

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

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

**3:00 P.M.**

**JANUARY 8, 2020**

**DISCLOSURES OF INTEREST**

**MINUTES**

Confirmation of the minutes of the meeting held on November 6, 2019.

**PETITIONS AND COMMUNICATIONS**

Coldest Night of the Year - Elgin County YFC - February 22, 2020 **Pages 2-9**

St. Thomas-Elgin Children's Water Festival - KCCA - May 11-15, 2020 **Pages 10-23**

AirFest 2020 - Southwestern Ontario Wings & Wheels Assoc. - June 26-28, 2020 **Pages 24-30**

**UNFINISHED BUSINESS**

Upcoming Events

**NEW BUSINESS**

**ADJOURNMENT**

### SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Coldest Night of the Year

Date(s): February 22, 2020

Start Time: 4:00pm End Time: 8:00pm

Cleanup Start Time: 8:00pm Cleanup End Time: 9:00pm

Location(s): 21 Edward Street, St. Thomas and route through downtown

Organizing Group: Elgin County YFC/Youth Unlimited | Blue Sea Philanthropy

Contact Name #1: Kyle Rolph #2: Andre Reda

Street Address: 21 Edward Street St.

Town/City: St. Thomas Province: ON Postal Code: N5R5L5

Phone Number #1: 519-633-6538 #2: 226-378-6538

Email Address: kyle.r@yfcelgincounty.com

Expected Attendance: 175 Number of Event Personnel/Volunteers: 25

Location and number of washrooms in place: 2 Washrooms on site, 2 Washrooms on route at Living Hope Community Church

Location and Number of Parking Spaces: on site, 15 spaces, parking on road permitted

Number of Accessible Washrooms: 0 Number of Accessible Parking Spots: can create priority parking

Please describe your specific event. Attach additional sheets as necessary. Family friendly fundraising walk for youth shelter and centre. 2km, 5km, 10km walking routes (no running) using existing sidewalks and crosswalks.

### 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. n/a

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: n/a

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 note that there is a **no staking policy** in all of the City's Parks, Recreation and Property Management facilities.

#### 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.

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

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

Yes ☒ No ☐

If Yes and 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 a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.

#### 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, 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 and submit payment. 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 the 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 there is a fee for the permit and approval may take several weeks. n/a

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.

see attached map

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 licensed 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 must be submitted to 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)

Dec 2 2019

\_\_\_\_\_  
(Date completed)

Office Use Only: Application Received: Dec 2, 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

Coldest Night of the Year organized by Elgin County YFC/Youth Unlimited/Blue Sea Philanthropy  
(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

Coldest Night of the Year organized by Elgin County YFC/Youth Unlimited/Blue Sea Philanthropy  
(Event Name) (Organizing Group)

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

Witness:

[Signature]

Signed:

[Signature]

Name (Print):

Brianna Chapman

Name (Print):

Kyle Rolph

Address:

21 Porter Place St. Thomas ON

Telephone:

226 378 6538

Date:

Dec 2 2019

Event Name:

Coldest Night of the Year

Organizing Group:

Elgin County YFC/Youth Unlimited

Event Dates:

Feb 22 2020

Coldest night of the year route

Start at 21 Edward Street

Head east on Edward Street to Balaclava and turn right

Head south on Balaclava to Talbot Street where 1km point is the Pita Pit

Head west on Talbot Street to St. George and turn right

Head north on St. George Street to Curtis Street and turn right

Head east on Curtis St. to St. Catherine Street and turn left

Head north on St. Catherine Street to Kains Street and turn right.

Head east on Kains Street to Alma Street and turn left.

Head north on Alma Street to Edward Street and turn right

Head east on Edward Street to 21 Edward Street

5km

<https://www.google.ca/maps/dir/21+Edward+St,+St.+Thomas,+ON+N5P+1Y2/42.7799373,-81.2017373/21+Edward+St,+St.+Thomas,+ON+N5P+1Y2/@42.7839319,-81.196897,15.25z/data=!4m25!4m24!1m10!1m1!1s0x882e5e382e606991:0x80e00cb1585c61e1!2m2!1d-81.1841477!2d42.7861583!3m4!1m2!1d-81.1827703!2d42.7789172!3s0x882e5e3e54750e61:0x8e50ddae9067c601!1m5!3m4!1m2!1d-81.1920655!2d42.7797323!3s0x882e5e4233e70c0f:0x51bbec1ada8716c0!1m5!1m1!1s0x882e5e382e606991:0x80e00cb1585c61e1!2m2!1d-81.1841477!2d42.7861583!3e2?hl=en>

*10km route repeats the 5km route*

*2km route Takes Balaclava to Talbot then back up Alma to Edward and the Youth Centre / Shelter.*





**DAWSON & KEENAN**  
INSURANCE

**CERTIFICATE OF INSURANCE**

**Named Insured:** Blue Sea Foundation o/b Blue Sea Philanthropy Inc.  
**Policy Number:** SR010261  
**Subscribing Underwriter(s):** certain Lloyd's Underwriters, whose names and proportions underwritten by them can be ascertained by reference to Contract/ Unique Market Reference No. B088860277H17C, *Effected with certain Lloyd's Underwriters (hereafter called the "Insurer", through SPECIAL RISK INSURANCE MANAGERS LTD, Langley, British Columbia*

**Policy Period:** April 1, 2019 – April 1, 2020

This is to certify that Insurance as described thereunder has been arranged for the Insured named herein on whose behalf this certificate is executed and we hereby certify that such insurances are in full force and effect.

**\*\*Commercial General Liability \*\***  
\$10,000,000 Limit per Occurrence  
\$10,000,000 Annual Aggregate  
\$250,000 Tenants Legal Liability  
\$10,000,000 Non-Owned Automobile  
\$2,500.00 BI/PD Deductible  
Cross Liability Included  
IFC33000 Insuring Agreement  
Temporary Spectator Stands Exclusion  
Cancellation Clause 30 days

**ADDITIONAL INSURED / CERTIFICATE HOLDERS ENDORSEMENT**

It is hereby understood and agreed that the following entity shown below is added as Additional Insured but only in respect of liability arising out of the Named Insured's premises or operations, and only with respect to losses which would have been recoverable in the absence of this agreement. The policy limits are not increased by the addition of such Additional Insured(s) and remain as stated in this certificate:

**With respect to: Use of Sidewalk : Coldest Night of the Year event on February 22, 2020.**

The Corporation of the City of St. Thomas  
545 Talbot Street, City Clerk's Dept.  
St. Thomas, ON N5P 3V7

Dec 6, 2019

Authorized Signature  
Dawson & Keenan Insurance Ltd.

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: St. Thomas-Elgin Children's Water Festival

Date(s): May 11-15, 2020

Start Time: 7:30 AM End Time: 3:00 PM

Cleanup Start Time: 2:00 PM Cleanup End Time: 4:30 PM

Location(s): Pinafore Park

Organizing Group: Kettle Creek Conservation Authority (on behalf of the Festival Organizing Committee)

Contact Name #1: Betsy McClure #2: Marianne Levogiannis

Street Address: 44015 Ferguson Line

Town/City: St. Thomas Province: ON Postal Code: N5P 3T3

Phone Number #1: 519-631-1270 x229 #2: 519-280-1628

Email Address: betsy@kettlecreekconservation.on.ca

Expected Attendance: 3,600 Number of Event Personnel/Volunteers: 100/day

Location and number of washrooms in place: 12 portapottles/6 handwash stations will be rented + Park facilities

Location and Number of Parking Spaces: Volunteer Parking Required in the area noted on the attached map, School bus parking required at Memorial Arena during the Festival day

Number of Accessible Washrooms: 3 Number of Accessible Parking Spots: 2

Please describe your specific event. Attach additional sheets as necessary. Refer to attached.

\_\_\_\_\_

\_\_\_\_\_

**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, waiting to confirm # and sizes (~25 tents will be rented)

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: will obtain if required

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 note that there is a no staking policy in all of the City's Parks, Recreation and Property Management facilities.

#### **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.

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**

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

Yes ☐ No ☒

If Yes and 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 a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.

#### **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 and submit payment. 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 the 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 there is a fee for the permit and 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. Refer to attached \_\_\_\_\_

Do you require picnic tables or garbage cans?

Yes ☒

No ☐

N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: tables in pavilions # of Garbage Cans: 13

If Yes, please provide pick-up/return date and time. May 11 pick up, May 15 return

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 licensed security firm been contacted/retained?

Yes ☐

No ☒

If Yes, what company and how many security officers will be present? Event will have security - to be confirmed

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 ☐

*Request for Coverage Submitted*

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 must be submitted to 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.

B. McClure  
(Signature of Individual Completing this Application)

Nov 18/19  
(Date completed)

Office Use Only: Application Received: Nov 20, 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

St. Thomas-Elgin Children's Water Festival organized by Kettle Creek Conservation Authority  
(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- Elgin Children's Water Festival organized by Kettle Creek Conservation Authority  
(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: Elizabeth VanHooren Signed: B. McClure  
Name (Print): Elizabeth VanHooren Name (Print): Betsy McClure  
Address: 44015 Ferguson Ln.  
St. Thomas, ON  
Telephone: 519-631-1270 x229  
Date: Nov 18/19  
Event Name: St. Thomas Elgin Children's  
Water Festival  
Organizing Group: KCCA  
Event Dates: May 11-15, 2020



## 2020 St. Thomas-Elgin Children's Water Festival

The St. Thomas-Elgin Children's Water Festival will provide a hands-on learning environment to approximately 3,200 students in grades 2-5 from the City of St. Thomas and Elgin County in May 2020. The students will discover the importance of water to their classroom, home and community.

There will be approximately 45 interactive activity stations at the Festival. These activities are grouped around five themes: water conservation, water attitude, water technology, water protection and water science.

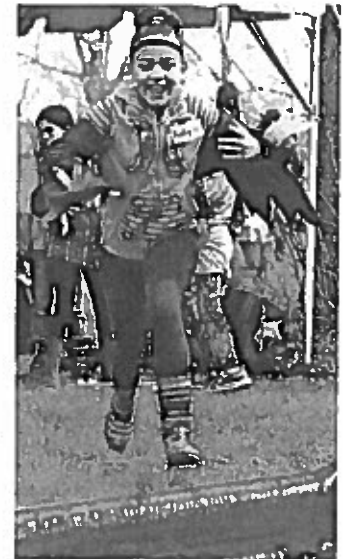


### All activities:

- Are connected to the curriculum in ways that help students to achieve the desired expectations (Science & Technology, Social Studies, Physical Education)
- Are designed to be as hands-on and experiential as possible in order to enhance and personalize the learning

The Festival is organized by a committee of local organizations and community partners including (to date):

- Catfish Creek Conservation Authority
- City of St. Thomas
- Committed Community Volunteers
- Elgin Area Primary Water Supply System
- Elgin St. Thomas Public Health
- Kettle Creek Conservation Authority
- London District Catholic School Board
- Lower Thames Valley Conservation Authority
- Municipality of Central Elgin
- Ontario Clean Water Agency
- Ontario Federation of Agriculture
- Thames Valley District School Board
- Upper Thames River Conservation Authority

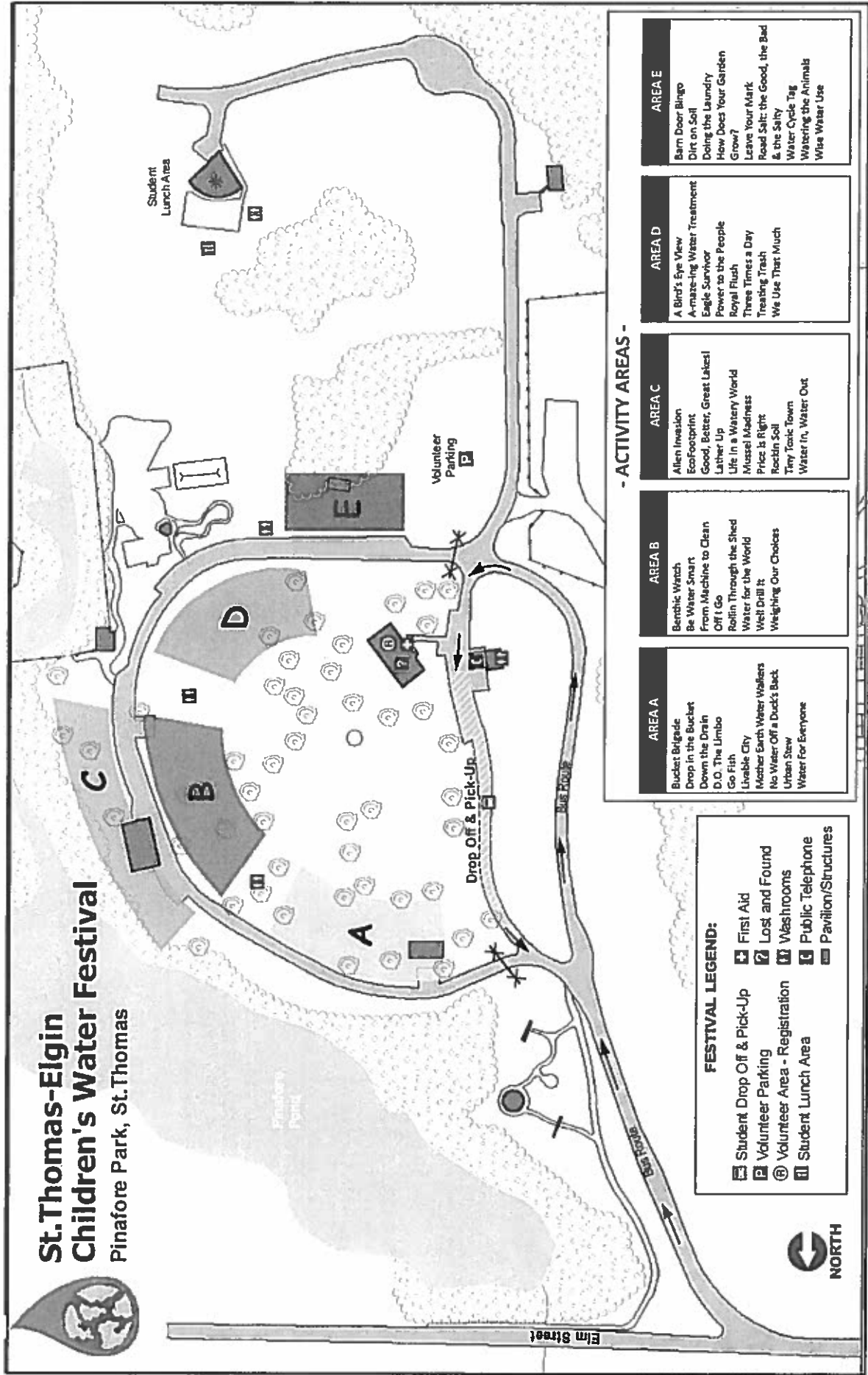


The Festival also requires over 100 volunteers each day in order to make the Festival a success, including over 150 local high school students. Volunteers are responsible for presenting the activity stations to the participating students, greeting buses, organizing parking, managing site logistics etc.



For more information, contact the Festival Coordinator, Betsy McClure at 519-631-1270 x229 or [betsy@kettlecreekconservation.on.ca](mailto:betsy@kettlecreekconservation.on.ca)







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: Wed Sep 25, 2019

Invoice #: 17866

**PAYEE:** Betsy McClure, Stewardship Program Coordinator  
Kettle Creek Conservation Authority  
44015 Ferguson Line  
St. Thomas, Ontario, Canada  
N5P 3T3

Total Amount Due: \$3,125.50

Amount Paid: \$0.00

**Balance Due: \$3,125.50**

**Client #:** 1009  
**Phone 1:** (519) 631-1270 x229  
**Event:** Children's Water Festival

**Account #:**  
**Phone 2:** (519) 280-1632

**Email:** betsy@kettlecreekconservation.on.ca  
**Fax:** (519) 631-5026  
**Status:** Firm

10698 4131 RT0001

**Facility**

Facility Name	Description	Date	Time	Price	
Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections					
Daily Rate Both Sections 2020 w/ FUG Insurance - \$181.06 Daily Rate					
		Mon May 11, 2020	08:00AM - 08:00PM	\$181.06	H
		Tue May 12, 2020	08:00AM - 08:00PM	\$181.06	H
		Wed May 13, 2020	08:00AM - 08:00PM	\$181.06	H
		Thu May 14, 2020	08:00AM - 08:00PM	\$181.06	H
		Fri May 15, 2020	08:00AM - 08:00PM	\$181.06	H
				<b>Facility Subtotal:</b>	<b>\$905.30</b>
Pinafore Park - Picnic Shelters - Marshall Field Lakeside Pavilion - Both Sections					
Daily Rate Both Sections 2020 w/ FUG Insurance - \$181.06 Daily Rate					
		Mon May 11, 2020	08:00AM - 08:00PM	\$181.06	H
		Tue May 12, 2020	08:00AM - 08:00PM	\$181.06	H
		Wed May 13, 2020	08:00AM - 08:00PM	\$181.06	H
		Thu May 14, 2020	08:00AM - 08:00PM	\$181.06	H
		Fri May 15, 2020	08:00AM - 08:00PM	\$181.06	H
				<b>Facility Subtotal:</b>	<b>\$905.30</b>
Pinafore Park - Picnic Shelters - Street Railway Shelter					
Daily Rate 2020 w/ FUG Insurance - \$95.53 Daily Rate					
		Mon May 11, 2020	08:00AM - 08:00PM	\$95.53	H
		Tue May 12, 2020	08:00AM - 08:00PM	\$95.53	H
		Wed May 13, 2020	08:00AM - 08:00PM	\$95.53	H
		Thu May 14, 2020	08:00AM - 08:00PM	\$95.53	H
		Fri May 15, 2020	08:00AM - 08:00PM	\$95.53	H
				<b>Facility Subtotal:</b>	<b>\$477.65</b>
Pinafore Park - Picnic Shelters - North Shelter					
Daily Rate 2020 w/ FUG Insurance - \$95.53 Daily Rate					
		Mon May 11, 2020	08:00AM - 08:00PM	\$95.53	H
		Tue May 12, 2020	08:00AM - 08:00PM	\$95.53	H
		Wed May 13, 2020	08:00AM - 08:00PM	\$95.53	H
		Thu May 14, 2020	08:00AM - 08:00PM	\$95.53	H
		Fri May 15, 2020	08:00AM - 08:00PM	\$95.53	H
				<b>Facility Subtotal:</b>	<b>\$477.65</b>
				<b>Total:</b>	<b>\$2,765.90</b>

**Services**

Service Name	Description	Qty	Date	Time	Price
Pinafore Park - All Services - Picnic Table Rental					

9/26/2019

Book King Scheduling Module 8.30 - Scheduling Invoice

No Charge - \$0.00

Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections

40	Mon May 11, 2020	08:00AM - 08:00PM	\$0.00
40	Tue May 12, 2020	08:00AM - 08:00PM	\$0.00
40	Wed May 13, 2020	08:00AM - 08:00PM	\$0.00
40	Thu May 14, 2020	08:00AM - 08:00PM	\$0.00
40	Fri May 15, 2020	08:00AM - 08:00PM	\$0.00

**Service Subtotal:** \$0.00

**Total:** \$0.00

## Transactions

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

## Comments

Booked by Betsy McClure September 25, 2019. Please make payment to St. Thomas Parks & Recreation.

**Subtotal:** \$2,765.90

**13% HST:** \$359.60

**Total:** \$3,125.50

**Amount Paid:** \$0.00

**Balance Due:** \$3,125.50



Powered by Book King

Date Viewed: Thu Sep 26, 2019 @ 04:06PM (EDT)

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



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

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

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1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
2. Wedding Receptions / Ceremonies booked in the park pavilions require a \$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, except as a result of the City of St. Thomas negligence.
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 play 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:

May 11-15, 2020

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

Betsy McClure  
KCCA

Name (please print)  
User Group

B. McClure  
Signature

St. Thomas-Elgin  
children's  
Water Festival  
Group Name

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

[Signature]  
Signature

Sept. 26/19  
Date

Invoice #(s) 17866

Payment Terms: Due at the time of booking.



## St. John Ambulance (St. Thomas/Elgin Branch)

### Request for Brigade Coverage for Community Service

Please Print PHONE 519-633-2290 FAX 519-631-3368 EMAIL: st.thomas@on.sja.ca

Name of Group/Organization: Kettle Creek Conservation Authority		
Contact Person: Betsy McClure	Address: 44015 Ferguson Line	
City: St. Thomas	Province: Ontario	Postal Code: N5P 3T3
Residence Phone #: (519) 280-1628	Business Phone #: (519) 631-1270 x229	Fax #: (519) 631-5026
Event	Email Address: betsy@kettlecreekconservation.on.ca	

Name: St. Thomas-Elgin Children's Water Festival			
Type: Children's Festival			
Location: Pinafore Park, St. Thomas			
Date(s): May 12-15	Alternate Date: (Rain) Festival is rain or shine	Time Start: 09:00 AM Finish: 02:00 PM	Brigade Arrival: 08:45 AM Brigade Departure: 2:00 PM
		Time Start: AM Finish: AM	Brigade Arrival: AM Brigade Departure: AM
		Time Start: AM Finish: AM	Brigade Arrival: AM Brigade Departure: AM
Attach the following if available or applicable: <input type="checkbox"/> Proposed Route Map <input type="checkbox"/> Tentative Site Layout <input type="checkbox"/> Schedule <input type="checkbox"/> Rain Out Plans			
Are the following available on site? <input type="checkbox"/> First Aid Room <input checked="" type="checkbox"/> Clean Drinking Water <input type="checkbox"/> Telephone <input checked="" type="checkbox"/> Parking <input type="checkbox"/> Electrical Outlet for Ambulance Plug			
Special Equipment Requested:			
Coverage is requested for: (Please give approximate numbers) Age Group: 7-11 <input checked="" type="checkbox"/> Participants: 900 <input checked="" type="checkbox"/> Spectators: 100 <input type="checkbox"/> Both:			
If the event is longer than four (4) hours or at meal time(s), is food available on site? Yes		Is complementary (free) food available for our volunteers? Please specify (i.e. coffee, lunch, etc.) Yes	
Will your organization/group provide us with a donation? Yes    Amount if known: \$		Will you require a charitable receipt? No	
Additional Information/special comments: The St. Thomas-Elgin Children's Water Festival will provide a hands-on learning environment to over 3,200 (800 students per day) students in grades 2-5 from the City of St. Thomas and Elgin County. The students will discover the importance of water to their classroom, home and community through over 45 hands-on activities.			

Signature/Typed Name: Betsy McClure  _____	Date: November 18, 2019  _____
--	--------------------------------------

**Betsy McClure**

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**From:** Jason Rick <jason.rick@memseo.com>  
**Sent:** November-18-19 1:31 PM  
**To:** Betsy McClure  
**Subject:** Re: [External] St. Thomas-Elgin Children's Water Festival

Thank you for sharing this information.

Sounds like a great event!

Regards,

---

On: 18 November 2019 11:56,  
"Betsy McClure" <[betsy@kettlecreekconservation.on.ca](mailto:betsy@kettlecreekconservation.on.ca)> wrote:

Hello Jason,

I am currently filling out an application for a Special Event Permit for the City of St. Thomas. As part of that application, I wanted to advise that we will be holding the St. Thomas-Elgin Children's Water Festival at Pinafore Park from May 12-15, 2019. The Festival will run from 9:30 a.m. to 2:00 p.m. each day.

The Festival will see over 800 grade 2 to 5 students on site each day participating in educational activities that will teach the importance of water to their lives and communities. The Festival will also have approximately 150-200 volunteers, parents and teachers on site each day.

We just wanted to make you aware of this large scale event going on in the City of St. Thomas in case of any emergencies. We have requested St. John Ambulance's support on site for the duration of the Festival.

Feel free to contact me if you have any questions.

Thanks,

Betsy

Betsy McClure

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Stewardship Program Supervisor  
Kettle Creek Conservation Authority  
Tel: (519) 631-1270 ext.229  
Fax: (519) 631-5026  
[www.kettlecreekconservation.on.ca](http://www.kettlecreekconservation.on.ca)



**Kettle Creek**  
Conservation Authority



City of St. Thomas  
Receiver

JAN 03 2019

City Clerks Dept.

January 3, 2020

Special Events Committee  
c/o Clerk's Department  
P.O. Box 520, City Hall  
St Thomas. ON  
N5P 3V7

Attn: Gary Clarke

Re: AirFest 2020 presented by Great Lakes international Airshow

Dear Sir,

Please find attached the Special Event Application for our charity airshow fundraiser to be held at the St. Thomas Municipal Airport on June 26-28, 2020.

The Great Lakes International Airshow (GLIAS) presents an airshow every other year at the St Thomas Municipal Airport. This year we are branding the show as "AirFest 2020". Since 2006 the show has attracted more than 100,000 visitors and raised more than \$200,000 for local charities including the St Thomas Elgin General Hospital Foundation, Local Air Cadets and many other community organizations.

As in past shows, we ask that the municipality endorse this community based family friendly event on behalf of our named charities. We are asking for permission to utilize the municipal airport for this aerial event. We have been in contact over the past months with airport Superintendent Dale Arndt to ensure this will once again be a safe and enjoyable event for everyone. Setup for the show commences on or about Monday June 22nd with removal of all show related material from the site by Tuesday June 30th. We have also sent communications to the police and fire services as well as the public health unit informing them of our plans. We will once again consult with Central Elgin, the County, and OPP on matters related to their areas of interest.

As in the past we will independently secure event insurance in the amount of \$5,000,000 and name the City of St Thomas as an additional insured. We understand that approval of this event is contingent on securing insurance, however, in the meantime while we await response from the underwriter, we ask that the committee approve this application "in principal" as soon as possible (subject to insurance) so that we might move ahead with planning. Trusting that the information contained in this application meets the committee's needs, if further information is required please contact me at your earliest convenience.

Respectfully,

Paul Nick

A handwritten signature in black ink, appearing to read "Paul Nick".

President  
Great Lakes International Airshow  
pauln@GLIAS.ca



### SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: AirFest 2020 presented by Great Lakes International Airshow

Date(s): June 26, 27 and 28

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

Cleanup Start Time: 5:00 pm Cleanup End Time: 7:00 pm

Location(s): St Thomas Municipal Airport

Organizing Group: Southwestern Ontario Wings and Wheels Association

Contact Name #1: Paul Nicli #2: Paul Corriveau

Street Address: PO Box 22045 Elmwood Square, St Thomas

Town/City: St Thomas Province: ON Postal Code: N5R6A1

Phone Number #1: 519-637-7283 #2: \_\_\_\_\_

Email Address: pauln@glias.ca

Expected Attendance: 10,000 Number of Event Personnel/Volunteers: 300+

Location and number of washrooms in place: 60-70 portable washrooms including accessible

Location and Number of Parking Spaces: parking will be on-site with access from Talbot Line, Quaker Road and Elm Line. There will be multiple parking locations on-site.

Number of Accessible Washrooms: 4-6 Number of Accessible Parking Spots: multiple not limited

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

Airshow/regional tourism/marketing event

### 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. 100'x40', 40'x80', 20'x20'-6

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: to be provided by tent supplier

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 note that there is a **no staking policy** in all of the City's Parks, Recreation and Property Management facilities.

#### **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.

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**

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

Yes ☒ No ☐

If Yes and 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 a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.

#### **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 and submit payment. 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 the 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 there is a fee for the permit and approval may take several weeks. \_\_\_\_\_

Road closures/traffic flow changes are limited to Central Elgin, Quaker Line and Elm Line

Traffic plan will be co-ordinated with OPP and St Thomas Police Service

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: 0 # of Garbage Cans: 50  
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 licensed 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 must be submitted to 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)

01-03-2020

(Date completed)

Office Use Only: Application Received: Jan 3, 2020 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

AirFest 2020 presented by Great Lakes International Airshow organized by Southwestern Ontario Wings and Wheels Association  
(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

AirFest 2020 presented by Great Lakes International Airshow organized by Southwestern Ontario Wings and Wheels Association  
(Event Name) (Organizing Group)

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

Witness: 

Name (Print): MARA SCAMPARINI

Signed: 

Name (Print): PAUL NICLI

Address: 56 WILLIAM ST

Telephone: 519-637-7283

Date: JANUARY 3 2020

Event Name: AIRFEST 2020

Organizing Group: SOUTHWESTERN ONTARIO WINGS AND WHEELS ASSOCIATION

Event Dates: JUNE 26 - 28 2020