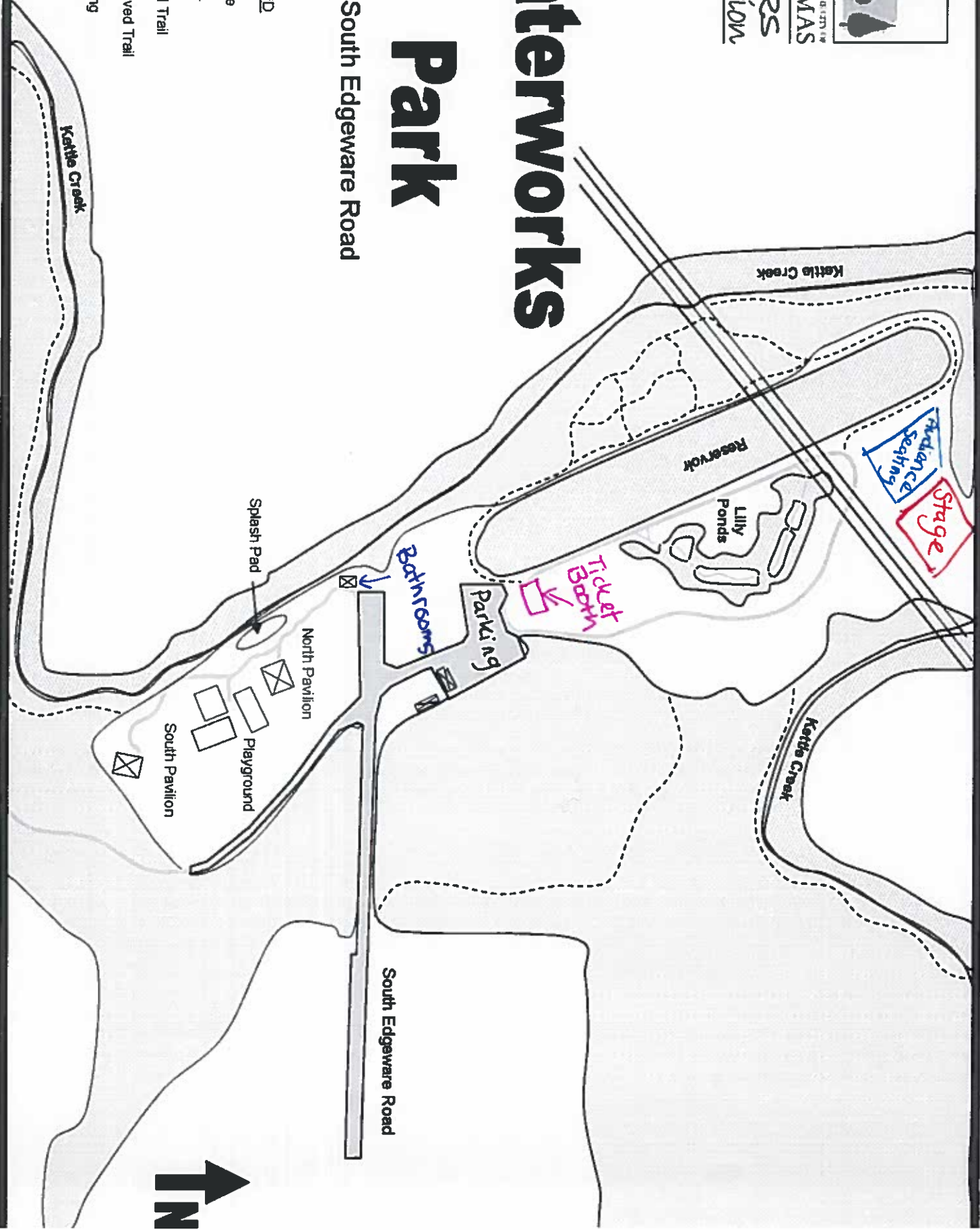
Waterworks

Park

2 South Edgeware Road

LEGEND

- Ravine
- Water
- Paved Trail
- Un-paved Trail
- Building



Mailing Address:
Parks and Recreation
P.O. Box 520
545 Talbot Street
St. Thomas, Ontario
N5P 3V7



Office Location:
Joe Thornton
Community Centre
75 Caso Crossing
St. Thomas, Ontario
N5R 0G7

City of St. Thomas Parks, Recreation & Property Management Department
Outdoor Facility Permit

1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
2. Wedding Receptions / Ceremonies booked in the park pavilions require a \$500.00 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. The intent is to ensure that picnic tables will be returned where they were found by the user.
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 \$5,000,000 liability insurance (naming the City of St. Thomas as additional insured), 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. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
7. All posted rules throughout the parks must be adhered to at all times.
8. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
9. Cancellation Policy for facilities other than pavilions/bandshell shall be 14 days notice. There will be no refund if cancelled within 14 days.
10. 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.
11. 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.
12. 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.
13. 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.

14. 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.
15. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
16. 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.
17. Consumption of alcoholic beverages is strictly prohibited outside of the designated/pre-approved licensed area in the facilities pertaining to this permit.
18. The permit holder will be financially responsible for in addition to the damage deposit for any grounds restoration such as grass replacement as a result of foot traffic, incumbent weather or vehicles parking in unauthorized areas.

This permit covers the time period specified below:

July 18 + 19, 2019

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

x Celeste Fiallos
Name (please print)
User Group

x Celeste Fiallos
Signature

x Face It ART Performer
Group Name

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

[Signature]
Signature

May 6, 2019
Date

Invoice #(s) 17374

Payment Terms: Due at the time of booking.



City of St. Thomas - Parks and Recreation - 34-
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 May 6, 2019 Receipt #: 17374
PAYEE: Celeste Fiallos Total Amount Due: \$0.00
40 Circelwood Drive Amount Paid: \$0.00
St. Thomas, Ontario, Canada
N5P 0A7 **Balance Due: \$0.00**

Client #: 13669 Account #: Email: fiallos@uwindsor.ca
Phone 1: (519) 878-1432 Phone 2: Fax:
Event: Face It - Performance Art Installation

10698 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price	
Waterworks Park - Park Grounds - Other					
No Charge - \$0.00					
		Thu Jul 18, 2019	04:00PM - 09:00PM	\$0.00	H
		Fri Jul 19, 2019	04:00PM - 09:00PM	\$0.00	H
			Facility Subtotal:	\$0.00	
			Total:	\$0.00	

Transactions

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

Comments	Subtotal:	\$0.00
Booked by Celesta May 6, 2019.	Total:	\$0.00
	Amount Paid:	\$0.00
	Balance Due:	\$0.00

Powered by Book King

Created: Mon May 6, 2019 @ 11:46AM (EDT)

May 8th 2019

Special Events Committee
c/o Melanie Knapp
St. Thomas, ON N5P 3V7

Re: Yoga in The Park

My name is Holly White; I am a YWCA St. Thomas-Elgin Board of Directors Member and Chair of a Fund Development Sub-Committee group (Young Women's Community Group). I am writing this letter to express my interest in having a community event July 13th 2019 at Pinafore Park (Lion's Club Celebration Pavilion) from 9:00 am to 10:00 am. As part of my board commitments, I have taken on the role of planning and facilitating local third-party events to engage the public in the YWCA's program initiatives and raise funds to support the great work they do in this community. The volunteers within my group are community-minded women who enjoy event planning and have a mutual goal of building a strong, supportive community in St. Thomas and Elgin County. All event proceeds go directly to the YWCA St. Thomas-Elgin and are used at their discretion to support program costs.

For our summer event, we are offering "Yoga in The Park", with the hope of bringing together women and their families for an enjoyable exercise that will introduce attendees to the benefits of yoga, and bring people out to enjoy our beautiful Pinafore Park. Our goal is to have 60 attendees and we are charging \$10.00 for individuals and \$15.00 per family. Most tickets will be sold prior to the event; however, we are also accepting payment and additional donations at the event. We plan to sell bottled water and healthy snacks; such as granola bars, bananas, apples, and freezes, in effort to raise additional funds. All items will be stored and distributed in accordance with Public Health Special Events guidelines.

The event will entail an approximately hour-long introductory yoga session with a trained facilitator, Kathryn White from Positively Wholesome. Attendees will be asked to bring their own blanket or mat and gather around the yoga instructor in the large green space in front of the Lion's Club Celebration Pavilion to participate. The pavilion will be used to sell tickets, water and snacks; as well as distribute information about the YWCA's programs and initiatives.

I truly appreciate your consideration to permit this community event. Please contact me if you have any further questions or require addition information.

With sincere gratitude,



Holly White

YWCA St. Thomas-Elgin Board of Director Member

Young Women's Community Group - Chair

SECTION 1: EVENT AND ORGANIZER INFORMATION

-36-

City of St. Thomas
Received

Event Name: Yoga In The Park MAY 08 2019
Date(s): July 13th 2019 City Clerks Dept.
Start Time: 9:00 am End Time: 10:00 am
Location(s): Pinafore Park - Lions Club Pavilion
Organizing Group: Young Women's Christian Association of St. Thomas
Contact Name #1: Holly White #2: _____
Street Address: 16 Mary Street West
Town/City: St. Thomas Province: ON Postal Code: N5P 2S3
Phone Number #1: 226-376-7465 #2: _____
Email Address: hollyawhite12@gmail.com
Expected Attendance: 60-80 Number of Event Personnel/Volunteers: 6
Location and number of washrooms in place: Pinafore park washrooms

Location and Number of Parking Spaces: Pinafore park parking

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: 2

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

Please see attached form for event description.

SECTION 2: FOOD AND BEVERAGE

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

SECTION 3: PERSONAL SERVICES

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

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

SECTION 4: TENTS

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

If the tents are larger than 60m² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: _____

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

SECTION 5: SERVING OF ALCOHOL

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

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

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

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

SECTION 7: MUSIC / NOISE

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

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

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

SECTION 8: ANIMALS

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

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

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

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: 2 # 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 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)

May 8th, 2019
(Date completed)

Office Use Only: Application Received: May 8, 2019, 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

Yoga In The Park organized by Young Women's Christian Association of St. Thomas
(Event Name) (Organizing Group)

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

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

Yoga In The Park organized by Young Women's Christian Association of St. Thomas
(Event Name) (Organizing Group)

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

Witness:	<u>Leta Keating</u>	Signed:	<u>Holly White</u>
Name (Print):	<u>Leta Keating</u>	Name (Print):	<u>Holly White</u>
		Address:	<u>17 Fourth Ave</u>
		Telephone:	<u>226-376-7465</u>
		Date:	<u>May 10th 2019</u>
		Event Name:	<u>Yoga In The Park</u>
		Organizing Group:	<u>YWCA St. Thomas-Elgin</u>
		Event Dates:	<u>July 13th 2019</u>

Pinafore Park

95 Elm St.

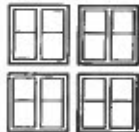
Elm St.

ST. THOMAS
THE RAILWAY CITY

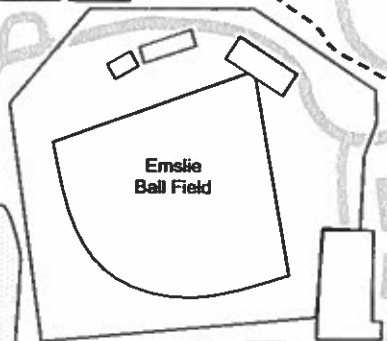
Pinafore Office and Shop



Tennis Courts



Emslie Ball Field



Woodlot Pavilion

Pinafore Woodlot

North Pavilion

Dance Pavilion

Lakeside Pavilion

Street Railway Pavilion

Playground and Splash pad

Morris F. Jones Bandshell

X Yoga Session

Celebration Pavilion

Lake Margaret

Legend

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



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CERTIFICATE OF LIABILITY INSURANCE

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

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS		2. INSURED'S FULL NAME AND MAILING ADDRESS	
City of St. Thomas		Young Women's Christian Association of St. Thomas	
545 Talbot Street,		16 Mary Street West,	
St. Thomas ON		SL Thomas ON	
POSTAL CODE N5P 3V7		POSTAL CODE N5P 2S3	

3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)

Young Women's Christian Association of St. Thomas
Re: Yoga in Pinafore Park

4. COVERAGES

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

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION <input type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> HIRED AUTOMOBILES	Ecclesiastical Insurance Office plc 0006304NA01	2019/04/25	2020/04/25	COMMERCIAL GENERAL LIABILITY BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE		5,000,000
				- EACH OCCURRENCE		5,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		5,000,000
				<input type="checkbox"/> PERSONAL INJURY LIABILITY OR <input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		5,000,000
				MEDICAL PAYMENTS		10,000
				TENANTS LEGAL LIABILITY	1,000	1,000,000
				POLLUTION LIABILITY EXTENSION		
				NON OWNED AUTOMOBILE		
				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
				BODILY INJURY (PER PERSON)		
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY (PER ACCIDENT)		
				PROPERTY DAMAGE		
				EACH OCCURRENCE		
				AGGREGATE		
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/>						
OTHER LIABILITY (SPECIFY) <input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

5. CANCELLATION

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

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS		7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (but only with respect to the operations of the Named Insured)	
Arthur J. Gallagher Canada Limited		City of St. Thomas	
20 Erb St. West, Suite 100,		545 Talbot Street,	
Waterloo ON		SL Thomas ON	
POSTAL CODE N2L 1T2		POSTAL CODE N5P 3V7	

BROKER CLIENT ID:		SL Thomas ON		POSTAL CODE N5P 3V7	
8. CERTIFICATE AUTHORIZATION					
ISSUER Arthur J. Gallagher Canada Limited		CONTACT NUMBER(S)			
		TYPE Phone		NO. 519-772-0972	TYPE NO.
AUTHORIZED REPRESENTATIVE Narisha Joseph, BA CIP		TYPE Fax		NO. 519-772-0977	TYPE NO.
SIGNATURE OF <i>Narisha Joseph</i>		DATE 2019/05/06		EMAIL ADDRESS narisha.joseph@ajg.com	

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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: Fri Apr 26, 2019
PAYEE: Holly White
16 St. Mary's Street East
St. Thomas, Ontario, Canada
N5P 2S3

Invoice #: 17307
Total Amount Due: \$196.47
Amount Paid: \$0.00
Balance Due: \$196.47

Client #: 13659
Phone 1: (226) 376-7465
Event: YWCA Yoga Event

Account #:
Phone 2:

Email: hollyawhite12@gmail.com
Fax:

106984131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Lion's Club Celebration Pavilion	5 Hour Block 2019 - \$173.87 Per Time Slot	Sat Jul 13, 2019	08:00AM - 08:00PM	\$173.87 H
Facility Subtotal:				\$173.87
Total:				\$173.87

Transactions

There are no transactions to display for this invoice.

Comments

Booked by Holly May 7, 2019. Please sign and return attached permit with payment to St. Thomas Parks & Recreation.

Subtotal:	\$173.87
13% HST:	\$22.60
Total:	\$196.47
Amount Paid:	\$0.00
Balance Due:	\$196.47

* Fees paid directly by YWCA

Mailing Address:
Parks and Recreation
P.O. Box 520
545 Talbot Street
St. Thomas, Ontario
N5P 3V7



Office Location:
Joe Thornton
Community Centre
75 Caso Crossing
St. Thomas, Ontario
N5R 0G7

City of St. Thomas Parks, Recreation & Property Management Department
Outdoor Facility Permit

1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas ✓
2. Wedding Receptions / Ceremonies booked in the park pavilions require a \$500.00 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. The intent is to ensure that picnic tables will be returned where they were found by the user. ✓
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 \$5,000,000 liability insurance (naming the City of St. Thomas as additional insured), 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. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property. ✓
7. All posted rules throughout the parks must be adhered to at all times. ✓
8. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE. ✓
9. Cancellation Policy for facilities other than pavilions/bandshell shall be 14 days notice. There will be no refund if cancelled within 14 days. ✓
10. 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. ✓
11. 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. ✓
12. 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. ✓
13. 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. ✓

- 14. 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. ✓
- 15. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions. ✓
- 16. 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.
- 17. Consumption of alcoholic beverages is strictly prohibited outside of the designated/pre-approved licensed area in the facilities pertaining to this permit. ✓
- 18. The permit holder will be financially responsible for in addition to the damage deposit for any grounds restoration such as grass replacement as a result of foot traffic, incumbent weather or vehicles parking in unauthorized areas. ✓

This permit covers the time period specified below:

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

Holly White
Name (please print)
User Group

Holly White
Signature

YWCA - St. Thomas - Elgin
Group Name

Name (please print)
City of St. Thomas

Signature

Date

Invoice #(s) _____

Payment Terms: Due at the time of booking.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: St. Thomas Trails Open

Date(s): Saturday September 14, 2019

Start Time: 10:00am End Time: 8:00pm

Location(s): Pinafore Park, Waterworks Park, 1Password Park

Organizing Group: Creating Connections Subcommittee

Contact Name #1: Jessica Lang #2: Adrienne Jefferson

Street Address: 1230 Talbot Street

Town/City: St. Thomas Province: ON Postal Code: N5P1G9

Phone Number #1: 519-631-9900 x.1304 #2: 519-631-1680 x.5202

Email Address: jlang@swpublichealth.ca

Expected Attendance: 500+ Number of Event Personnel/Volunteers: 6

Location and number of washrooms in place: Pinafore Park (1 comfort station/washroom)
Waterworks Park (1 washroom) and 1Password Park

Location and Number of Parking Spaces: This event encourages residents to explore the trails by walking, biking or rolling to/at the event. However parking spaces will be required for those who drive and park at the parks.

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: ?

Please describe your specific event. Attach additional sheets as necessary. This is a City-wide celebration hosted collaboratively by Southwestern Public Health,
the City of St. Thomas Parks and Recreation department and local developers to celebrate the improvements that have been made through the Creating Connections walkability project.
We are encouraging residents to come out and explore the trails with their family or friends on foot, bike, or wheel enjoy some food and music and socialize. Residents will be encouraged to visit the trail kiosks and submit a "selfie" to win a prize.

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 60m² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: _____

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by 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. _____

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. 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 Transporation 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. Pinafore Park and Waterworks Park Pavilions

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: 10 # of Garbage Cans: 10

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

Yes ☐ No ☒ N/A ☐

Will you require municipal support for:

Water
Hydro

Yes ☒ No ☐ N/A ☐
Yes ☒ No ☐ N/A ☐

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

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

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

SECTION 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.

Jessie Lange
(Signature of Individual Completing this Application)

May 3, 2019
(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

St. Thomas Trails Open organized by Southwestern Public Health
(Event Name) (Organizing Group)

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

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

St. Thomas Trails Open organized by Southwestern Public Health
(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: Jessica Lang
Name (Print): Jessica Lang

Signed: Monica Nusink
Name (Print): Monica Nusink
Address: 1230 Talbot St.
Telephone: 519-631-9900
Date: May 3, 2019
Event Name: St. Thomas Trails Open
Organizing Group: Southwestern Public Health
Event Dates: September 14, 2019



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: Tue Apr 16, 2019

PAYEE: Jessica Lang
1230 Talbot Street
St. Thomas, Ontario, Canada
N5P 1G9

Invoice #: 17274

Total Amount Due: \$656.90
Amount Paid: \$0.00

Balance Due: \$656.90

Client #: 8946 Account #: Email: jlang@swpublichealth.ca
Phone 1: (519) 631-9900 x1304 Phone 2: Fax:
Event: St. Thomas Trails Open

10698 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections				
Daily Rate Both Sections 2019 - \$166.08 Daily Rate				
		Sat Sep 14, 2019	09:00AM - 08:00PM	\$166.08 H
Facility Subtotal:				\$166.08
Pinafore Park - Picnic Shelters - Morris F. Jones Memorial Bandshell				
Daily Rate 2019 - \$249.16 Daily Rate				
		Sat Sep 14, 2019	09:00AM - 08:00PM	\$249.16 H
Facility Subtotal:				\$249.16
Waterworks Park - Picnic Shelters - Hubert's Grove Shelter (formerly South Shelter)				
Daily Rate 2019 - \$83.04 Daily Rate				
		Sat Sep 14, 2019	09:00AM - 08:00PM	\$83.04 H
Facility Subtotal:				\$83.04
Waterworks Park - Picnic Shelters - Lily Pond Shelter (formerly North Shelter)				
Daily Rate 2019 - \$83.04 Daily Rate				
		Sat Sep 14, 2019	09:00AM - 08:00PM	\$83.04 H
Facility Subtotal:				\$83.04
Total:				\$581.32

Transactions

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

Comments
Booked by Jessica April 16, 2019. Please make payment to St. Thomas Parks & Recreation.

Subtotal:	\$581.32
13% HST:	\$75.58
Total:	\$656.90
Amount Paid:	\$0.00
Balance Due:	\$656.90

Mailing Address:
Parks and Recreation
P.O. Box 520
545 Talbot Street
St. Thomas, Ontario
N5P 3V7



Office Location:
Joe Thornton
Community Centre
75 Caso Crossing
St. Thomas, Ontario
N5R 0G7

**City of St. Thomas Parks, Recreation & Property Management Department
Outdoor Facility Permit**

1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
2. Wedding Receptions / Ceremonies booked in the park pavilions require a \$500.00 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. The intent is to ensure that picnic tables will be returned where they were found by the user.
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 \$5,000,000 liability insurance (naming the City of St. Thomas as additional insured), 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. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
7. All posted rules throughout the parks must be adhered to at all times.
8. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
9. Cancellation Policy for facilities other than pavilions/bandshell shall be 14 days notice. There will be no refund if cancelled within 14 days.
10. 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.
11. 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.
12. 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.
13. 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.

14. 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.
15. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
16. 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.
17. Consumption of alcoholic beverages is strictly prohibited outside of the designated/pre-approved licensed area in the facilities pertaining to this permit.
18. The permit holder will be financially responsible for in addition to the damage deposit for any grounds restoration such as grass replacement as a result of foot traffic, incumbent weather or vehicles parking in unauthorized areas.

This permit covers the time period specified below:

Saturday September 14, 2019

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

Peter Haywood
Name (please print)
User Group

[Signature]
Signature

Southwestern Public Centre
Group Name

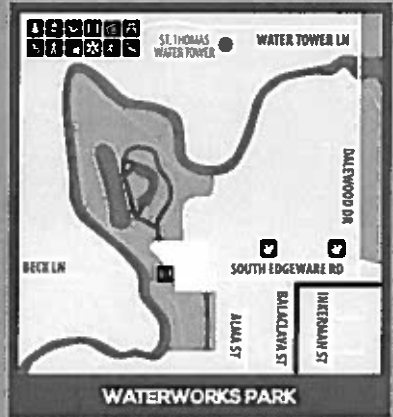
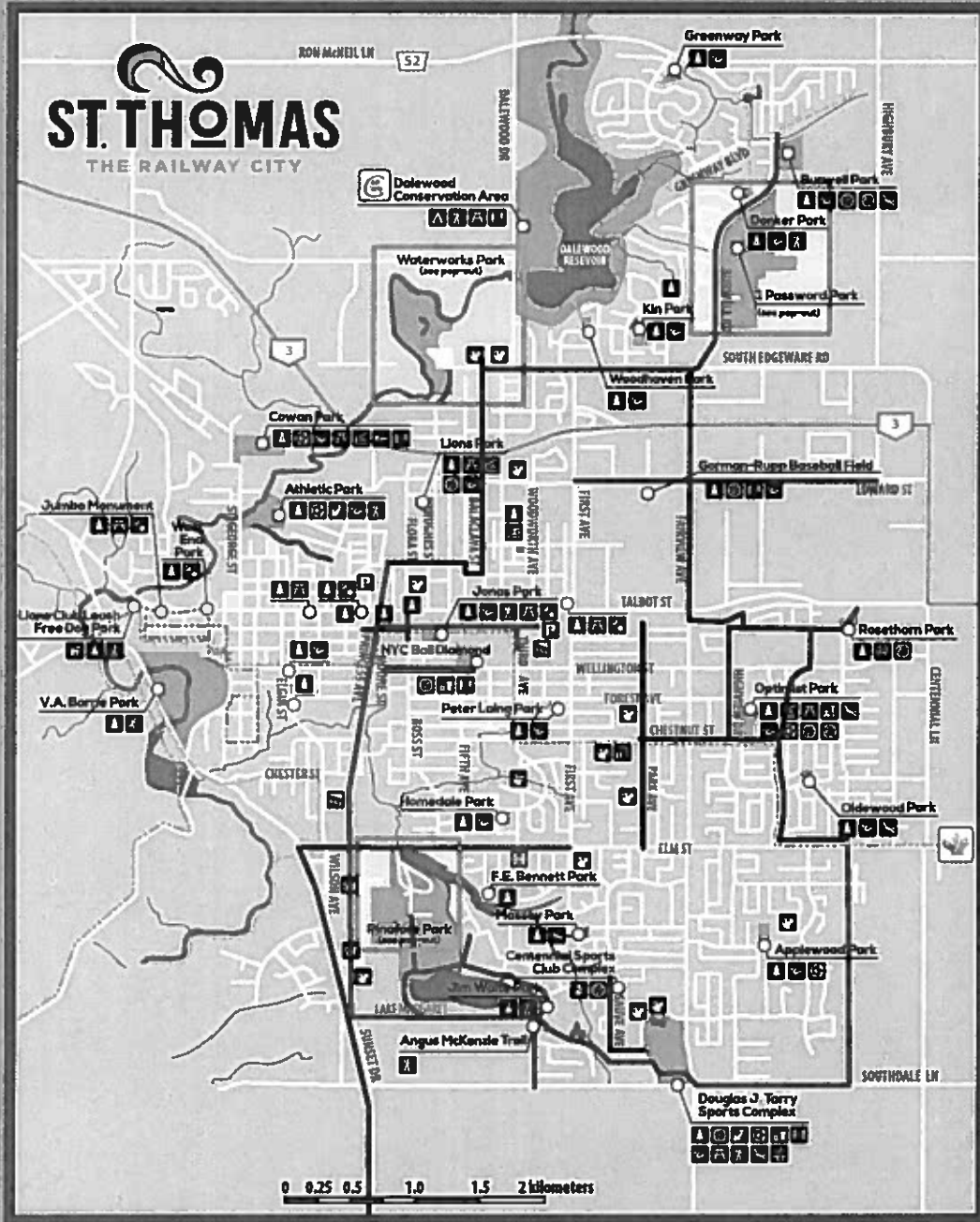
Martin [Signature]
Name (please print)
City of St. Thomas

[Signature]
Signature

April 25/19
Date

Invoice #(s) 17274

Payment Terms: Due at the time of booking.



LEGEND	Provincial Highways				
	Elgin County Roads				
	Municipal Roads				
	Paved Recreational Trails				
	Unpaved Recreational Trails				
	Elgin Hiking Trail				

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Iron Horse Festival

Date(s): August 15-18

Start Time: 4pm (15th) End Time: 6pm (18th)

Location(s): The area south of the McCaig property, east of Ross St. and north of the walkway

Organizing Group: Iron Horse Board of Directors

Contact Name #1: Gabby McSloy #2: Terri SinClair

Street Address: _____

Town/City: St. Thomas Province: On Postal Code: _____

Phone Number #1: (226)799 9727 #2: _____

Email Address: info@ironhorsefestival.com

Expected Attendance: _____ Number of Event Personnel/Volunteers: _____

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. This area would be used for a petting zoo and pony rides as part of Iron Horse Festival.

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.

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.

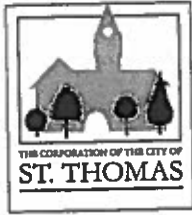
SECTION 13: SIGNATURE

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)

05-28-2019
(Date completed)

Office Use Only: Application Received: May 28, 2019 Committee Approval: _____



May 28/19.

RECEIVED FROM

Iron Horse

Twenty ~~~~~ xx. /100 DOLLARS

FOR THE ACCOUNT OF

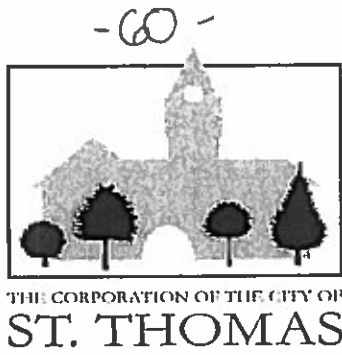
Temporary exemption

#219 013 0000 9515

E. & O.E.
(RECEIPT VALID ONLY WHEN RECEIPTED BY CASHIER)

RECEIPT IS NOT VALID UNTIL
CHEQUE IS CLEARED BY BANK

CITY OF ST. THOMAS
PAID
MAY 28 2019
MK cash.
CUSTOMS



City of St. Thomas
Manitoba

MAY 28 2019

City Clerks Dept.

Corporation of the City of St. Thomas

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

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

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.

1. Name of Applicant Gabby McSloy on behalf of Iron Horse Festival
Address _____
Telephone 226 799 9727
2. Is the applicant the Owner of the land? YES _____ NO X
If not, proof of Owner's consent must be filed with the application.
3. Type and number of Animal(s) 6 ponies on a wheel. 1 miniature horse
miniatur donkey, 2 alpacas, 3 goats, 3 sheep, & bunnies
4. Proposed use of Animal(s) Petting Zoo / poney Rides
5. Proposed location of Animal(s) South of McCaig property, East of Ross ST.
North of the walkway
6. Will the Animal(s) be re-located during the exemption period. YES _____ NO X
If so, where? _____
7. Date(s) the Animal(s) will be in the City Sat. Aug 17 &/or Sun. Aug. 18
8. List the names and addresses of the neighbours you have notified of your intent to apply for this temporary exemption. If necessary, please use the back of the form.

Gabby McSloy
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.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: 75th Normandy Anniversary
Date(s): July 21, 2019
Start Time: 2 PM End Time: 3 PM
Location(s): Memorial Garden Moore St
Organizing Group: Mary Ann White
Contact Name #1: Mary Ann White #2: Rose Gibson
Street Address: 24 John Street Veterans Way
Town/City: St. Thomas Province: ON Postal Code: N5P 2X2
Phone Number #1: 705-345-5313 #2: 519-668-4924
Email Address: _____
Expected Attendance: 50 Number of Event Personnel/Volunteers: 6
Location and number of washrooms in place: TBD

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.

→ Small Service about 20-30 mins in length
→ placing Remembrance Banners
→ Singing of O Canada and God Save the Queen

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 ☒? ^{Sunshade}

If Yes, please specify the number and size of tents. 1 tent Pending weather

If the tents are larger than 60m² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: _____

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by 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.

Moore St. from Talbot Street to Centre Street
Veterans Memorial Garden

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

Yes ☐ No ☒ N/A ☐
Yes ☐ No ☐ N/A ☐

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

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

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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 ☒

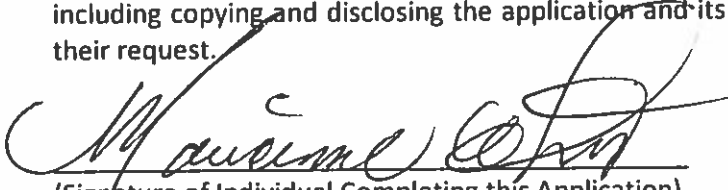
If Yes, please attach documentation providing proof that First Aid services have been retained.

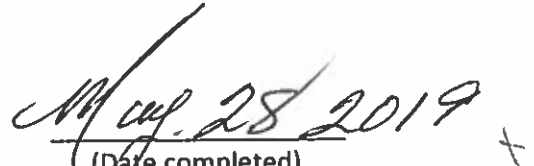
Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☐ No ☒

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: May 28/19 Committee Approval: _____