

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

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

**3:00 P.M.**

**SEPTEMBER 4, 2019**

**DISCLOSURES OF INTEREST**

**MINUTES**

Confirmation of the minutes of the meeting held on August 7, 2019.

**PETITIONS AND COMMUNICATIONS**

Railway City Street Art - Railway City Tourism - September 28, 2019 **Pages 2-7**

Light the Night - November 16, 2019 - January 5, 2020 **Pages 8-16**

**UNFINISHED BUSINESS**

Upcoming Events

- Flight 75 Fly-In, Drive-In Breakfast – COPA – September 8, 2019
- St. Thomas Optimist Children's Festival – September 14, 2019
- Kirkin' O' the Tartan Parade – Knox Church – September 15, 2019
- Safety, Love and Butterfly Wings - Violence against Women - September 21, 2019
- The Gift of Baby Elena - Amanda Zielinski - October 5, 2019
- Santa Claus Parade - Optimist Club - November 16, 2019

**NEW BUSINESS**

Special Events Application Form Revisions **Pages 17-23**

**ADJOURNMENT**

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Railway City Street Art

Date(s): September 28 2019

Start Time: 9am End Time: 9pm

Location(s): Moore Street from Talbot to parking lot

Organizing Group: Railway City Tourism

Contact Name #1: Megan Pickersgill #2: Sean Dyke

Street Address: 605 Talbot Street

Town/City: St. Thomas Province: ON Postal Code: N5P 1C6

Phone Number #1: 519-631-1680 x4132 #2: \_\_\_\_\_

Email Address: mpickersgill@stthomas.ca

Expected Attendance: 50 Number of Event Personnel/Volunteers: 4

Location and number of washrooms in place: Railway City Tourism - 1

Location and Number of Parking Spaces: Moore Street Parking Lot

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: 4

Please describe your specific event. Attach additional sheets as necessary. This event will be  
in 2 parts - Part 1 will be chalk artists drawing on the street from 10am  
until about 5pm and is open house style where people can pop by and watch.  
They will also be able to view our Boxcar Murals. Part 2 will be a "ribbon cutting" ceremony  
for the boxcar murals and will occur at 5pm until 5:30pm and is the portion where  
expected attendance will be higher.

**SECTION 2: FOOD AND BEVERAGE**

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

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

**SECTION 3: PERSONAL SERVICES**

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

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

**SECTION 4: TENTS**

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

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

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

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

**SECTION 5: SERVING OF ALCOHOL**

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

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

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

**SECTION 6: MUNICIPALLY SIGNIFICANT EVENT**

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

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

**SECTION 7: MUSIC / NOISE**

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

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

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

### **SECTION 8: ANIMALS**

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

Yes ☐

No ☒

If Yes, the 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 like Moore Street closed from Talbot to the top of the Moore Street parking lot.

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

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

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Do you require traffic control?

Yes ☐

No ☒

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

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

Have you contacted the Env Services Department - Roads and Transportation for:

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

**SECTION 10: MUNICIPAL FACILITIES**

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

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

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

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

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

Yes ☐ No ☐ N/A ☒

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

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water

Yes ☐

No ☐

N/A ☒

Hydro

Yes ☒

No ☐

N/A ☐

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

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

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

**SECTION 11: ACCESSIBILITY**

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

**SECTION 12: OTHER SERVICES/RESOURCES**

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

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

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

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

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

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

### **SECTION 13: SIGNATURE**

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



**Megan Pickersgill** Digitally signed by Megan Pickersgill  
Date: 2019.08.07 13:52:35 -04'00'

**August 7 2019**

(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**

\_\_\_\_\_ organized by \_\_\_\_\_  
 (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

\_\_\_\_\_ organized by \_\_\_\_\_  
 (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:

Matt Smale

Signed:

Megan Pickersgill

Name (Print):

Matt Smale

Name (Print):

MEGAN PICKERSGILL

Address:

605 TALBOT ST.

Telephone:

631-1080 x4132

Date:

Aug 28 2019

Event Name:

Railway City Street Art

Organizing Group:

Railway City Tourism

Event Dates:

Sept 28<sup>th</sup> 2019

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Light the Night

Date(s): November 16, 2019 to January 5, 2020

Start Time: 5pm nightly End Time: 11pm nightly

Location(s): Pinafore Park

Organizing Group: Sara Teare

Contact Name #1: Sara Teare #2:

Street Address: 164 Lake Margaret Trail

Town/City: St. Thomas Province: ON Postal Code: N5R 6L8

Phone Number #1: 519-631-5397 #2:

Email Address: sara@teare.me

Expected Attendance: variable Number of Event Personnel/Volunteers: 2-3

Existing services at Pinafore, as per Special Events Guide

Location and number of washrooms in place:

Existing parking at Pinafore, as per Special Events Guide

Location and Number of Parking Spaces:

Existing Existing

Number of Accessible Washrooms:  Number of Accessible Parking Spots:

Please describe your specific event. Attach additional sheets as necessary. Christmas lights hung throughout Pinafore Park, utilizing street lamps, the Memory

Garden area, trees and existing structures, with lights turned on nightly. There is also

a New Year's Eve family friendly fireworks display scheduled for 8pm on December 31st.

**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.

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

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Do you require traffic control? Yes ☐ No ☒

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

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

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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: 0 # of Garbage Cans: 3, in guide

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

As per planning guide Yes ☒ No ☐ N/A ☐

Will you require municipal support for:

Water	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Hydro	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

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

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

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

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**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 ☒

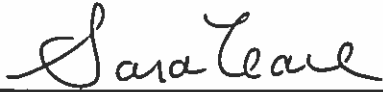
If Yes, please attach documentation providing proof that First Aid services have been retained.

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)

August 23, 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**

Light the Night Sara Teare  
 \_\_\_\_\_ organized by \_\_\_\_\_  
 (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  
Light the Night Sara Teare  
 \_\_\_\_\_ organized by \_\_\_\_\_  
 (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: \_\_\_\_\_

Signed: Sara Teare  
 Sara Teare

Name (Print): \_\_\_\_\_

Name (Print): 164 Lake Margaret Trail

Address: 519-631-5397

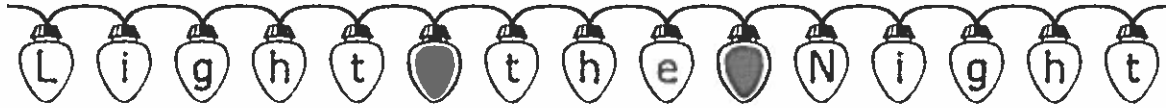
Telephone: August 23, 2019

Date: Light the Night

Event Name: Light the Night

Organizing Group: November 16-January 5

Event Dates: \_\_\_\_\_



August 23, 2019

Dear Ross and the Parks & Rec Team,

Summer is passing by quickly and it's time to start planning for the upcoming holiday season! I've gone through my notes from previous four years and have prepared the Event Planning Guide for the upcoming season. If you have any questions at all, please let me know. I am looking forward to working with you all again soon:)

### Overall Planning

Light the Night will be held in Pinafore Park, starting on Saturday, November 16th, coinciding with the Santa Claus Parade, with the lights being officially turned on at approximately 5pm. Following that, Light the Night will run every evening from 5pm to 11pm until Sunday, January 5th. On December 31st, Light the Night will host a New Years Eve Family Fireworks display at 8pm, being lit from Emslie Field.

Decorative Christmas lights will be placed in the trees, throughout the Memory Garden (including the bridge), the North and East Pavilion, the light posts throughout the park and the fence near Emslie Field. I am looking to use the Light Posts, A, B, C, D, and G circuit loops. All lights, extension cords, and inline timers will be new or purchased specifically for Light the Night, focusing on LED lights, and meet CSA requirements.

I will be asking for the insurance to be in place as of November 1st, in the hopes that there is good weather for early light hanging again this year.

### Finance

Special Events Permit - An application has been made.

ESA Permit - an application will be made, once the Special Events Permit has been granted. There was no issue with arranging and having the permit for last season.

Liquor Permit - there is no alcohol being served at this event.

Health Permit - there will be no food or beverages being served at this event.

Parking - The Parks and Recreation staff regularly plow the main driving area within Pinafore Park. I would like to ask that the parking spaces near the Pinafore Office and Shop be plowed regularly, along with spaces near the North and East Pavilion. There is no specific timed events for the majority of the event, and I am hopeful that parking will not be an issue.

For the New Years Eve event, I would like to ask that the parking area near the West Pavilion be plowed for the New Year Eve fireworks, to allow for more parking.



The driving route through the park would not be changed, as I see people coming in the entrance and driving through the park along the main loop. I am hopeful that people will then park and walk through the area. I do not foresee any need to alter the current plans for plowing the areas that are normally plowed.

Facility Booking Permit - there is no further events planned, so no facility booking is required.

Insurance - Once the Special Events Permit has been obtained, I will be working with Tom Hughes at Locke Insurance Brokers to ensure that coverage is in place, as per the permit requirements.

### Venue

Site plan - please see the attached plan for a rough guide as to where lights will be placed.

Equipment - I would like to ask that garbage cans be made available near the North and East Pavilion throughout the duration of Light the Night, to ensure any litter is properly disposed of. I would also like to ask that a garbage can be made available near the Pinafore Office and Shop, where I see most people parking, to ensure the park is left in a clean state.

Once again, I plan to use rope lighting for the bridge, as it proved a better deterrent for potential vandalism. I will also only be hanging lights on the road portion of the East Pavilion to further prevent damage.

Waste Management - I would like to ask that Parks and Recreation regularly empty the garbage cans located as requested in Equipment.

Site - There will be no staking at the park and anyone helping to install lights will be made aware of this. For installing lights on Pavilions, the bridge, lamp posts, or any non-tree items, they will be affixed with cable ties where possible, or non-permanent clips. There will be no staples/nails used to affix lights.

### Catering and Beverage

Alcohol - there will be no alcohol permitted on site.

### Entertainment

There will be no entertainment on site.

### Electrical/Audio Visual Equipment

Electrical needs - LED Christmas lights will be strung together, using the various 10amp loops within the park. CSA extension cords and inline timers will be used.

ESA permit - An application will be completed once the Special Events Permit is received.



Electrical consultation and review by the City - I will be basing this years lighting on last four years events, during which various strategies to best use plug locations and providing unhindered walking paths were made.

Electrical Equipment - all lighting, extension cords and timers will be in good condition, with their original stickers in place.

Inspection - this will be arranged for once the lights are installed.

Cable positioning - any extension cords and lighting will be placed in indirect pathways and will be placed in a manner to avoid any possible accidents.

#### Parking and Transportation

Parking - Existing signage for current parking will be utilized. There will be no road closures required, and regular access will be maintained throughout the event by the Parks and Recreation Department's standard plowing.

#### Security and Safety

Emergency Plan - On New Years Eve, safety measures will be put in place as per the Fireworks permit that has been applied for. Throughout Light the Night, should an emergency take place, we will rely on the City of St. Thomas Emergency Services (911) to provide any assistance as required.

Insurance - This will be arranged as per the Special Event permit requirements.

Potential Risks and Hazards - As with anything electrical, it is important that all items are CSA certified and installed properly, making sure not to overload any circuits or connections. An ESA permit will be obtained, and a review of electrical items will also be obtained from the City of St. Thomas. The fireworks display will also be permitted, and will be done in a manner to ensure safety for all those involved, by K&H Fireworks, a company that has a proven history of safety and has previously done fireworks within the City of St. Thomas, including the past four years for Light the Night.

Thank you very much for taking the time to review my plan for Light the Night. Please let me know if you have any questions, comments or concerns. I am looking forward to once again bringing Light the Night to Pinafore Park!

Sincerely,  
Sara Teare  
519-631-5397, or [sara@teare.me](mailto:sara@teare.me)



Councillor Clarke  
Chair



## Special Events Committee

c/o Melanie Knapp  
City Clerk's Dept, 545 Talbot St.,  
St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4125  
Fax: (519) 633-9019  
Email: [mknapp@stthomas.ca](mailto:mknapp@stthomas.ca)

## SPECIAL EVENT PERMIT APPLICATION

### INTRODUCTION

The City of St. Thomas Special Events Committee strives to help co-ordinate and maintain high standards, which are applicable and beneficial to all parties involved in a special event. Please complete the following steps in order to file this application:

1. Review the Festivals and Events Manual and ensure all requirements pertinent to your event are fulfilled prior to filing this application with the City Clerk's Department. There are further resources and guides under the Special Events Permits page on the City's website.
2. Complete the application. If you have any questions about a particular area, there is a Key Contacts section located below. **\*\*All information and materials submitted for the application shall be made available to the public. \*\***
3. Attach a site plan map or sketch showing the location of the event, identifying any associated activities, vendors, and required road closures if applicable, as well as standard and accessible washrooms, tents and parking.
4. Complete the Statement of Indemnification form and submit your Certificate of Insurance a minimum of two weeks prior to the start of the event.

**NOTE: Applications must be received in the City Clerk's Department a minimum of twelve (12) weeks prior to the event. The Special Events Committee meets monthly if required.**

### KEY CONTACTS

Alcohol and Gaming Commission of Ontario	416-326-8700 <a href="mailto:customer.service@agco.ca">customer.service@agco.ca</a>
Smart Serve Ontario	1-877-620-6082 <a href="mailto:info@smartserve.ca">info@smartserve.ca</a>
City Clerk's Dept – Municipally Significant Event	519-631-1680 ext. 4100 <a href="mailto:customerservice@stthomas.ca">customerservice@stthomas.ca</a>
Chamber of Commerce	519-631-1981 <a href="mailto:mail@stthomaschamber.ca">mail@stthomaschamber.ca</a>
Downtown Development Board	519-633-5248 <a href="mailto:earl-taylor@coldwellbanker.ca">earl-taylor@coldwellbanker.ca</a>
Electrical Safety Authority	1-877-372-7233 <a href="mailto:Eric.Kingston@electricalsafety.on.ca">Eric.Kingston@electricalsafety.on.ca</a>
Southwestern Public Health	519-631-9900 <a href="mailto:ssaini@swpublichealth.ca">ssaini@swpublichealth.ca</a>
Emergency Medical Services (Ambulance Services)	519-637-3098 <a href="mailto:pauline.meunier@memseo.com">pauline.meunier@memseo.com</a>
Public Works Dept – Roads, Animals	519-631-1680 ext. 5130 <a href="mailto:mvriens@stthomas.ca">mvriens@stthomas.ca</a>
Planning & Building Services	519-631-1680 ext. 4160 <a href="mailto:cpeck@stthomas.ca">cpeck@stthomas.ca</a>
Environmental Services - Waste Management	519-631-1680 ext. 4258 <a href="mailto:mshannon@stthomas.ca">mshannon@stthomas.ca</a>
Fire Department – Fireworks, Fire Prevention	519-631-0210 <a href="mailto:btodd@stthomas.ca">btodd@stthomas.ca</a>
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161 <a href="mailto:ttiersma@stthomas.ca">ttiersma@stthomas.ca</a>
Parks and Recreation – Property Mgmt, Hydro	519-631-1680 ext. 4180 <a href="mailto:tbridge@stthomas.ca">tbridge@stthomas.ca</a>
Parks, Rec and Property Mgmt Department	519-633-7112 <a href="mailto:mrhun@stthomas.ca">mrhun@stthomas.ca</a>
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 4177 <a href="mailto:sbogart@stps.on.ca">sbogart@stps.on.ca</a>
Railway City Tourism	519-631-1680 ext. 4132 <a href="mailto:tourism@stthomas.ca">tourism@stthomas.ca</a>
St. John's Ambulance (First Aid)	519-633-2290 <a href="mailto:st.thomas@on.sja.ca">st.thomas@on.sja.ca</a>
Treasury Department – Insurance	519-631-1680 ext. 4112 <a href="mailto:kenglish@stthomas.ca">kenglish@stthomas.ca</a>

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: \_\_\_\_\_

Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

Organizing Group: \_\_\_\_\_

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

Street Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

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. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 2: FOOD AND BEVERAGE**

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

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

**SECTION 3: PERSONAL SERVICES**

Will there be personal services of any kind offered to the public at this event? Yes ☐ No ☐

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

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

**SECTION 4: TENTS**

Will there be an indoor or tent covered area used for public assembly as part of the event?

Yes ☐

No ☐

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

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

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

**SECTION 5: SERVING OF ALCOHOL**

Will alcohol be consumed at the event?

Yes ☐

No ☐

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

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

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

**SECTION 6: MUNICIPALLY SIGNIFICANT EVENT**

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

Will you be requesting that City Council declare your event a "Municipally Significant Event"?

Yes ☐

No ☐

**SECTION 7: MUSIC / NOISE**

Will there be a concert or musical entertainment as part of the event?

Yes ☐

No ☐

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

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

**SECTION 8: ANIMALS**

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

Yes ☐

No ☐

If Yes, 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 and can be found on the City Animal Services page of the City website. 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 contact Roads and Transportation Department at (519) 631-1680 ext. 5130.

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.

**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. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event?

Yes ☐

No ☐

N/A ☐

Have you rented a pavilion/facility and signed a permit?

Yes ☐

No ☐

N/A ☐

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

Do you require picnic tables or garbage cans?

Yes ☐

No ☐

N/A ☐

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

If Yes, please provide pick-up/return date and time. \_\_\_\_\_

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

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: \_\_\_\_\_

### **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: \_\_\_\_\_

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

**STATEMENT OF INDEMNIFICATION**

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