# A G E N D A THE SECOND MEETING OF THE SPECIAL EVENTS COMMITTEE

COMMITTEE ROOM 304 CITY HALL

3:00 P.M.

**FEBRUARY 5, 2020** 

### **DISCLOSURES OF INTEREST**

### **MIN**UTES

Confirmation of the minutes of the meeting held on January 8, 2020.

### **PETITIONS AND COMMUNICATIONS**

Shamrock Shuffle - St. Thomas Railway City Rotary - March 14, 2020 Pages 2-16

Alzheimer's Walk - St. Thomas-Elgin Alzheimer Society - May 9, 2020 Pages 17-23

Father's Day Car Show - Lions Club - June 21, 2020 Pages 24-31

Seniors Day in the Park - July 8, 2020 Pages 32-37

Walk with the Cross - LifeHouse St. Thomas - April 10, 2020 Pages 38-46

Easter Egg Hunt - St. Thomas Kinsmen Club - April 11, 2020 Pages 47-55

Teddy Bear Picnic - EarlyON Child and Family Centre - June 10, 2020 Pages 56-65

St. Anne's Community Festival - June 3-6, 2020 Pages 66-72

Big Bike Heart and Stroke - May 27 and 28, 2020 Pages 73-79

Canadian Dream Circus - St. Thomas EDC - August 24-September 17, 2020 Pages 80-88

### **UNFINISHED BUSINESS**

### Upcoming Events

- Coldest Night of the Year Elgin County YFC February 22, 2020
- St. Thomas-Elgin Children's Water Festival KCCA May 11-15, 2020
- AirFest 2020 Southwestern Ontario Wings and Wheels Association June 26-28, 2020

### **NEW BUSINESS**

### **ADJOURNMENT**

## **SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name:	Shamrock Shuffle
Date(s):	March 14, 2020
Start Time:	8:00 am End Time: 12:00 noon
Cleanup Start Time:	7:00 am Cleanup End Time: 1:00 pm
Location(s):	Central United Church, 135 Wellington St, St Thomas
Organizing Group:	St Thomas Railway City Rotary
Contact Name #1:	Sandy Westaway #2: Wade Coombs
Street Address: 135 V	Vellington St
Town/City:	St Thomas Province: ON Postal Code: N5R2R7
Phone Number #1:	519-633-5342 #2: 519-661-9455
Email Address:	theshamrockshuffle@gmail.com
Expected Attendance:	Number of Event Personnel/Volunteers: 50
Location and number of	of washrooms in place: Inside Central United Church
Location and Number	of Parking Spaces: Central United Church
Number of Accessible	Washrooms: 2 Number of Accessible Parking Spots: 6
Please describe your s	pecific event. Attach additional sheets as necessary
The event is the 9th Anna	ual Fundraiser walk/run for Inn Out of the Cold. There will be a small reception at the start
and end of the walk/run loca	ated at Central United Church. The routes to be utilized for the walk/run are included in this package.
_	BEVERAGE  any kind be available at this event?  Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
SECTION 3: PERSONAL	SERVICES
	services of any kind offered to the public at this event?  Yes No  O No  O Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
Personal services inclu-	de but are not limited to barbering, manicures, pedicures, esthetics, tattooing and

<del>- 5-</del>
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 $60m^2$ 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 note that there is a <b>no staking policy</b> in all of the City's Parks, Recreation and Property Management facilities.
SECTION 5: SERVING OF ALCOHOL
Will alcohol be consumed at the event?  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 <b>no staking policy</b> 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

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**

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

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 <b>√</b>
If Yes, Southwestern Public Health must be notified of the event details two venot permitted in the Animal Control By-Law 71-2011, an Application for Temporal be approved by City Council and can be found on the City Animal Service Please attach a copy of the application to this permit application and submit papproval may take several weeks.	oorary Exemption t es page of the City	o the By-Law website.
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 sket of Way Occupancy Permit and City Council approval is required for all road ck a fee for the permit and approval may take several weeks.	osures. Please note	that there is
		11
Please attach a copy of the Right of Way Occupancy Permit and provide the p	ermit #:	
If the event is a Parade / Run / Walk / Pass through Sporting Event, please refounder the Special Events page on the City website. Describe the event and att	er to the city roads ach a map or sketo	map located h.
	· · · · · · · · · · · · · · · · · · ·	<del></del>
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 14	Yes 🗌	No ✓
PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to can direct traffic pursuant to the Highway Traffic Act.	direct traffic. Only	the police
SECTION 10: MUNICIPAL FACILITIES		
For events taking place in Pinafore Park, organizers will need to arrange an on and Property Management staff once the Special Events Permit Application half your special event expected attendance is 300 or more you must have at lead into the overflow parking lot.	as been approved.	Please note:
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 Dease provide the location of the rental and attach a copy of the permit	No 🗌	N/A 🗸

-5-

Do you require picnic tables or garbage cans If Yes, how many are you requesting? # of If Yes, please provide pick-up/return date ar	Picnic Tables:	Yes # of Garb	No  age Cans:	N/A 🗸
Please note availability is at the discretion of delivery/pick up is the responsibility of the ereturned no later than 48 hours after your emust obtain an equipment rental permit from prior to your event.	event organizer. All event. All applicants	picnic tables and a requesting picnic	garbage bins m tables and gar	ust be bage bins
Have you made arrangements with Environr	mental Services stat	f for recycling con	tainers and col	lection? N/A
Will you require municipal support for:	Water Hydro	Yes Yes	No No	N/A 💢 N/A 💢 N/A 💢
Please note that all equipment and extension certification body under the Ontario Electric Authority. If required, please attach the Electric Number:	ical Safety Code or	have been inspec	ted by the Ele	ectrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsible Accessibility for Ontarians with Disabilities requirements to meet for accessibility. Publication of the displayed throughout the event venue to inwashrooms and parking. Although not requiplen to the Municipal Accessibility Advisory (	Act (AODA). Orgalease note that desired addresses and the barrier-red, the Special Events.	anizations with at irectional signage free path of trave ents Committee rec	least one en needs to be and location commends sub	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES				/
Security: Has a privately licensed security firm	n been contacted/r	etained?	Yes 🔲	No 🗸
If Yes, what company and how many security	officers will be pre	sent?	<u></u>	
First Aid: For events with an anticipated atte to be retained. Have you confirmed First Aid	endance of more th services?	an 200 people, Fir Yes ✓	st Aid services No	are required
If Yes, please attach documentation providing	g proof that First Ai	d services have be	en retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	s (Ambulance Servi	ce) been contacte	d regarding yo Yes ✓	ur event and
Fireworks: Will there be fireworks as part of y If Yes, a permit for exhibition fireworks must	your event? be submitted to th	e Fire Department	Yes 🗌	No 🗸

### **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.

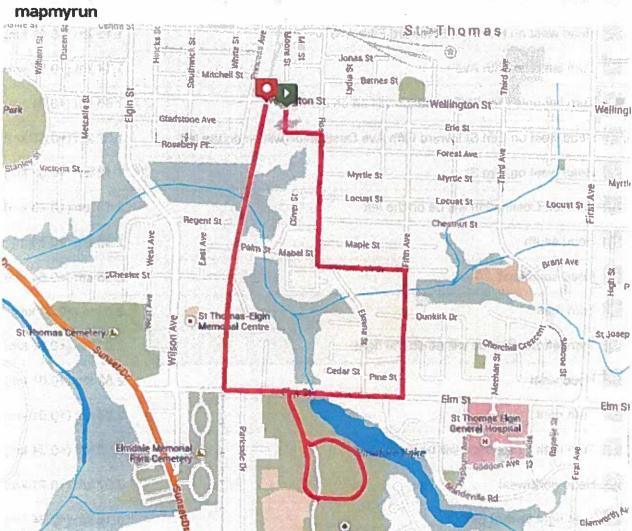
Dord	2020-01-16
(Signature of Individual Completing this Application)	(Date completed)
Office Use Only: Application Received:	Committee Approval:



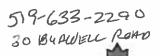
## 2014 Shamrock Shuffle 5 km route

Distance: 4.85 km

Elevation: 14.68 m (Max: 237.29 m)



Pinatore Park





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

# Request for Brigade Coverage for Community Se

### **Please Print**

Name of Group/Organization: The Shamrock Shuffle						
Contact Person:S	andy Westaway		Address: 135 Wellington St			
City: St. Thomas Prov			ON	. 1	Postal Code: N5R2R7	
Residence Phone #	: (519) 633-5342	Business F	hone #:		Fax #:	
Event		R		19		
Name: The Shamro	ck Shuffle		<del></del>			
Type: 2 & 5 Km Wa	lk; 5 Km Run					
Location: South Sid	e of St. Thomas, Starting	and Ending	at 135 Welling	gton Street,	St. Thomas	
Date(s): March 14, 2020	Alternate Date: (Rain) N/A	Time Start: 09:0	00 AMFinish: 1	1:00 AM	Brigade Arrival: 08:3 Brigade Departure: 1	
		Time Start:	AM Finish:	AM	Brigade Arrival: Brigade Departure:	AM AM
		Time Start:	AM Finish:	AM	Brigade Arrival: Brigade Departure:	AM AM
Attach the followin   Roposed Route	g if available or applicable Map Tentative S		Sche	dule	Rain Out Plans	
Are the following available on site?  ☐ First Aid Room  ☐ Clean Drinking Water ☐ Telephone ☐ Parking						
Special Equipment	Requested:					
Coverage is request Age Group: All	Coverage is requested for: (Please give approximate numbers)  Age Group: All Participants: 300 Spectators: 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 volunteed Please specify (i.e. coffee, lunch, etc.)  Yes - coffee and muffins following completion walk/ run						
	on/group provide us with f known: \$ 75	? Will you i	require a ch	aritable receipt?		
Additional Informat らっしん	ion/special comments: e with St.Joh	N REP	'- vert	e ob		į
Signature/Typed Name: Sandy Westaway				Date: 26	020-01-16	

### **SECTION 14: INSURANCE**

STATEMENT OF INDEMNIFICATION

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.

Shamrock Shuffle	organized by St Thomas	Railway City Rotary Club	
(Event Name)	(Organizing Group)		
shall indemnify and save harmless The Cor law responsible from any and all liabilities,	poration of the City of St. The damages, costs, claims, suits	omas and all persons for whom it is at or actions arising out of:	
any damage to property including loss of u death resulting at any time there from, occ	se thereof, and any injury to casioned by any act or omission	any person or persons, including ons of	
Shamrock Shuffle (Event Name)	organized by St. Tidamas	(Organizing Group)	
its officers, agents, servants, employees, co the premises or any part thereof arising fro damage or injury is due to the act, default officers, agents, servants, employees, cont	om or occasioned by any caus or negligence of The Corpora	e whatsoever, except where such tion of the City of St. Thomas, its	
Witness: Sonn & Sections	Signed:	(Marsh.	
Name (Print): SANDY WESTAWLY	Name (Print):	WADECOMAS	
	Address:	32 MASSEY DR ST. THOMAS	
	Telephone:	519-661-9455	
	Date:	2020-01-16	
	Event Name:	SHAMBOCK SHUFFLE	
	Organizing Group:	ST. JOHNAS RAILWAY CITY ROTARY	
	Event Dates:	2020-03-14	



Oxford · Elgin · St.Thomas

### St. Thomas Site

1230 Talbot Street St. Thomas N5P 1G9 Tel: 519-631-9900 Fax: 519-633-0468

### **Woodstock Site**

410 Buller Street Woodstock N4S 4N2 Tel: 519-421-9901 Fax: 519-539-6206

1-800-922-0096 | www.swpublichealth.ca

# SPECIAL EVENT VENDOR NOTIFICATION FORM

Note: Every person who intends to serve food to the public must notify the Health Unit in accordance with Section 16(2) of the HPPA. Please complete and submit this form at least 2 weeks prior to the event date. Retain a copy of this form for your records; you will NOT be mailed/faxed a copy. If there are concerns, the public health inspector will call the person(s) responsible to clarify.

Note: This form will be forwarded to the Inspector that enforces the Smoke Free Ontario Act (SFOA), 2017. If there are concerns, the inspector will call the person(s) responsible to clarify. For more information on the SFOA, 2017, please contact: tobaccoenforcement@swpublichealth.ca

<b>Event Informat</b>	ion		S William S		150	A TITLE			
Name of Event: Shamrock Shuffle				Event Location (Address): 135 Wellington St, St Thomas ON					
Event Date(s): M	larch 1	4, 2020				Set Up	Da	ite: March 14	2020
Organization Na	me:  nr	Out of th	e Cold						andy Westaway & Wade Coombs
Bus. Phone:519			Home Pho	ne: (519	661-9				mrockshuffle@gmail.com
Are you claiming Regulation?" on p	g exem naga 2)	ption from	the food pre	misos re	gulatic	n? (See	e Ar	re You Exemp	t from the Food Premises
□ Yes					₽ No	-		-	
premise which h	as not	been insp	ected in acce	ordance w	egulat vith the	ion, will food p	l any	y of the food nises regulati	being served be prepared at a on? (i.e. Someone's private home)
☐ Yes (see Exem			irements on p	age 2)	DV/No			٠	
Where will foods	be pre	pared?				SELECT H	110		
☑ On-site	. In:	spected pre	emises – nam	e/location	of esta	ablishme	ent:		-
Concession Site									
□ Tent	□ Tr	ailer	Church     ∴	□ Busine	ess Est	tablishm	ent		☐ Other explain:
How will hazardo	ous foo	ds be tran	nsperted to the event?						
☐ Coolers with ice	<del>)</del>	□ Insulat	ed container	□ Refrig	erated	Unit 😨	z Ot	ther - explain:	N/A
How is the water	suppli	ed? All wa	ter containers	hoses ar	nd othe	r equipn	neni	timust be food	l or waten grade
☑ Municipally Sup			ater Supply	□ Haule					☑ Other explain: My Water Guy
Describe handw	ashing	station: N	Aust be equipp	oed with lie	quid so	ap in a c	disp	enser & dispo	sable paper towels
☑ Fixed sink with running water	hot & co	old	Scoffee urn or portable supply with basin to catch waste water						
What type of sin		7				FOR SELECTION OF S			
□ 2 compartment						nin:			
What type of san		vill be used	d? Use test st	rips to ver	ify con	centratic	on		
☑ Chlorine at 100	• •		□ QUATS at 200 ppm □ Iodine at 25 ppm			5 ppm			
How will you dis	pose o	f waste wa	ter?			, B			
☑ Plumbed to mui	<u>'</u>		Collect for		n sanita	ary facilit	ty		
Will there be coo	king p	erformed c	n-site at the	event?	Same				
☑ No			equipment us	ed (i.e. BE	3Q):			,	
How will you kee	p food	hot? (if ap	plicable)		WW. 14				
□ Steam table	□ War	mer 🗀 (	Oven ⊟ Gri	II I⊟ BB6	O DA	Other ex	rolai	in n/a	

The Personal Information on this Special Event Vendor Notification Form is collected under the authority of the Health Protection and Promotion Act and applicable privacy legislation. This information will be used for delivery of public health programs and services and may be used for evaluation or statistical/research purposes. Any questions about the collection of this information should be directed to SWPH Privacy Officer, 1230 Talbot Street, St. Thomas ON N5P 1G9; (519) 631-9900; Fax: (519) 631-3745, E-mail: info@swpublichealth ca

			11	The second secon
How	will you keep food cold	1? (if applicable)		
□ Fr	eezer	□ Refrigerator	□ Ice chests/coolers	☑ Other explain: n/a
How	will you dispose of gar	bage?		
⊠ Mu	unicipal	□ Other explain:		
Num	ber of Certified Food H	andlers present at the event:	п/а	
	i items to be served: use list)	Food supplier or store/business where purchased	Address	Phone
1.	Baked Goods	Local Bakeries		( )
2.	Fruit	Briwood		( )
3.	***			( )
4.				( )
5.				( )
Note:	The use and/or sale of u	ninspected meats, ungraded egg	gs & unpasteurized milk/milk p	rodu¢ts are strictly prohibited.
Sign	ature of person(s) respo	ansible for event	WESTAWAY WXX 100	Date: 2020-01-16
	The following items a special event (some of	re required to be available arexceptions may apply):	nd used on site during the v	whole duration of the
	□ probe therm □ storage then □ approved sa □ sanitizer test	nometers nitizer	□ liquid soap in a □ paper towels in □ food handler ce □ gloves and hea	a dispenser rtification

#### Are you exempt from the Food Premises Regulation?

Some special events can be considered exempt from Ontario Regulation 493/17 - Food Premises; However, Southwestern Public Health encourages all persons and organizations to comply with the requirements of the Food Premises Regulation.

Events that can be considered exempt include those operated by:

- Religious Organizations organization other than a registered charity, of which a congregation is a constituent part, that adheres to beliefs, evidences by the religious and philosophical tenets of the organization, that include a belief in the existence of a supreme being (Income Tax Act)
- Service Clubs any of several organizations dedicated to the growth and general welfare of its members and the community (Webster's Dictionary). Examples include: Lion's Club, Rotary Club, Optimists, Royal Canadian Legion, Boy Scouts, Girl Guides, Community Sports Associations, etc.
- 3. Fraternal Organizations any organized body of men, women, or both, who are banded together, not for monetary profit, but for mutual assistance, and to promote moral, intellectual or social benefits among the members (Union Club of BC v. Saanich). Examples include: Knights of Columbus, Masonic Lodge, Moose Lodge, Sisterhoods and Brotherhoods, etc.

Note: at an event with multiple vendors, each booth will be examined separately to determine exemption status. The entire event is only exempt if <u>all</u> booths fall under the exemption categories described above.

### **Exempt Premises Requirements**

My special event is exempt, what does this mean?

- Being exempt from the food premises regulation does not mean that the event is exempted from inspection for health hazards under the Health Protection and Promotion Act by a Public Health Inspector.
- A list must be kept of any hazardous food that is prepared in a kitchen which is not inspected under the food premises regulation. The
  list must contain each item donor's name, address and telephone number. This list must be available to a Public Health Inspector.
- A sign must also be posted in a conspicuous location, indicating that the food premises has not been inspected in accordance with the food premises regulation.

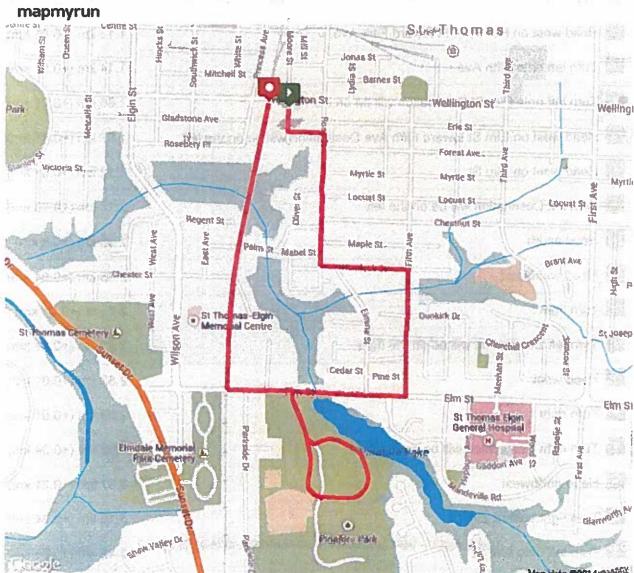
Note: Organizations that refuse to post or maintain the lists as required will not be exempt from the food premises regulation.

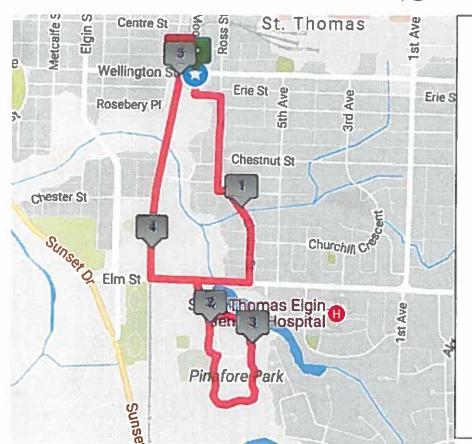
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ಎ 20 2014 Shamrock Shuffle 5 km route Distance: 4.85 km

Elevation: 14.68 m (Max: 237.29 m)





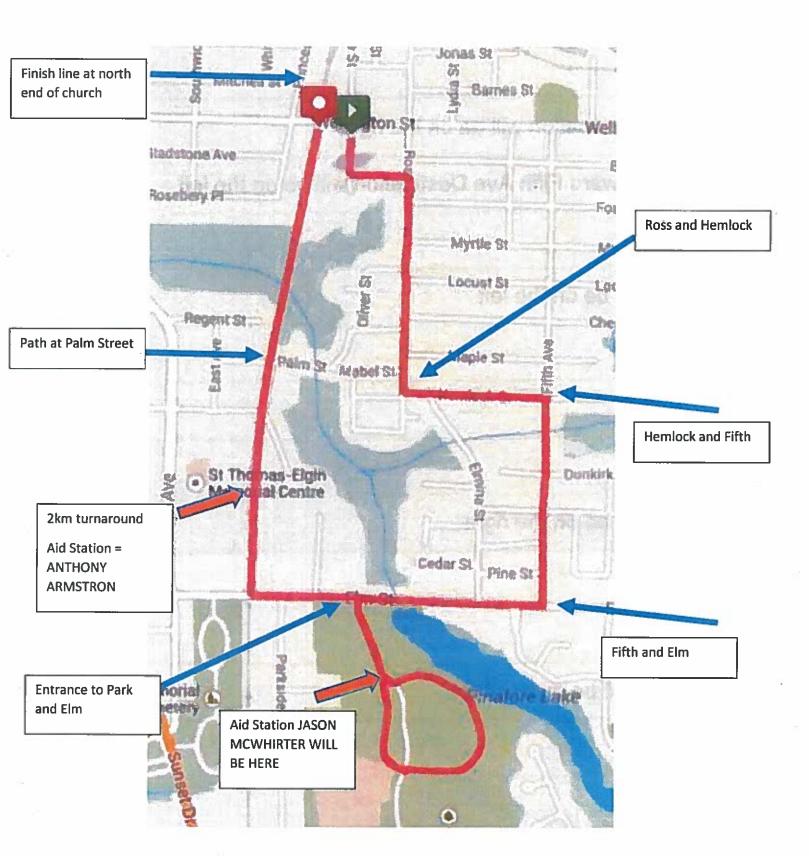
- Moore
- Right on Ross
- Left on Hemlock
- Right on Elimina
- Right on Elm
- Left into Pinafore Park
- Left on Elm
- Right on Recreational Trail back to church

- Enter Pinafore and run straight to the back of the park
- Following around and turn left toward the playground around amp theatre
- Follow Loop back out to Elm

Emphasize to do the <u>Big</u>
<u>Loop</u> to make it 5km



5km Run/Walk 2020
Requesting Cadets be at the locations with the thin arrows



2020



# 2014 Shamrock Shuffle 2 km Route Distance: 2.02 km

St Thomas-Et Memorial Cent

Wilson Ave

O

Elevation: 8.36 m (Max: 234.69 m)

Elgin St Wellington St Hincks St Gladstone Ave McIntyre St Etie! Smith Awe Rosebery Pt Myrtle St Locust St Oliver St Devonsture p. Regent St. Chestnut St Lelia St Palm St Maple St Palm S Mabel St Wilson Ave 15 garage Hemlock St Naama St Chester St Opechee St Chester St

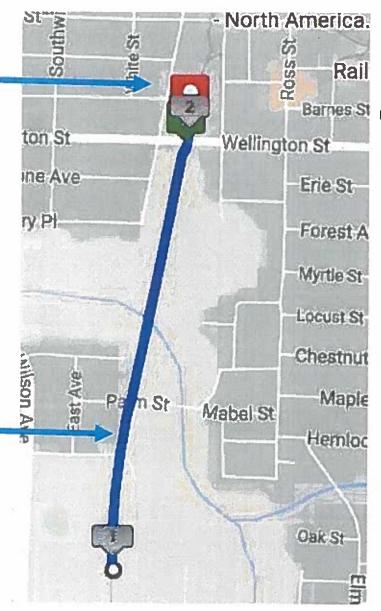
Dunkerk DI

Cypress St data 62014 Google

Oak St

Spruce St

# 2km Walk/Run 20



Start = gate to path on south side of Wellington

Turn around = on path on south end of Memorial

Arena

Finish = North side of Central United Church on path.

Air Cadets

Finish line =

On path where it crosses Palm Street =

Turn around/ aid station=

### **Aid Stations**

1km (Turnaround for 2k) = at south end of Memorial Arena on path= Anthony Armstrong

First parking lot in Pinafore Park = Jason McWhirter

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# **SECTION 1: EVENT AND ORGANIZER INFORMATION**

JAN 1 6 2020

Event Name:	IG Wealth Management \	Walk for Alzheime	rs	
Date(s):	Saturday, May 9, 2020		<u></u>	
Start Time:	7:00 am.	End Time:	1pm.	
Cleanup Start Time:	12 pm.	Cleanup End Time:	1 pm.	<del></del>
Location(s):	Dance Pavilion, Pinafore	Park		
Organizing Group:	St. Thomas-Elgin Alzhein	ners Society		0 0 2
Contact Name #1:	Sharon Lechner	#2: Chris	tine Poier	
Street Address: c/o 45	0 Sunset Drive, Suite 229			
Town/City:	St. Thomas	Province: On	Postal Code: _	15R 5V1
Phone Number #1:	(519) 280-6289	#2: <u>(</u> 519)	633-4396	
Email Address:	sharonlechner@rogers.co	om		n 2/2/2
Expected Attendance:	250 Number o	f Event Personnel/V	olunteers: 16	
Location and number of	of washrooms in place: If bath	nroom is not open for the	ne season yet, 1 near o	dance pavilion
	of Parking Spaces: 4			
Number of Accessible \	Washrooms: 1	Number of Accessit	ole Parking Spots: 1	
Please describe your sp	pecific event. Attach addition	al sheets as necessa	ry	
The event is the Annua	al Walk for Alzheimers. We	have corporate and	personal teams of p	articipants,
entertainment, warm	n up, the Walk and thank y	ou remarks.		
	D BEVERAGE any kind be available at this e Southwestern Public Health a		Yes ✓ east 2 weeks prior te	
SECTION 3: PERSONAL	SERVICES			
-	services of any kind offered t Southwestern Public Health a	•		→ —
Personal services inclupiercing.	de but are not limited to barb	pering, manicures, p	edicures, esthetics,	tattooing and

~=			-	TEN	
	T - W B	4 384	л.		416
ж		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	-		

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 note that there is a <b>no staking policy</b> in all of the City's Parks, Recreation and Property Management facilities.
SECTION 5: SERVING OF ALCOHOL
Will alcohol be consumed at the event?  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 definite not permitted in the Animal Control By-Law 71-2011, an Application must be approved by City Council and can be found on the City Animal Please attach a copy of the application to this permit application an approval may take several weeks.	n for Temporar mal Services pa	y Exemption to ge of the City v	the By-Law website.
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	0 ext. 5130.	
If Yes, please describe the road closure requirement and attach a mof Way Occupancy Permit and City Council approval is required for a fee for the permit and approval may take several weeks.	all road closure	es. Please note	that there is
Please attach a copy of the Right of Way Occupancy Permit and pro If the event is a Parade / Run / Walk / Pass through Sporting Event, under the Special Events page on the City website. Describe the eve	please refer to	the city roads	
Do you require traffic control?  If Yes, please contact the St. Thomas Police Services at (519) 631-12	24 ext. 141.	Yes 🗌	No ✓
PLEASE NOTE: Marshalls, volunteers and special event staff are not can direct traffic pursuant to the Highway Traffic Act.	allowed to dire	ect traffic. Only	the police
SECTION 10: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to arra and Property Management staff once the Special Events Permit Apply If your special event expected attendance is 300 or more you must into the overflow parking lot.	plication has be	een approved.	Please note:
Have you contacted Parks and Recreation staff about your event?	Yes 🗸	No 🔲	N/A
Have you rented a pavilion/facility and signed a permit?  If yes, please provide the location of the rental and attach a copy of	Yes 🔽 f the permit	No 🗌	N/A 🗆

-20-

Do you require picnic tables or garbage cans		Yes 🗸	No 🗆	n/a 🗌
If Yes, how many are you requesting? # of If Yes, please provide pick-up/return date an	Picnic Tables: 12 d time. Drop off Ma	in/12 out # of Garba by 8th any time, pick up Ma	nge Cans: 8 ny 9th at 1 pm.	
Please note availability is at the discretion of delivery/pick up is the responsibility of the e returned no later than 48 hours after your emust obtain an equipment rental permit from prior to your event.	vent organizer. A vent. All applican	Il picnic tables and g ts requesting picnic	arbage bins mi tables and gart	ust be page bins
Have you made arrangements with Environm	nental Services st	aff for recycling cont Yes	ainers and coll No 🕢	ection? N/A 📝
Will you require municipal support for:	Water Hydro	Yes ☐ Yes ✓	No ✓ 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: ACCESSIBILITTY				
As an event organizer, it is your responsible Accessibility for Ontarians with Disabilities requirements to meet for accessibility. Purely displayed throughout the event venue to it washrooms and parking. Although not requiplen to the Municipal Accessibility Advisory of	Act (AODA). On lease note that indicate the barrie red, the Special E	rganizations with at directional signage er-free path of trave vents Committee re	least one en needs to be and location commends sub	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security fire	m been contacted	l/retained?	Yes 🗸	No 🗌
If Yes, what company and how many securit	y officers will be ;	present? usually one off	duty police officer	
First Aid: For events with an anticipated att to be retained. Have you confirmed First Aid		than 200 people, Fin	st Aid services	are required
If Yes, please attach documentation providing	ng proof that First	Aid services have be	en retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	es (Ambulance Se	rvice) been contacte	d regarding yo	our event and No 🕢
Fireworks: Will there be fireworks as part of If Yes. a permit for exhibition fireworks must		the Fire Department	Yes 🗌	No 🗹

#### **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.

1 Lechan	1/14/2020
(Signature of Individual Completing this Application)	(Date completed)
Office Use Only: Application Received: 500 10, 2000	Committee Approval:

### **SECTION 14: INSURANCE**

STATEMENT OF INDEMINIFICATION

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.

16 Wealth Management Walk for Alzheimer's organized by Alzheimer Society Elgin St Thomas

(Event Name)		(Organizing Group)
shall indemnify and save harmless The Corporation of law responsible from any and all liabilities, damages,	of the City of St. Tho costs, claims, suits	mas and all persons for whom it is at or actions arising out of:
any damage to property including loss of use thereof death resulting at any time there from, occasioned b I G weath management walk for Alzheimes organized	y any act or omissio	ons of
(Event Name)		(Organizing Group)
its officers, agents, servants, employees, contractors the premises or any part thereof arising from or occadamage or injury is due to the act, default or neglige officers, agents, servants, employees, contractors, cu	isioned by any cause nce of The Corporat	e whatsoever, except where such tion of the City of St. Thomas, its
Witness: MMOPP	Signed:	Mistration
Name (Print): Mel KMD	Name (Print):	Christine Poier
	Address:	229-450 Swiset Dr.
	Telephone:	519.633.4396
	Date:	January 15 2020
	Event Name:	16 Wealth Management Walk for Michelmers
	Organizing Group:	Alzheimer Society
	Event Dates:	May 9 2020

NO.(519) 631-0386 NO.

Fax

TYPE

TYPE

EMAIL ADDRESS

-93-

				`	$\mathcal{I}$	_		JINOL	DEIN
(	CSIO	CER	TIFICAT	E OF	LI	ABILIT	Y INSURANCE		
7	This certificate is issued as a mat						e holder and imposes no liability ad by the policies below.	y on the insur	er.
1.	CERTIFICATE HOLDER - NAME AND MAI	LING ADDRESS		2885	2. P	SURED'S FULL	NAME AND MAILING ADDRESS		
	y of St. Thomas	ALLEGE STORY COLUMN	····-		Alzh	eimer Soc	iety of Eigin-St. Thomas		
	5 Talbot Street					450 Sunse			
St.	Thomas, ON				St.Th	nomas, ON			
			POSTAL N2P	3V7				CODE	<sup>L</sup> N5R 5V1
3.	DESCRIPTION OF OPERATIONS/LOCATION	ONS/AUTOMOBILES/SPE	CIAL ITEMS TO WHI	ICH THIS CER	TIFICA	TE APPLIES (bu	st only with respect to the operations of t	no Named Insured	)
Op	erations usual to Named In	sured. With res	pect to The	Walk for	Alzh	eimers on	May 9, 2020 at Pinafore P	ark in St Th	iomas.
4.	COVERAGES								
		r document with respect to v		nay be issued (	or may (	pertain. The insu	d indicated notwithstanding any requirements rance afforded by the policies described her		-
				ni di kwa		The second section is	EN REDUCED BY PAID CLAIMS LIMITS OF LIA	BELITY	
	TYPE OF INSURANCE	INSURANCE		DATE	VE	DATE	(Canadian dollars unless in		
		AND POLICY	NUMBER	YYYYMM	/OD	YYYY/MM/DD	COVERAGE	DED.	AMOUNT OF DISURANCE
	MMERCIAL GENERAL LIABILITY						COMMERCIAL GENERAL LIABILITY 800ILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE		5,000,000
	CLAIMS MADE OR OCCURRENCE						- EACH OCCURRENCE	1	5,000,000
	PRODUCTS AND / OR COMPLETED OPERATIONS EMPLOYER'S LIABILITY			2019/10	0/6	2020/10/6	PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		5,000,000
_	CROSS LIABILITY	S1329768				PERSONAL INJURY LIABILITY			
							PERSONAL AND ADVERTISING INJURY		5,000,000
								MEDICAL PAYMENTS	
X	TENANTS LEGAL LIABILITY						TENANTS LEGAL LIABILITY	1,000	500,000
	POLLUTION LIABILITY EXTENSION						POLLUTION LIABILITY EXTENSION		
	NON-OWNED AUTOMOBILES HIRED AUTOMOBILES						NON OWNED AUTOMOBILE		
AUT	OMOBILE LIABILITY						BODILY INJURY AND PROPERTY		
	DESCRIBED AUTOMOBILES						DAMAGE COMBINED		
	ALL OWNED AUTOMOBILES						BODILY INJURY (PER PERSON)		
- LJ	LEASED AUTOMOBILES " LAUTOMOBILES LEASED IN EXCESS OF						BODILY INJURY (PER ACCIDENT)		
	YS WHERE THE PISURED IS REQUIRED ROYDE DISURANCE						PROPERTY DAMAGE		
EXC	ESS LIABILITY						EACH OCCURRENCE		
	UMBRELLA FORM						AGGREGATE		
	ER LIABILITY (SPECIFY)								
5.	CANCELLATION								
Sho	uld any of the above described pol	licies be cancelled be	fore the expirati	ion date the	ereof.	the issuing c	ompany will endeavor to mail 3	0 days writt	ten notice to the
	ificate holder named above, but fai		post of the second				10 m		
-	BROKERAGE/AGENCY FULL NAME AND						IRED NAME AND MAILING ADDRESS		
	th & Associates Insurance a		vices Limited		(bi	of St. Thorr	to the operations of the Herned Insured)		1112
	Talbot Street					albot Stree			
St 7	Thomas, ON			5	St Th	omas, ON			
			POSTAL N5P 1E	39					
BRO	KER CLIENT ID: ALZHSOC-01							E	OSTAL N5P 3V7

CONTACT NUMBER(S)

TYPE

TYPE Phone NO. (519) 631-3862

NO.

2020/1/15

8. CERTIFICATE AUTHORIZATION

SIGNATURE OF ALPHANNER PROPERTY PROPERTY PROPERTY AND ALPHANNER PROP

AUTHORIZED REPRESENTATIVE

ISSUER Reith & Associates Insurance and Financial Services Limited

SECTION 1: EVENT AND ORG	SANIZER	INFORM	IATION
--------------------------	---------	--------	--------

Event Name:	LIONS CLUB FATHERS DAY	CAR SHO
Date(s):	JUNE 215 2020	
Start Time:	7 Am End Time: 4 Pm	7 JAN 1 0 2020
Cleanup Start Time:	Cleanup End Time:	City Olerks Dept.
Location(s):	PINAFORE PARK ST.TH	omAs
Organizing Group:	LIONS CLUB OF ST THOMAS	
Contact Name #1:	CULAYNE CUDINEY #2: HANS WAN	VORREN
Street Address:	33 LEGER AVE	
Town/City:	Province: ON Postal Code: N.	SR 5 m8
Phone Number #1:	519-631-2148 #2:519673 214	8
	Wendhey & Sympatico. Ca	
Expected Attendance	e: <u>485-55 a</u> Number of Event Personnel/Volunteers: 2 6	
	r of washrooms in place:	
Location and Number	r of Parking Spaces:	72
Number of Accessible	e Washrooms: Number of Accessible Parking Spots:	
Please describe your	specific event. Attach additional sheets as necessary.	
SECTION 2: FOOD AN Will food/beverage of If Yes, you must notif	ND BEVERAGE of any kind be available at this event?  Yes V  Yes Southwestern Public Health at 519-631-9900 at least 2 weeks prior to	No O the event.
SECTION 3: PERSONA	AL SERVICES	
Will there be personal If Yes, you must notif	al services of any kind offered to the public at this event?  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes	
Personal services inc piercing.	lude but are not limited to barbering, manicures, pedicures, esthetics,	tattooing and

<b>SECTION 4: TENTS</b>
-------------------------

Will there be an indoor or tent covered area used for public assembly as part of the event? Yes No
AANI CITELE DE BII INICIONI OF CENT COVERCE DI OU DE CENT COVERCE DE CONTROL
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 note that there is a <b>no staking policy</b> in all of the City's Parks, Recreation and Property Management facilities.
SECTION 5: SERVING OF ALCOHOL
Will alcohol be consumed at the event?  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 <b>no staking policy</b> 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 \( \bigcap \) No \( \bigcap \)
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 V
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

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.

through SOCAN for events not taking place in a City facility.

# **SECTION 8: ANIMALS**

Will there be a Petting Zoo or Animals at the event?	Yes 🗌	No 🔽
f Yes, Southwestern Public Health must be notified of the event details not permitted in the Animal Control By-Law 71-2011, an Application for must be approved by City Council and can be found on the City Animal Please attach a copy of the application to this permit application and supproval may take several weeks.	r Temporary Exemptio Services page of the C	n to the By-Law ity website.
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES		EF.
Are you anticipating any road closures or traffic flow changes?	Yes 🗌	No 🔽
If Yes, please contact the Roads and Transportation Department at (51	9) 631-1680 ext. 5130.	
If Yes, please describe the road closure requirement and attach a map of Way Occupancy Permit and City Council approval is required for all a fee for the permit and approval may take several weeks.	or sketch showing the oad closures. Please n	closure. A Right ote that there is
Please attach a copy of the Right of Way Occupancy Permit and provid If the event is a Parade / Run / Walk / Pass through Sporting Event, ple under the Special Events page on the City website. Describe the event	ase refer to the city ro	ads map located
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 PLEASE NOTE: Marshalls, volunteers and special event staff are not all		
can direct traffic pursuant to the Highway Traffic Act.		
SECTION 10: MUNICIPAL FACILITIES		
For events taking place in Pinafore Park, organizers will need to arrang and Property Management staff once the Special Events Permit Applic If your special event expected attendance is 300 or more you must have into the overflow parking lot.	ation has been approv ve at least one volunte	ed. Please note: er direct traffic
Have you contacted Parks and Recreation staff about your event?  Have you rented a pavilion/facility and signed a permit?  If we please provide the location of the rental and attach a copy of the	es No 🗌	N/A 🗌
Have you rented a pavilion/facility and signed a permit?	Yes No No	N/A C

	( )			_
Do you require picnic tables or garbage can If Yes, how many are you requesting? # o If Yes, please provide pick-up/return date a	f Picnic Tables: _	res [5]	No 🔲 age Cans:(	N/A
Please note availability is at the discretion of delivery/pick up is the responsibility of the returned no later than 48 hours after your emust obtain an equipment rental permit from prior to your event.	event organizer. event. All applica	All picnic tables and g nts requesting picnic	arbage bins me tables and garl	ust be page bins
Have you made arrangements with Environ	mental Services s	taff for recycling con Yes	tainers and coll No 🔽	ection? N/A
Will you require municipal support for:	Water Hydro	Yes 🗌	No No	N/A I
Please note that all equipment and extension certification body under the Ontario Elect Authority. If required, please attach the Elect Number:	rical Safety Code	or have been inspec	ted by the Ele	ctrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsible Accessibility for Ontarians with Disabilities requirements to meet for accessibility. It displayed throughout the event venue to washrooms and parking. Although not requiplen to the Municipal Accessibility Advisory	es Act (AODA). ( Please note that indicate the barr ired, the Special	Organizations with a directional signage ier-free path of trave Events Committee re	t least one en needs to be el and location commends sub	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security fi	rm been contacte	ed/retained?	Yes 🔲	No
If Yes, what company and how many securi	ty officers will be	present?		
First Aid: For events with an anticipated at to be retained. Have you confirmed First Ai		e than 200 people, Fi Yes	rst Aid services	s are required N/A
If Yes, please attach documentation provide	ing proof that Firs	st Aid services have b	een retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	es (Ambulance S	ervice) been contacto	ed regarding vo	our event and No
Fireworks: Will there be fireworks as part of the second o	=	o the Fire Departmen	Yes 🗌 t.	No 🗹

### **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: 000 Committee Approval:

### **SECTION 14: INSURANCE**

STATEMENT OF INDEMNIFICATION

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.

	A	
(Event Name)	ized by	(Organizing Group)
•	•	•
g at any time there from, occasioned	by any act or on	nissions of
HEKS DAJ CAR SHOW organiz (Event Name)	ed by <u>///////////////////////////////////</u>	(Organizing Group)
or any part thereof arising from or oc ury is due to the act, default or neglig	casioned by any gence of The Corp	cause whatsoever, except where such poration of the City of St. Thomas, its
Minapp	Signed:	
Mel Knapp	Name (Print):	WAYNIE CUDNEY
	Address:	33 CEGER AU
	Telephone:	519631-2148
	Date:	JAN 10th 2020
	Event Name:	FATHERS DM CAX SHOW
	Organizing Gr	oup: St. THOMOS LIONS CLUB
	Event Dates:	JUNE 21/20
	(Event Name)  y and save harmless The Corporation e from any and all liabilities, damage property including loss of use there g at any time there from, occasioned  (Event Name)  ents, servants, employees, contractor or any part thereof arising from or occury is due to the act, default or neglig s, servants, employees, contractors,	y and save harmless The Corporation of the City of St. e from any and all liabilities, damages, costs, claims, so property including loss of use thereof, and any injury at any time there from, occasioned by any act or on (Event Name)  ents, servants, employees, contractors, customers, involved any part thereof arising from or occasioned by any ary is due to the act, default or negligence of The Corps, servants, employees, contractors, customers, invited and known and known are servants.  Med known Signed:  Name (Print):  Address:  Telephone:  Date:  Event Name:  Organizing Gr



City of St. Thomas - Parks and Recreation P.O. Box 520, 545 Talbot Street

St. Thomas, ON N5P 3V7

Phone: (519) 633-7112 Fax: (519) 633-9272

Scheduling Invoice

**Creation Date:** 

Tue Jun 18, 2019

Invoice #:

17534

PAYEE:

Wayne Cudney St. Thomas Lions Club

Amer

\$330.75

33 Leger Ave St. Thomas, Ontario, Canada

Amount Paid:

\$0.00

N5R 5M8

**Balance Due:** 

**Total Amount Due:** 

\$330.75

Client #: Phone 1: Event: 401

(519) 631-2148

Lions Club Car Show

Account #: Phone 2:

Email: wcudney@sympatico.ca

Fax:

Status: Firm

10698 4131 RT0001

**Facility** 

Facility Name	Description	Date	Time	Price
Plnafore Park - Picnic	Shelters - North Shelter	AND ALL DESIGNATIONS AND PROPERTY OF THE PROPE	Commence of the second	
Daily Rate 2020 w/ Ft	IG Incurance - \$05.53 Daily	Pate		

Sun Jun 21, 2020

07:00AM - 05:00PM

\$95.53

Odit Odit 21, 2020

Facility Subtotal:

\$95.53

Total:

Total:

\$95.53

\$222.80

Services

		e36 to 1884		Service Subtotal:	\$222.80
		4	Sun Jun 21, 2020	07:00AM - 05:00PM	\$222.80
lydro Pedestal Fee - \$5 Stand Alone Service	-				
Pinafore Park - All Servi	res - Hydro Pedesta	1	AND THE PARTY OF THE PROPERTY OF THE PARTY O	the first of the Section of the parameters of the section of the s	And the Residence of the Party
Service Name	Description	Qty	Date	Time Pi	ice

### **Transactions**

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

Comments	
Booked by Wayne June 18, 2019	

	Subtotal:	\$318.33
	13% HST:	\$12.42
	Total:	\$330.75
A	mount Paid:	\$0.00
В	alance Due:	\$330.75



Powered by Book King

Date Viewed: Tue Jun 18, 2019 @ 12:47PM (EDT)

- 14. Continued use of facilities named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing.
- 15. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
- 16. The City of St. Thomas By-law 111-2008 prohibits the use of tobacco within thirty (30) metres/90 feet of playground equipment, splash pads and players benches.
- 17. Consumption of alcoholic beverages is strictly prohibited outside of the designated/pre-approved licensed area in the facilities pertaining to this permit.
- 18. The permit holder will be financially responsible for in addition to the damage deposit for any grounds restoration such as grass replacement as a result of foot traffic, incumbent weather or vehicles parking in unauthorized areas.

This permit covers the time p	period specified below	<i>i</i> :		1		
		June	<u>ي</u> ا	2020		
l acknowledge and accept	all of the preceding	terms and con	ditions.	l Signed and a	accepted by:	
W. Cudney					Lions (	Club CS
Name (please print)	- 40	Signature			Group Name	
User Group			)		$\bigcirc$	1
A. Gazda		() 9	are	a	line	18/19
Name (please print)		Signature		)	Date	
City of St. Thomas				/	V	ı
Invoice #(s)	17534			,		

Payment Terms: Due at the time of booking.

-32

JAN 2 0 2020

SECTION 1: EVENT AND	ORGANIZER INFORMATION S Dept.
Event Name:	Seniors Day in the Park
Date(s):	Wednesday July 8, 2000
Start Time:	9:30 am End Time: 3:30 pm
Cleanup Start Time:	330pm Cleanup End Time: 400 pm
Location(s):	Pinafore Park
Organizing Group:	Seniors Day in the Park
Contact Name #1:	Sheri Wilson #2: Brian May
Street Address:	5 South Edgervare Rd
Town/City:	Thomas Province: ON Postal Code: NSP4C4
Phone Number #1:	519-280-3245 #2:
Email Address:	Sherri-Wilson Quon-ca
Expected Attendance: _	1300-1500 jumber of Event Personnel/Volunteers: 15-20
Location and number of	fwashrooms in place: Moun (500) pavilions.
Location and Number o	f Parking Spaces:
Number of Accessible V	Vashrooms: Number of Accessible Parking Spots:
Please describe your sp	ecific event. Attach additional sheets as necessary
Day in &	the park with music and community
in forma	att on for seniors of Elgin County.
_	BEVERAGE  ny kind be available at this event?  Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
SECTION 3: PERSONAL	<u>SERVICES</u>
	services of any kind offered to the public at this event?  Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
Personal services includ piercing.	le but are not limited to barbering, manicures, pedicures, esthetics, tattooing and

### **SECTION 4: TENTS**

Will there be an indoor or tent covered area used for public assembly as part of the event? Yes Vo No
If Yes, please specify the number and size of tents. $10 \times 10 \simeq 40 \times 50$
If the tents are larger than $60m^2$ 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 note that there is a <b>no staking policy</b> in all of the City's Parks, Recreation and Property Management facilities.
SECTION 5: SERVING OF ALCOHOL
Will alcohol be consumed at the event?  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 <b>no staking policy</b> 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 V
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 Ves 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 de not permitted in the Animal Control By-Law 71-2011, an Application must be approved by City Council and can be found on the City Animal Please attach a copy of the application to this permit application are approval may take several weeks.	n for Tempora mal Services pa	ry Exemption to age of the City v	the By-Law website.
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) 631-168	0 ext. 5130.	
If Yes, please describe the road closure requirement and attach a mof Way Occupancy Permit and City Council approval is required for a fee for the permit and approval may take several weeks.	all road closur	es. Please note	_
Please attach a copy of the Right of Way Occupancy Permit and proof of the event is a Parade / Run / Walk / Pass through Sporting Event, under the Special Events page on the City website. Describe the events	please refer to	the city roads	•
Do you require traffic control?  If Yes, please contact the St. Thomas Police Services at (519) 631-12	224 ext. 141.	Yes 🗌	 No
PLEASE NOTE: Marshalls, volunteers and special event staff are not can direct traffic pursuant to the Highway Traffic Act.	allowed to dir	ect traffic. Only	the police
SECTION 10: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to arrand Property Management staff once the Special Events Permit Apply of the Special event expected attendance is 300 or more you must into the overflow parking lot.	plication has b	een approved.	Please note:
Have you contacted Parks and Recreation staff about your event?	Yes 🗌	No 🗹	N/A 🗌
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy or	Yes   f the permit	No 🗹	N/A 🗌

	-30	- /			
Do you require picnic tables or garbage cans? If Yes, how many are you requesting? # of If Yes, please provide pick-up/return date and	Picnic Tables:	Yes 🗹 # of Garba	No 🔲	N/A 🗆	
Please note availability is at the discretion of delivery/pick up is the responsibility of the externed no later than 48 hours after your externed obtain an equipment rental permit from prior to your event.	vent organizer. All vent. All applicants	picnic tables and g requesting picnic t	arbage bins m tables and gar	ust be bage bins	
Have you made arrangements with Environm	nental Services staf	f for recycling cont Yes	ainers and col	lection? N/A	
Will you require municipal support for:	Water Hydro	Yes 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: ACCESSIBILITTY					
As an event organizer, it is your responsible Accessibility for Ontarians with Disabilities requirements to meet for accessibility. Pl displayed throughout the event venue to in washrooms and parking. Although not require plan to the Municipal Accessibility Advisory Communicipal Ac	Act (AODA). Org ease note that d dicate the barrier red, the Special Evo	anizations with at irectional signage free path of trave ents Committee rec	least one er needs to be I and location commends sul	mployee have prominently of accessible	
SECTION 12: OTHER SERVICES/RESOURCES					
Security: Has a privately licensed security firm	n been contacted/	retained?	Yes	No 🗹	
If Yes, what company and how many security	officers will be pr	esent?			
First Aid: For events with an anticipated atte to be retained. Have you confirmed First Aid		nan 200 people, Fir Yes	st Aid service No 🌅	s are required N/A	
If Yes, please attach documentation providing	g proof that First A	id services have be	en retained.		
Ambulance: Has Emergency Medical Service planned emergency access to the site?	s (Ambulance Serv	ice) been contacte	d regarding ye	our event and No	
Fireworks: Will there be fireworks as part of If Yes, a permit for exhibition fireworks must	*	ne Fire Department	Yes 🗌	No 🕡	

### **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)	Jan 16 2020 (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.

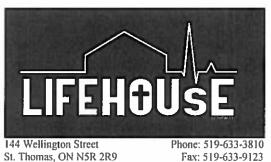
Please note that an approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.

STATEMENT OF INDEMNIFICATION	
(Event Name)	ed by Seniers Day in the Perk (Organizing Group)
shall indemnify and save harmless The Corporation law responsible from any and all liabilities, damages	of the City of St. Thomas and all persons for whom it is at s, costs, claims, suits or actions arising out of:
death resulting at any time there from, occasioned	
(Event Name)	ed by Seriers Day in the Perk (Organizing Group)
the premises or any part thereof arising from or occ	s, customers, invitees or licensees, or occurring in or on assioned by any cause whatsoever, except where such ence of The Corporation of the City of St. Thomas, its ustomers, invitees or licensees.
Witness:	Signed:
Name (Print): Shem Wilson	Name (Print): Brian May
	Address: 464 Highview Dr.
	Telephone: 519 694 8449
	Date: Jan 20/2020
	Event Name: Seniors Doyla The Park
	Organizing Group: Seniors Day In The Park
	Event Dates: Wed Tuly 8 2020

City of St. Thomas

JAN 2 3 2020

City Clerks Dept.



St. Thomas, ON N5R 2R9 Fax: 519-633-9123 Email: idemoor@stpa.on.ca Website: www.stlifehouse.com

January 20, 2020

Dear City of St. Thomas: RE: Special Events request

I am writing to inform you of a special event that St. Thomas Pentecostal Assembly will be involved in on April 10<sup>th</sup>. It is our <u>Annual Walk with the Cross.</u>

We would like to conduct a parade at 11:00 am down Talbot Street, leaving the church at 144 Wellington Street and arriving at City Hall then having a 20 minute performance on the steps of City Hall from approximately 11:45 am – 12:30 pm. In order for us to do this performance we are requesting the use of the electricity at City Hall for our sound equipment.

We thank you so much for your cooperation and support over the many years that we have been involved in this event.

Sincerely,

Janice DeMoor

Secretary/Treasurer

Janiceple Moor

# **SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name:	Walk with the Cro	ess		
Date(s):	April 10, 2020			
Start Time:	11 am`	End Time:	12:15 pm	
Cleanup Start Time:		Cleanup End Time:	-	
Location(s):	Parade from chur	ch on Wellington St Ro	ss St Talbot S	t City Hall
Organizing Group:	LifeHouse St. Thor	mas (formerly named St. T	homas Pentecos	tal Assembly)
Contact Name #1:	Rev. Peter Cusick	κ <sub>#2:</sub> Janic	e DeMoor	
Street Address: 144 W	/ellington Street			
Town/City:	St. Thomas	Province: ON	Postal Code:	N5R 2R9
Phone Number #1:	519-494-5014	#2: <u>519-</u> 6	33-3810	
Email Address:	jdemoor@stpa.on	ı ca		
Expected Attendance:	100-125 No	umber of Event Personnel/V	olunteers: 12	
		e:		
Location and Number	of Parking Spaces:			
Number of Accessible \	Washrooms:	Number of Accessib	le Parking Spots:	
Please describe your sp	pecific event. Attach a	additional sheets as necessa	ry. Parade from Ch	urch to City Hall
Once we arrive at C	ity Hall a short 20 i	minute performance will b	oe held on the s	teps. Music
will be preformed, to	estimonies and drai	mas. Music will be played	I during the para	ide.
•	any kind be available Southwestern Public	at this event? Health at 519-631-9900 at l	Yes   east 2 weeks prior	_
SECTION 3: PERSONAL	SERVICES		,	
		offered to the public at this e Health at 519-631-9900 at l		
Personal services inclu	de but are not limited	d to barbering, manicures, p	edicures, esthetics	s, tattooing and

Page 2 of 7

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 $60m^2$ 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 note that there is a <b>no staking policy</b> in all of the City's Parks, Recreation and Property Management facilities.
SECTION 5: SERVING OF ALCOHOL
Will alcohol be consumed at the event?  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 <b>no staking policy</b> 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 not permitted in the Animal Control By-Law 71-2011, an Application for Tenmust be approved by City Council and can be found on the City Animal Servi Please attach a copy of the application to this permit application and submit approval may take several weeks.	nporary Exemption ices page of the City	to the By-Law
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) 63	1-1680 ext. 5130.	
If Yes, please describe the road closure requirement and attach a map or sk of Way Occupancy Permit and City Council approval is required for all road a fee for the permit and approval may take several weeks.	closures. Please not	
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 runder the Special Events page on the City website. Describe the event and a		
One police escort is needed while we parade down to City Hall using	one lane of the roa	ad until
we arrive at our destination at City Hall.		·
Do you require traffic control?  If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 1	Yes <b>√</b> 141.	No 🗌
PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed can direct traffic pursuant to the Highway Traffic Act.	to direct traffic. On	ly the police
SECTION 10: MUNICIPAL FACILITIES		
For events taking place in Pinafore Park, organizers will need to arrange and and Property Management staff once the Special Events Permit Application If your special event expected attendance is 300 or more you must have at I into the overflow parking lot.	has been approved	. Please note:
Have you contacted Parks and Recreation staff about your event? Yes	No 🗌	N/A XX
Have you rented a pavilion/facility and signed a permit?  Yes  If we a please provide the location of the rental and attach a copy of the period.	No No	N/A

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Do you require picnic tables or garbage cans If Yes, how many are you requesting? # of If Yes, please provide pick-up/return date an	Picnic Tables: _		No Lage Cans:	N/A 📈 
Please note availability is at the discretion of delivery/pick up is the responsibility of the ereturned no later than 48 hours after your exmust obtain an equipment rental permit from prior to your event.	vent organizer. vent. All applic	All picnic tables and a ants requesting picnic	garbage bins m tables and gar	ust be bage bins
Have you made arrangements with Environn	nental Services	staff for recycling con Yes	tainers and col No	lection? N/A
Will you require municipal support for:	Water Hydro	Yes Yes	No No	N/A X
Please note that all equipment and extension certification body under the Ontario Electric Authority. If required, please attach the Electric Number:	ical Safety Cod	e or have been inspe	cted by the Ele	ectrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsib Accessibility for Ontarians with Disabilities requirements to meet for accessibility. P displayed throughout the event venue to in washrooms and parking. Although not requi plan to the Municipal Accessibility Advisory	Act (AODA). lease note the ndicate the bar red, the Specia	Organizations with a at directional signage rier-free path of trave I Events Committee re	t least one ere needs to be el and location ecommends sul	mployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security fire	m been contac	ted/retained?	Yes 🗌	Ио 💢
If Yes, what company and how many security	y officers will b	e present?		
First Aid: For events with an anticipated atto to be retained. Have you confirmed First Aid		re than 200 people, F Yes	irst Aid service No 🗌	s are required N/A 💢
If Yes, please attach documentation providir	ng proof that Fi	rst Aid services have b	een retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	es (Ambulance	Service) been contact	ed regarding y Yes	our event and No
Fireworks: Will there be fireworks as part of If Yes, a permit for exhibition fireworks must		to the Fire Departmer	Yes	No 💢

#### **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)	Danuary 20, 2020
Office Use Only: Application Received: Ton 24, 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		
Walk with the Cross	anized by LifeHouse	St. Thomas
(Event Name)		(Organizing Group)
shall indemnify and save harmless The Corporati law responsible from any and all liabilities, dama	•	•
any damage to property including loss of use the death resulting at any time there from, occasion		•
Walk with the Cross orga	nized by LifeHouse	St. Thomas
(Event Name)	,	(Organizing Group)
officers, agents, servants, employees, contractor Witness: Janice De Moo	rs, customers, invitees	or licensees
	Signed:	
Name (Print): Janice De Moor	Name (Print):	Peter W. Cusick
	Address:	144 Wellington St.
	Telephone:	519-494-5014
	Date:	January 20/2020
	Event Name:	Walkwith the Cross
	Organizing Grou	ip: LifeHouse St. Thoma
	Event Dates:	April 10.2020



#### CERTIFICATE OF INSURANCE

This is to certify to:

The City of St. Thomas

545 Talbot Street St. Thomas, Ontario

N5P 3V7

That policies of Insurance as herein described have been issued to the insured named below and are in force at this date.

Name of Insured:

St. Thomas Pentecostal Assembly, Trustees of

Address of Insured:

144 Wellington Street St-Thomas, Ontario

N5R 2R8

Insurer:

THE SOVEREIGN GENERAL INSURANCE COMPANY

Location and Operations to which this Certificate applies:

RE: "The Cross Walk" Parade traveling to and from St. Thomas Pentecostal Assembly to City

Hall with a performance on the steps of City Hall on April 10, 2020.

KIND OF POLICY	LIMITS OF LIABILITY	POLICY NUMBER	EXPIRY DATE
COMMERCIAL GENERAL LIABILITY (EXCEPT AUTOMOBILE) INCLUDING: PRODUCTS/COMPLETED OPERATIONS NON-OWNED AUTOMOBILE LIABILITY PERSONAL INJURY LIABILITY CROSS LIABILITY/SEPARATION OF INSUREDS TENANTS LEGAL LIABILITY - BROAD FORM SUB-LIMIT, IF ANY \$2,000,000. PER OCCURRENCE RESTRICTIONS (if any): REFER TO POLICY WORDINGS	\$5,000,000.  INCLUSIVE LIMIT PER OCCURRENCE/ANNUAL AGGREGATE BODILY INJURY AND PROPERTY DAMAGE COMBINED	CPP981504	June 18, 2020
OTHER	N/A		

**ADDITIONAL INSURED:** The following name is added to the policy as an Additional Insured, but only with respect to the above noted location and arising out of the Named Insured's operations. The policy limits are not increased by the addition of such Additional Insured beyond those stated in this Certificate.

#### THE CITY OF ST. THOMAS

**NOTE:** The insurance afforded is subject to the terms, conditions and exclusions of the applicable policy. This certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer. The insurer will endeavor to mail to the holder of this certificate 15 days written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.

ROBERTSON HALL INSURANCE INC.		
per		
(AUTHORIZED RESENTATIVE)	Date	January 20, 2020

Attn: Janice DeMoor Email: jdemoor@stpa.on.ca

# Google Maps LifeHouse St Thomas to City of St. Thomas

Drive 800 m, 2 min



#### LifeHouse St Thomas

144 Wellington St, St Thomas, ON N5R 2R9

1	1.	Head east on Wellington St toward Ross St	70
4	2.	Turn left at the 1st cross street onto Ross St	73 m
4		Turn left onto Talbot St Destination will be on the right	400 m

# City of St. Thomas

545 Talbot St, St Thomas, ON N5P 3V7

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

# SECTION 1: EVENT AND ORGANIZER INFORMATION

<b>Event Name:</b>	ST THOMAS KINSMEN CUR EASTER EGG HUNT
Date(s):	APRIL 11, 2020
Start Time:	SETUPTIME End Time: 1:00 PM
Cleanup Start Time:	8:30 am Cleanup End Time: 1:30 PM
Location(s):	PINA FORE PARK
Organizing Group:	ST THOMAS KINSDEN CLUB
Contact Name #1:	PAUL TRITLER #2:
Street Address:	41792 NORTH ST
Town/City:	ST THONAS Province: ONT Postal Code: NSP 4LT
Phone Number #1:	<u>519 637 3042 #2:</u>
Email Address:	TRITTLER @ HOT MAIL CON
Expected Attendance	Number of Event Personnel/Volunteers: 35
	r of washrooms in place: PINAFORE PARK DAID PAUILLIOD PARK WASH ROOM r of Parking Spaces:
Number of Accessible	Washrooms: PAKK WASHROOM 5 Number of Accessible Parking Spots:
Please describe your	specific event. Attach additional sheets as necessary.
EASTER	EGG HUNT AGES 1-4 5-8 8-11 50/50 BRAW
SELLING	HOT DOGG FOR HOT CHOCOLATET COFFEE \$ 1,00
•	ID BEVERAGE  If any kind be available at this event?  Yes No No very Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
SECTION 3: PERSONA	AL SERVICES
	ol services of any kind offered to the public at this event? Yes No No Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
Personal services inc piercing.	lude but are not limited to barbering, manicures, pedicures, esthetics, tattooing and

SECT	ION	4: T	ΈN	TS

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 note that there is a <b>no staking policy</b> in all of the City's Parks, Recreation and Property Management facilities.				
SECTION 5: SERVING OF ALCOHOL				
Will alcohol be consumed at the event?  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 \( \bigcap \) No \( \bigcap \)				
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?				
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 de not permitted in the Animal Control By-Law 71-2011, an Applicatio must be approved by City Council and can be found on the City Ani Please attach a copy of the application to this permit application ar approval may take several weeks.	n for Temporari mal Services pa	y Exemption to ge of the City v	the By-Law website.
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 mof Way Occupancy Permit and City Council approval is required for a fee for the permit and approval may take several weeks.	all road closure	s. Please note	
Please attach a copy of the Right of Way Occupancy Permit and pro	vide the permit	t #:	
If the event is a Parade / Run / Walk / Pass through Sporting Event, under the Special Events page on the City website. Describe the events page on the City website.	•	•	
Do you require traffic control?  If Yes, please contact the St. Thomas Police Services at (519) 631-12	224 ext. 141.	Yes 🗌	 No <b>≾</b>
PLEASE NOTE: Marshalls, volunteers and special event staff are not can direct traffic pursuant to the Highway Traffic Act.	allowed to dire	ct traffic. Only	the police
SECTION 10: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to arrand Property Management staff once the Special Events Permit Apply our special event expected attendance is 300 or more you must into the overflow parking lot.	olication has be	en approved.	Please note:
Have you contacted Parks and Recreation staff about your event?	Yes 🔀	No 🗌	N/A
Have you rented a pavilion/facility and signed a permit?  If yes, please provide the location of the rental and attach a copy of	Yes 🔀 the permit l	No D	N/A []

Do you require picnic tables or garbage cans If Yes, how many are you requesting? # of If Yes, please provide pick-up/return date ar	Picnic Tables: _		No 🗌 bage Cans: <u>6</u>	N/A
Please note availability is at the discretion of delivery/pick up is the responsibility of the ereturned no later than 48 hours after your emust obtain an equipment rental permit fro prior to your event.	vent organizer. vent. All applica	All picnic tables and nts requesting picnic	garbage bins m tables and gari	ust be bage bins
Have you made arrangements with Environr	nental Services s	taff for recycling cor Yes	ntainers and coll No 📈	lection? N/A
Will you require municipal support for:	Water Hydro	Yes ⊠ Yes ☑	No 🗌	N/A   N/A
Please note that all equipment and extension certification body under the Ontario Electric Authority. If required, please attach the Electric Number:	ical Safety Code	or have been inspe	cted by the Ele	ctrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsible Accessibility for Ontarians with Disabilities requirements to meet for accessibility. Put displayed throughout the event venue to it washrooms and parking. Although not requipled to the Municipal Accessibility Advisory of	Act (AODA). Clease note that ndicate the barried, the Special	Organizations with a directional signage ier-free path of trav Events Committee re	at least one en e needs to be el and location ecommends sub	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security fire	m been contacte	d/retained?	Yes	No 🔀
If Yes, what company and how many security	y officers will be	present?		
First Aid: For events with an anticipated atte to be retained. Have you confirmed First Aid	services?	Yes 🔀	No 🔲	are required
If Yes, please attach documentation providing	g proof that Firs	t Aid services have b	een retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	s (Ambulance Se	ervice) been contact	ed regarding yo Yes 🔲	ur event and No 🔀
Fireworks: Will there be fireworks as part of If Yes, a permit for exhibition fireworks must	•	the Fire Departmer	Yes 🗌	No 🔀

# **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.

Paul gratler	27/01/2020
(Signature of Individual Completing this Application)	(Date completed)
Office Use Only: Application Received: Ton 87, 808	Committee Approval:

#### **SECTION 14: INSURANCE**

STATEMENT OF INDEMNIFICATION

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 INDENTITION	
TVI	
STITHMAS KINSDEN EASTER EGGHUNI organized by	ST THONAS KINSMENCLUB
(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

STTHONAS KILKNEY EASTER ECCHYUT organized by STTHONAS KINKNEY CLUR (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: MMMAPP	Signed:	and Joutloon
Name (Print): Mel Knapp	Name (Print):	PAUL TRITTLER
• •	Address:	41792 NORTH TT
	Telephone:	519 637 3042
	Date:	27/01/2020
	Event Name:	ST THOMER KINSTLEN EAD

Organizing Group: ST THONG KINSMEN CLUB

Event Dates: APRIL 11 3010



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



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

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

- 1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
- 2. Wedding Receptions / Ceremonies booked in the park pavilions require a \$500.00 damage deposit at time of booking. Either a post dated chq (for date of event), cash, visa, MasterCard or debit will be refunded after the event provided there are no damages and that the property including picnic tables are in the same condition in which the property was found. The intent is to ensure that picnic tables will be returned where they were found by the user.
- 3. The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement, 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.
- Cancellation Policy for facilities <u>other than</u> pavilions/bandshell shall be 14 days notice. There will be no refund
  if cancelled within 14 days.
- 10. The Parks and Recreation Department reserves the right to cancel or alter the time or fees specified in this permit, due to change of policy or availability of facilities.
- 11. Unless otherwise noted, the invoice will be mailed to the person who has signed the facility permit. Please be sure to advise Parks and Recreation if the invoice is to be sent to another person.
- 12. The picnic pavilion permit fee shall include only the use of a pavilion, hydro, and water. Any additional use of facility space (e.g. hydro pedestals) must be requested and a separate fee will be associated on your facility permit.
- 13. The permit-holder acknowledges that the City has sole responsibility for booking any outdoor facilities. The permit-holder does not have the right to assign this permit or any related facilities associated with this permit to another group or individual.

- 14. Continued use of facilities named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing.
- 15. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
- 16. The City of St. Thomas By-law 111-2008 prohibits the use of tobacco within thirty (30) metres/90 feet of playground equipment, splash pads and players benches.
- 17. Consumption of alcoholic beverages is strictly prohibited outside of the designated/pre-approved licensed area in the facilities pertaining to this permit.
- 18. The permit holder will be financially responsible for in addition to the damage deposit for any grounds restoration such as grass replacement as a result of foot traffic, incumbent weather or vehicles parking in unauthorized areas.

This permit covers the time period spe	ecified below:	
Apr	:1 11, 2020	
I acknowledge and accept all the pr	receding terms and conditions. Signed and a	accepted by:
Name (please print) User Group	X Paul Tritles Signature	Group Name
Name (please print) City of St. Thomas	Signature	Jan. 23, 2323 Date
Invoice #(s)	18369	

Payment Terms: Due at the time of booking.

CEI	RTIF	ICATE OF I	IABILITY	/ IN	ISURAN	ICE	ISSUE DATE YYYY 2020/01/		D
BROKER  This certificate is issued as a matter of information only and confers no rupon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or after the coverage afforded by the policies below.				his					
		ON M5G 2E3 416-597-0008 FAX: 4	416-597-2313		Company A	Ecclesiastic	al Insurance		
HUB					Company B				
INSURED'S FULL NAME AND M	AILING	ADDRESS		$\dashv$	Company				
Kin Canada 1920 Rogers Drive				}	Company				
Cambridge, ON N3H 5C8					Ď				
					Company E				
			COVER	AGE	S				
This is to certify that the policies of insure or conditions of any contract or other doc	ance liste	d below have been issue	d to the insured nam	ned at	bove for the polic	y period indicat	ed notwithstanding any requireme	nts, term	าร
subject to all terms, exclusions and cond	itions of s	such policies.	enincate may be iss				BEEN REDUCED BY PAID		s
TYPE OF INSURANCE	CO	POLICY NUMBER	EFFECTIVE D	ATE	EXPIRY	DATE	LIMITS OF LIAE	BILITY	
CONTROLL CENERAL HARMEN	LTR	0112507NPT001	YYYY/MM/DE		YYYY/I		(Canadian dollars unless in EACH OCCURRENCE	dicated S	otherwise) 5,000,000
COMMERCIAL GENERAL LIABILITY  CLAIMS MADE	Α	0112307141 1001	2020/02/01	1	2021	/02/01	GENERAL AGGREGATE	s	20,000,000
X OCCURRENCE						Ì	PRODUCTS - COMP/OP	s	5,000,000
X PRODUCTS AND/OR		}					AGGREGATE PERSONAL INJURY	-	5 000 000
COMPLETED OPERATIONS							EMPLOYER'S LIABILITY	\$ \$	5,000,000 1,000,000
PERSONAL INJURY		i				}	TENANT'S LEGAL LIABILITY	\$	1,000,000
X EMPLOYER'S LIABILITY							NON-OWNED AUTOMOBILE	\$	5,000,000
TENANT'S LEGAL LIABILITY							HIRED AUTOMOBILE	\$	50,000
AUTOMOBILE LIABILITY		-					BODILY INJURY		
DESCRIBED AUTOMOBILES							PROPERTY DAMAGE	\$	
ALL OWNED AUTOMOBILES							COMBINED BODILY INJURY	+-	
LEASED AUTOMOBILES **							(Per person)	\$	
GARAGE LIABILITY							BODILY INJURY (Per accident)	\$	
"ALL AUTOMOBILES LEASED IN EXCESS OF NO DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE MAURANCE						Ì	PROPERTY DAMAGE	s	
EXCESS LIABILITY					_		EACH OCCURRENCE	s	
UMBRELLA FORM OTHER THAN UMBRELLA FORM						}	AGGREGATE	1-	
								\$	
OTHER (SPECIFY)		1						\$	
						-		\$	
								\$	
								\$	
DESCRIPTION OF OPERATIONS/LOCAT General Liability Policy Excludes: A						PLIES (but only	with respect to the operations of the Nam	ned Insure	d)
This certificate only applies to Ever	nt: Kins	men Annual Easter E	gg Hunt						
Club will be hosting the event and Expected attendees: 1100 Date: April 11, 2020	running	a snack table							
**3rd party entertainers are not cov		This centificate							
Club Name: Kinsmen Club of St. T.	nomas								
CERTIFICATE HOLDER				CAI	NCELLATION				
			5				policies be cancelled before the e	xpiratio	n date
			h	nolder	named to the le	eft, but failure t	deavor to mail 30 days written no o mail such notice shall impose r ly, its agents or representatives.		
				ДЦΙТ	THORIZED RE	PRESENTA	TIVE		
City of St. Thomas				, 101			•		
Joe Preston					7	11 4	de		
95 Elm St					//	1.1M			
St. Thomas, ON N5R 1H7				Per:	e 1 of 1	1 20			

# **SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name:	Teddy Bear Picnic
Date(s):	Wednesday June 10 2020
Start Time:	9:00am
Cleanup Start Time:	1:00pm Cleanup End Time: 2:00pm
Location(s):	Pinafore Park
Organizing Group:	EarlyON Child and Family Centre St Thomas-Elgin
Contact Name #1:	Marilyn Heffren #2: Bev Fellows
Street Address: 7 Mor	rison Drive
Town/City:	St Thomas Province: ON Postal Code: N5R4S5
Phone Number #1:	519-631-9496 ext. 1809 #2: 519-631-9496 ext. 1810
Email Address:	m.heffren@communitylivingelgin.com
Expected Attendance:	950 Number of Event Personnel/Volunteers: 45
Location and number of	of washrooms in place:
Location and Number	of Parking Spaces:
Number of Accessible \	Washrooms: Number of Accessible Parking Spots:
Please describe your sp	pecific event. Attach additional sheets as necessary. The Teddy Bear Picnic is an annual
free event for familie	es in the community with children birth to six years of age. A number of
community organizations to	hat offer services to families come together to create a variety of activities for families to enjoy.
· · · · · · · · · · · · · · · · · · ·	BEVERAGE  any kind be available at this event?  Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
SECTION 3: PERSONAL	SERVICES
•	services of any kind offered to the public at this event? Yes  No ✓ No ✓ Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
Personal services inclu-	de but are not limited to barbering, manicures, pedicures, esthetics, tattooing and

Page 2 of 7

# **SECTION 4: TENTS**

Will there be an indoor or tent covered area used for public assembly as part of the event? Ye	es No	٧
If Yes, please specify the number and size of tents.		
If the tents are larger than $60m^2$ cumulatively, a building permit is required through Planning & Services. Please attach a copy of the Permit and provide the Permit Number:	Building	
Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Frequirements enforced by Southwestern Public Health.	ee Ontario Ac	t
Please note that there is a <b>no staking policy</b> in all of the City's Parks, Recreation and Property Nacilities.	Vanagement	
SECTION 5: SERVING OF ALCOHOL		
Will alcohol be consumed at the event?  If Yes, you must review and meet the requirements of the City's Alcohol Policy available through 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 organished to notify and provide any pertinent information required under the AGCO guideling obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations access is given to the Police and AGCO Inspectors for the purposes of inspections.	es for	
The area where alcohol is being served has to have a 36" (0.9m) high barrier/partition. Please is a no staking policy in all of the City's Parks, Recreation and Property Management facilities.	note that the	re
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT		
Will you be requesting that City Council declare your event a "Municipally Significant Event"?  Yes \[ \] N	lo 🗸	
If Yes and you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "significant", by submitting a separate letter to the City Clerk's Department. Please note that sumay take several weeks.	municipally	of
SECTION 7: MUSIC / NOISE		
Will there be a concert or musical entertainment as part of the event? Yes ✓ N	lo 🗌	
If Yes, please note that the use of sound reproduction devices is authorized between the hour and 11:00 p.m. so long as the Police are satisfied that said devices are being "used in a reason and not intolerably high. It is the responsibility of the organizers to obtain any applicable musi through SOCAN for events not taking place in a City facility.	able manner"	,

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 det not permitted in the Animal Control By-Law 71-2011, an Application must be approved by City Council and can be found on the City Anim Please attach a copy of the application to this permit application and approval may take several weeks.	i for Temporary nal Services pa	Exemption to ge of the City v	the By-Law vebsite.
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 more of Way Occupancy Permit and City Council approval is required for a fee for the permit and approval may take several weeks.	all road closure	s. Please note	
Please attach a copy of the Right of Way Occupancy Permit and prov	vide the permit	#:	
If the event is a Parade / Run / Walk / Pass through Sporting Event,   under the Special Events page on the City website. Describe the eve		•	
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-12	24 ext. 141.	Yes 🗌	No 🗸
PLEASE NOTE: Marshalls, volunteers and special event staff are not a can direct traffic pursuant to the Highway Traffic Act.	allowed to dire	ct traffic. Only	the police
SECTION 10: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to arra and Property Management staff once the Special Events Permit App If your special event expected attendance is 300 or more you must hinto the overflow parking lot.	lication has be	en approved.	Please note:
Have you contacted Parks and Recreation staff about your event?	Yes 🗸	No 🗌	N/A
Have you rented a pavilion/facility and signed a permit?  If yes, please provide the location of the rental and attach a copy of	Yes 🔽 the permit. B	No D	N/A

-59-

Do you require picnic tables or garbage can If Yes, how many are you requesting? # o If Yes, please provide pick-up/return date a	f Picnic Tables: 20		No lange Cans: 10	N/A
Please note availability is at the discretion of delivery/pick up is the responsibility of the returned no later than 48 hours after your emust obtain an equipment rental permit from prior to your event.	event organizer. A event. All applicar	All picnic tables and gots requesting picnic	arbage bins mu tables and garb	ust be page bins
Have you made arrangements with Environ	mental Services st	aff for recycling cont Yes 🕢	ainers and coll No	ection? N/A
Will you require municipal support for:	Water Hydro	Yes 📝	No 💮 No 😿	N/A N/A
Please note that all equipment and extension certification body under the Ontario Elect Authority. If required, please attach the Elect Number:	rical Safety Code	or have been inspec	ted by the Ele	ctrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsi Accessibility for Ontarians with Disabilities requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not requiplen to the Municipal Accessibility Advisory	es Act (AODA). O Please note that indicate the barri uired, the Special I	rganizations with a directional signage er-free path of trave Events Committee re	: least one en needs to be el and location commends sub	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES	<u> </u>			
Security: Has a privately licensed security fi	rm been contacte	d/retained?	Yes	No 🔽
If Yes, what company and how many securi	ity officers will be	present?		- <del>17 - 17 - 1</del>
First Aid: For events with an anticipated at to be retained. Have you confirmed First Ai		e than 200 people, Fi Yes 🗹	rst Aid services	s are required N/A
If Yes, please attach documentation provid	ing proof that Firs	t Aid services have b	een retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	ces (Ambulance S	ervice) been contact	ed regarding yo	our event and No
Fireworks: Will there be fireworks as part of		o the Fire Departmen	Yes 🔲 t.	No 🗸

#### **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)	Jan 27 2020
(Signature of Individual Completing this Application)	(Date completed)
Office Use Only: Application Received: <u>Jan 28, 2020</u>	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	
Teddy Bear Picnic	organized by EarlyON Child and Family Centre St Thomas-Elgin
(Event Name)	(Organizing Group)
3.5	ne Corporation of the City of St. Thomas and all persons for whom it is at illities, damages, costs, claims, suits or actions arising out of:
	ss of use thereof, and any injury to any person or persons, including m, occasioned by any act or omissions of
Teddy Bear Picnic	organized by EarlyON Child and Family Centre St Thomas-Elgin
(Event Name)	(Organizing Group)
damage or injury is due to the act, de	ing from or occasioned by any cause whatsoever, except where such efault or negligence of The Corporation of the City of St. Thomas, its contractors, customers, invitees or licensees.  Signed:  Name (Print):  Marilyn Heffren
	Address: 7 Momson Dr.
	Telephone: <u>579-631-9496</u> ext 1809
	Date: \dan 27 2020
	Event Name: Teddy Bear Picnic
	Organizing Group: Early ON Child & Family Centre
	Event Dates: Wed June 10 2020

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



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

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

- 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
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- 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 specific	ed below:	
Wed dune	10 2020 900 an	n-2°pm
I acknowledge and accept all the prece	eding terms and conditions. Signed and ac	ccepted by:
Manlyn Heffren Name (please print) User Group  Mike Balderston  Name (please print) City of St. Thomas	Signature  Signature  Signature	Group Name  San 23 2020  Date
Invoice #(s)		

Payment Terms: Due at the time of booking.



401-

75 Main Street North, Princeton , ON NOJ 1V0

Phone: 800-265-4000

Fax: 519-458-4366

	CERTIFICATE	OF INS	URANCE		
This certificate is issued as a matter of infor This certificate do	mation only and confers nees not amend, extend or a				ability on the insurer.
INSURED'S FULL NAME AND MAILING ADDRESS				MAILING ADDRESS	ATTACK SECTION
COMMUNITY LIVING ELGIN & STEAMR HOUSING CORP RESOURCES SERVICES 400 TALBOT STREET ST THOMAS, ON N5P 1B8	ORATION & ELGIN COMMUNITY		adowbrook Drive		
	COVE	RAGES	CONTRACTOR VICE		
This is to certify that the policies of insurance listed term or condition of any contract or other documen herein is subject to all terms, exclusions and condit	t with respect to which this certif	ficate may be	issued or may per	olicy period indicated notwithstar tain. The insurance afforded by AVE BEEN REDUCED BY PAIL	the policies described
TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DA	ATE EXPIRY DATE	LIMITS OF LL (Canadian dollars unless	THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.
COMMUNITY SERVICES GENERAL LIABILITY	Subscribing Companies as Identified in			BODILY INJURY & PROPERTY DAMAGE	\$2,000,000
CLAIMS MADE OF VOCCURRENCE				EACH OCCURRENCE GENERAL AGGREGATE	\$8,000,000
PRODUCTS AND/OR COMPLETED OPERATIONS	CP82277A	April 1, 2019	April 1, 2020	PRODUCTS-COMPLETEINOPERATIONS AGO	2
MEMPLOYERS LIABILITY			7,411,411	PERSONAL INJURY	INCLUDED
PERSONAL INJURY	1			MEDICAL PAYMENTS (Any One Person)	\$10,000
TENANTS LEGAL LIABILITY	1		-	TENANTS LEGAL LIABILITY	INCLUDED
MON-OWNED AUTO VIRED AUTOMOBILES	CP82277C	April 1, 2019	April 1, 2020	HON-OWNED AUTO	\$8,000,000
PROFESSIONAL / MALPRACTICE LIABILITY		74	7,444	PROFESSIONAL / MALPRACTICE LIABILITY	\$8,000,000
CROSS LIABILITY BLANKET CONTRACTUAL	1			PROFESSIONAL MALE POLITICE LIABILITY	\$0,000,000
				OCCURRENCE	AGGREGATE
ENVIRONMENTAL LIABILITY (LAIMS MADE	<del> -</del>			шміт	AGGREGATE
AUTOMOBILE LIABILITY  DESCRIBED AUTOMOBILES  ALL OWNED AUTOMOBILES	3			BODILY INJURY AND PROPERTY DAMAGE COMBINED	
LEASED AUTOMOBILES **		1		BODILY INJURY (Per Person)	
				BOOKLY (NUURY (Per Accident)	
** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE	:			PROPERTY DAMAGE	
OTHER CLAIMS MADE OF CCURRENCE					
				LIMIT	AGGREGATE
님				UMIT	DEDUCTIBLE
<u> </u>				OCCURRENCE	AGGREGATE
PROPERTY	1	1		Valuati	on .
PROPERTY *ALL RISKS*			-		
$\vdash$					
L m					<u></u>
\$upplementary Schedule				Deduction	oles ALLOTHER
		7		EARTHQUAKE	FL000
ADDITIONAL INSURED NAME AND MAILING ADDRESS	Supplementary Sci			RATIONS / LOCATIONS / AUTOMO	BILES / SPECIAL ITEMS
The Corporation of The City of St. Thomas, City Hall, PO BOX 520, 545 Talbot Street, St. Thomas, ON N5P 3V7		W	ith Respect to Early On C	hild and Family Centres	
					2.7
	est to Insured With respect to Liabil		OFIL ATION		eterore and artists of all the reconstruction
CERTIFICATE HOLDER - NAME AND MAILING ADDRESS  The Corporation of The City of St. Thomas.		EADYON BOLDS	CELLATION	described policies he essented	helore the expiration
The Corporation of the City of St. Thomas, City Hall, PO BOX 520, 545 Talbot Street, St. Thomas, ON N5P 3V7		date notic	Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named on the left, but fallure to mail such notice shall impose no obligation or liability of any kind upon the company, its brokers		
SUBSCRIBING COMPANIES ON BEHALF OF FRANK CO MANAGING GENERAL AGENT INCLUDING BUT NOT LIM The Guarantee Company of North America	TO DOMESTIC OF THE PROPERTY OF	or re	presentatives.	ALO	
Temple Insurance Company	A "A+"			1 projecto	Ø
Underwriters at Lloyds of London	*A*	10	<u> </u>		April 11, 2019



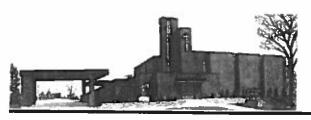
# St. John Ambulance St. Thomas/Elgin Branch

30 Burwell Rd. St. Thomas, ON N5P-3R6

Phone (519) 633-2290 Fax (519) 631-3368 Email: <u>st.thomas@sja.ca</u>
Emergency Contact: (519) 670-1920 Email: <u>galynne.cini@sja.ca</u>

Request for Medical First Response Service

ricquest 10	1 Wicarcar i	nat Reaponae a	CIVICC	,
Organization Information			_	ext
Organization: Early ON : Address: 7 Momson Or Web Site:	St Thomas - 1	Elgin Phone Nun	ıber: <u>519-631-</u> 94	196 1809
Address: 7 Momson Or	ive Cit	y: St Thomas Postal (	Code: NSR 455	
Web Site:		Fax Nun	nber: <u>519-631-</u> 0	820
Contact Information for Event	11 66			
Contact Person: Manlyn 1	tettren	Residence Phone Numbe	r:	, ,
Cell Number:		Email: m. heffren e	community/1V11	g elgin.
Event Information	2 11 '	,		Links
Name of Event: Finafore Contact Name of Person at Event	Kar Picni	Type of Eve	nt: Family Fun ac	711/1/65
Location of Event: Pinatore	- Park	City:	St Thomas	1 +1000
Contact Name of Person at Event	: Manlyn +	<u> Jeffren</u> Contact Nun	nber: <u>579-631-94</u> 9	6 exT1807
Date(s)	Rain Date(s)	Requested SJA Arrival	SJA Departure Time	
1) June 10 2020	Same	900	100	
2)				
3)				
4)				
5)				
Attach the following if available o	r applicable:			Memorial
				Arena
Are the following available on site	 ≘?			
First Aid Room Drinking Water Parking Electrical Outlet for Ambulance Plug Ice				
Special Equipment Requested:				
none				
Coverage is requested for: Par	ticinants	Spectators	Both	
Age Group: 0 - 99yrs (approx	imate # of participants	(approximate # of spectator	_	
If the event is longer than four (4)		Is complementary (free) for		
time(s), is food available on site?	·			Y)
watermelon, water		Please specify (meals/drin	ks): watermelon	
Will your organization/group provide us with Will you require a charitable receipt?				
a donation? ✓ Amount if known: \$ Will you require an invoice? ✓				
Will your Event have any Social Media you would like us to promote (FaceBook/Twitter/Instagram etc):				
Signature/Typed Name:		Date:		
Mauly Noffen		<u> </u>	Jan 17/20	
· ////		<del>//</del>		



# St. Anne's Church

20 Morrison Drive, St. Thomas, Ontario N5R 4S6

Telephone: 519-631-3640

Fax: 519-631-7938

City of St. Thomas

JAN 2 8 2020

City Clerks Dept.

Ms. Melanie Knapp, Secretary, Special Events Committee City of St. Thomas, City Clerk's Department 545 Talbot Street St. Thomas, ON N5P 3V7

Dear Ms. Knapp:

January 21, 2020

The 49<sup>th</sup> Annual St. Anne's Community Festival is to take place on June 3, 4, 5, & 6, 2020 on the grounds of St. Anne's Church.

The Festival features the renowned World's Finest Shows Midway. There is something for everyone at St. Anne's Community Festival, including:

Home-style meals served in The Centre every evening
St. Anne's Bingo
Restaurant Tent
Bake Sale
Outdoor Beverage Patio
Games of Chance
Blackjack Night
Festival Auction

Please find attached our completed application for your permission to host a Special Event.

Thank you for your support of this Parish endeavour every year!

Sincerely,

Rev. Graham Keep

Flehr

**Pastor** 

Rev. John Johnson Associate Pastor

/mmcl Encl.

# **SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name:	St. Anne's Community Festival			
Date(s):	June 3, 4, 5 & 6, 2020			
Start Time:	June 3&4-4 pm; June 5&6-12pm End Time: 12 am			
Cleanup Start Time:	Cleanup End Time:			
Location(s):	20 Morrison Drive, St. Thomas, ON N5R 4S6			
Organizing Group:	St. Anne's Church			
Contact Name #1:	Mike McLaughlin #2: Len Parkins			
Street Address: 20 Mc	prrison Drive			
Town/City:	St. Thomas Province: ON Postal Code: N5R 4S6			
Phone Number #1:	519-631-3640 #2:			
Email Address:	stannesparish@dol.ca			
Expected Attendance: 100's per day Number of Event Personnel/Volunteers: 100 per day				
Location and number of washrooms in place: 8 regular & 1 special portable units and washrooms at St. Anne's Centre				
Location and Number of Parking Spaces: St. Anne's School, 100 parking spots				
Number of Accessible	Washrooms: 2 Number of Accessible Parking Spots: 12			
Please describe your s	pecific event. Attach additional sheets as necessary. Midway, Silent & Live Auction			
Free Live entertainment, Free Admission, Free parking, 4 Days of Fun for the Whole Family, St. Anne's Festival				
supports various charitable organizations in St. Thomas/Elgin County and various missions projects overseas.				
	D BEVERAGE  any kind be available at this event?  Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.			
SECTION 3: PERSONAL	. SERVICES			
	services of any kind offered to the public at this event? Yes No ✓ Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.			
Personal services inclupiercing.	de but are not limited to barbering, manicures, pedicures, esthetics, tattooing and			

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. 1 tent - 30' x 60'
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 apply
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 <b>no staking policy</b> in all of the City's Parks, Recreation and Property Management facilities.
SECTION 5: SERVING OF ALCOHOL
Will alcohol be consumed at the event?  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 ther is a <b>no staking policy</b> 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 values not permitted in the Animal Control By-Law 71-2011, an Application for Temporal by City Council and can be found on the City Animal Service Please attach a copy of the application to this permit application and submit approval may take several weeks.	porary Exemption to es page of the City	o the By-Law website.
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 sket of Way Occupancy Permit and City Council approval is required for all road closure fee for the permit and approval may take several weeks.	osures. Please note	that there is
Please attach a copy of the Right of Way Occupancy Permit and provide the p	ermit #:	
If the event is a Parade / Run / Walk / Pass through Sporting Event, please refunder the Special Events page on the City website. Describe the event and at		•
	0	
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 14	Yes 🗌	No 🗸
PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to can direct traffic pursuant to the Highway Traffic Act.	o direct traffic. Only	the police
SECTION 10: MUNICIPAL FACILITIES		
For events taking place in Pinafore Park, organizers will need to arrange an or and Property Management staff once the Special Events Permit Application half your special event expected attendance is 300 or more you must have at least into the overflow parking lot.	as been approved.	Please note:
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   Yes   If yes, please provide the location of the rental and attach a copy of the perm	No 🗌	N/A ✓

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.

		Yes	No 🔔	N/A 🗸
Will you require municipal support for:	Water Hydro	Yes 🗌 Yes 📗	No No	N/A ✓ N/A ✓
Please note that all equipment and extens	ion cords must he	in good condition and	l approved by	an accredit

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

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: ACCESSIBILITTY**

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? ISM - 2 guards		
First Aid: For events with an anticipated attendance of more than 200 people, First to be retained. Have you confirmed First Aid services?  Yes	: Aid services ar No	e required N/A
If Yes, please attach documentation providing proof that First Aid services have been	n retained.	
Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted planned emergency access to the site?	regarding your Yes 🗸	event and No
Fireworks: Will there be fireworks as part of your event?  If Yes, a permit for exhibition fireworks must be submitted to the Fire Department.	Yes	No 🗸

# **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)	(Pate completed)
Office Use Only: Application Received: 300 88, 20	Committee Approval:

# **SECTION 14: INSURANCE**

STATEMENT OF INDEMNIFICATION

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.

t. Anne's Community Festival organized by St. Anne's Church		
(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. Anne's Community Festival organized by St. Anne's Church		
(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:  Name (Print):  Mke M Laughlin  Address:  Address:  20 Morrison Drive		
	Telephone:	519-631-3640
	Date:	January 24,2020
	Event Name:	St. Anne's Community Festive
	Organizing Group: St. Anne's Church	
	Event Dates:	June 3-6,2020

SECTION 1: EVENT AN	O ORGANIZER INFORMATION
Event Name:	Big Bike Healt and Stroke
Date(s):	May 27, 2020 3 May 28, 2020
Start Time:	12:00 pm End Time: 8:00 pm.
Cleanup Start Time:	10 am Cleanup End Time: 9:00 pm.
Location(s):	Streamliners Espresso Bar
Organizing Group:	Heart and Stroke
Contact Name #1:	Dajana Dragicevic #2: Fennifer Hassan.
Street Address:	180-633 Colborne St.
Town/City:	London Province: ON Postal Code: N6B2V3
Phone Number #1:	5192863311 #2: 519679 6641 × 4263
Email Address:	dajana. dragicevic @heart and stroke-ca
Expected Attendance:	150 Number of Event Personnel/Volunteers: 6
Location and number of	of washrooms in place: 1 Washroom in ride Stramliners.
Location and Number	of Parking Spaces: behind Strampirers
about 5	O Spots.
	Washrooms:/ Number of Accessible Parking Spots:
Please describe your s	pecific event. Attach additional sheets as necessary. Every 1/2
hour team	is of 29 ride the Big Bike around
n 2 km r	use to raise money for heart and stroke
SECTION 2: FOOD AND Will food/beverage of	
SECTION 3: PERSONAL	SERVICES
	services of any kind offered to the public at this event?  Yes No No Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
Personal services inclupiercing.	de but are not limited to barbering, manicures, pedicures, esthetics, tattooing and

<b>SECT</b>	ION	4:1	TEN:	ΓŚ

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 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 \( \sum \) No \( \sum \)
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**

1.5			7~
Will there be a Petting Zoo or Animals at the event?	57	Yes	No XI
If Yes, Southwestern Public Health must be notified of the event detent permitted in the Animal Control By-Law 71-2011, an Application must be approved by City Council and can be found on the City Animal Please attach a copy of the application to this permit application and approval may take several weeks.	for Tempora al Services p	ry Exemption to age of the City v	the By-Law vebsite.
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) 631-168	0 ext. 5130.	
If Yes, please describe the road closure requirement and attach a man of Way Occupancy Permit and City Council approval is required for a fee for the permit and approval may take several weeks.	ll road closur		
	1.53		
Please attach a copy of the Right of Way Occupancy Permit and prov	ide the perm	nit#:	
If the event is a Parade / Run / Walk / Pass through Sporting Event, punder the Special Events page on the City website. Describe the even		-	7
NA	· · · ·		
Do you require traffic control?  If Yes, please contact the St. Thomas Police Services at (519) 631-122	24 ext. 141.	Yes 🗌	No No
PLEASE NOTE: Marshalls, volunteers and special event staff are not a can direct traffic pursuant to the Highway Traffic Act.	illowed to di	ect traffic. Only	the police
SECTION 10: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to arra and Property Management staff once the Special Events Permit App If your special event expected attendance is 300 or more you must hinto the overflow parking lot.	lication has b	een approved.	Please note:
For events taking place in Pinafore Park, organizers will need to arra and Property Management staff once the Special Events Permit App If your special event expected attendance is 300 or more you must h	lication has b lave at least (	een approved.	Please note:

Do you require picnic tables or garbage cansilf Yes, how many are you requesting? # of If Yes, please provide pick-up/return date and	Picnic Tables:	Yes # of Garba	No Dge Cans:	N/A X
Please note availability is at the discretion of delivery/pick up is the responsibility of the exreturned no later than 48 hours after your evenust obtain an equipment rental permit from prior to your event.	ent organizer. All pent. All applicants	picnic tables and ga requesting picnic to	irbage bins ma ables and garl	ust be page bins
Have you made arrangements with Environm	ental Services staff	for recycling conta	iners and coll No	ection? N/A 🂢
Will you require municipal support for:	Water Hydro	Yes Yes	No 🔀 No 💢	N/A 🗌 N/A 🦳
Please note that all equipment and extension certification body under the Ontario Electric Authority. If required, please attach the Ele Number:	cal Safety Code or	have been inspect	ed by the Ele	ctrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsible Accessibility for Ontarians with Disabilities requirements to meet for accessibility. Place displayed throughout the event venue to in washrooms and parking. Although not require plan to the Municipal Accessibility Advisory Communicipal	Act (AODA). Orga ease note that di dicate the barrier- red, the Special Eve	nizations with at rectional signage free path of travel nts Committee rec	least one en needs to be and location ommends sub	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security firm	n been contacted/r	etained?	Yes	No X
If Yes, what company and how many security	officers will be pre	esent?		
First Aid: For events with an anticipated atte to be retained. Have you confirmed First Aid		an 200 people, Fir Yes	st Aid services	are required
If Yes, please attach documentation providin	g proof that First A	id services have be	en retained.	,
Ambulance: Has Emergency Medical Service planned emergency access to the site?	s (Ambulance Servi	ce) been contacte	d regarding yo Yes	our event and
Fireworks: Will there be fireworks as part of If Yes, a permit for exhibition fireworks must		e Fire Department	Yes	No

### **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.

Wien request.	Jan 29_	12020	•
(Signature of Individual Completing this Application)	(Date completed)	_	
Office Use Only: Application Received: Jon 39, 3030	Committee Approval:		

### **SECTION 14: INSURANCE**

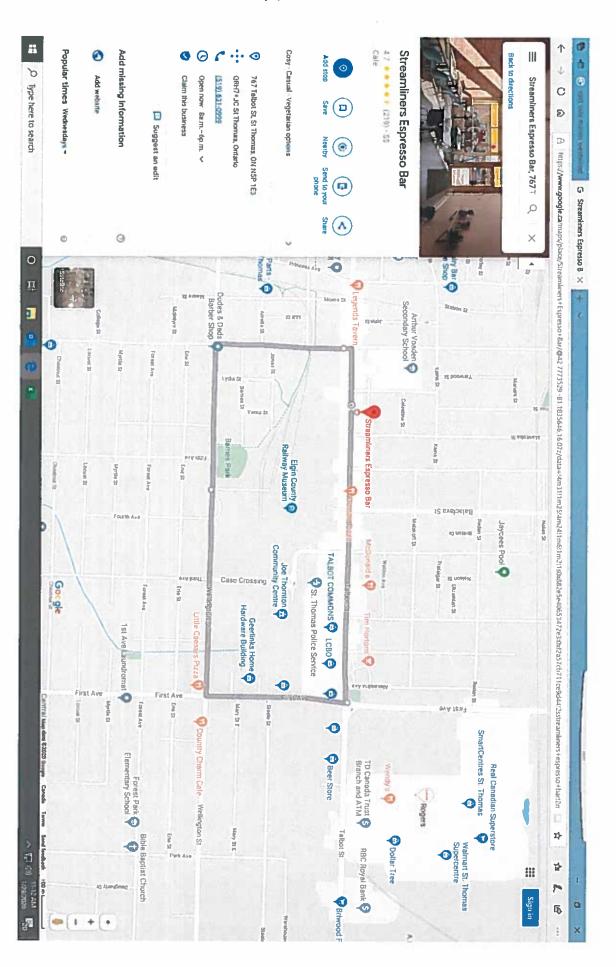
STATEMENT OF INDEMNIFICATION

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.

Big BIKE organize	ed by Heat	and Stroke
U (Event Name)		(Organizing Group)
shall indemnify and save harmless The Corporation of law responsible from any and all liabilities, damages,		
any damage to property including loss of use thereo death resulting at any time there from, occasioned b		
Big Bike organized (Event Name)	d by Hear	and Stroke. (Organizing Group)
its officers, agents, servants, employees, contractors the premises or any part thereof arising from or occudamage or injury is due to the act, default or neglige officers, agents, servants, employees, contractors, contractors	asioned by any cause w nce of The Corporation	whatsoever, except where such n of the City of St. Thomas, its
Name (Print): Patricia Silcon	Name (Print):	Dajana Dragiceric
	Address: _	Dajana Dragicevic 180-633 Colhine A.
	Telephone: _	519 679 0641
() ()**)	Date: _	Jan 29, 2020
Э	Event Name: _	Big Bike
£	Organizing Group:	Hout and Trake
	Event Dates:	May 27, May 28
		2020



# **SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name:	Canadian Dream Circus			
Date(s):	August 24 - September 1	7 (performances r	un from Sept 5-13)	
Start Time:	1pm (earliest showing)	End Time:	10pm (end of latest	showing)
Cleanup Start Time:		Cleanup End Time:		
Location(s):	1Password Park, South	end, entrance from	Silver Street (old par	rking lot)
Organizing Group:	St. Thomas EDC + Cana	dian Dream Circu	5	
Contact Name #1:	Sean Dyke	#2: <u>Meg</u>	an Pickersgill	
Street Address: 545 T	albot Street			
Town/City:	St. Thomas	Province: ON	Postal Code: N5	P 3V7
Phone Number #1:	519-631-1680 x4104	#2:_519-6	631-1680 x4132	
Email Address:	sdyke@stthomas.ca / mp	oickersgill@stthom	nas.ca	
Expected Attendance:	500 Number	of Event Personnel/	Volunteers: 15	
Location and number	of washrooms in place: on-	site and TBD		
			accessible spots will b	e set up
Location and Number of Parking Spaces: on-site, many spots, and accessible spots will be set up				
Number of Accessible	Washrooms: whatever necessary	Number of Access	ible Parking Spots: whate	ever necessary
Please describe your s	pecific event. Attach additio	nal sheets as necess	ary	
The Canadian Dream Circus is setting up their circus tent to bring their show back to St. Thomas.				
Max capacity per sho	ow is 500. There will be 12	total showings over	er 9 days. Final sched	ule TBD.
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: PERSONA	L 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 inclu	ide but are not limited to ba	rbering, manicures,	pedicures, esthetics, ta	ttooing and

## **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. 1 large tent. See attached plan.			
If the tents are larger than $60m^2$ cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: we will apply for one			
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 <b>no staking policy</b> in all of the City's Parks, Recreation and Property Management facilities.			
SECTION 5: SERVING OF ALCOHOL			
Will alcohol be consumed at the event?  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 <b>no staking policy</b> 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 to not permitted in the Animal Control By-Law 71-2011, an Application for Tomust be approved by City Council and can be found on the City Animal Ser Please attach a copy of the application to this permit application and subrapproval may take several weeks.	emporary Exemption rvices page of the Ci	n to the By-Law ty website.
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) 6	531-1680 ext. 5130.	
If Yes, please describe the road closure requirement and attach a map or of Way Occupancy Permit and City Council approval is required for all road a fee for the permit and approval may take several weeks.	d closures. Please no	ote that there is
Please attach a copy of the Right of Way Occupancy Permit and provide the lifthe event is a Parade / Run / Walk / Pass through Sporting Event, please under the Special Events page on the City website. Describe the event and	refer to the city roa	ds map located
under the special events page on the city website. Describe the event and	attach a map of ski	
Do you require traffic control?  If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext	Yes	No 🗸
PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed can direct traffic pursuant to the Highway Traffic Act.	ed to direct traffic. O	nly the police
SECTION 10: MUNICIPAL FACILITIES		
For events taking place in Pinafore Park, organizers will need to arrange and Property Management staff once the Special Events Permit Application If your special event expected attendance is 300 or more you must have a into the overflow parking lot.	on has been approve	d. Please note:
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 If yes, please provide the location of the rental and attach a copy of the permit.		N/A ✓

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Do you require picnic tables or garbage cans	?	Yes 🗸	No 🗀	N/A 📙
If Yes, how many are you requesting? # of				
If Yes, please provide pick-up/return date an	d time. Pick up August 31	- Return September 1	4	
Please note availability is at the discretion of delivery/pick up is the responsibility of the ereturned no later than 48 hours after your exmust obtain an equipment rental permit from prior to your event.	vent organizer. All pic vent. All applicants rec	nic tables and gar questing picnic ta	bage bins must bles and garbag	t be ge bins
Have you made arrangements with Environn	nental Services staff fo	r recycling contai	ners and collec	tion?
nave you made arrangements with Environm	nental Services stair to	Yes	No 🗌	N/A 🗸
Will you require municipal support for:	Water	Yes 🗸	No $\square$	N/A 🔲
viii you yoquuu mamakan ookka saa	Hydro	Yes 🗍	No ☐ No ✓	N/A
Please note that all equipment and extension certification body under the Ontario Electric Authority. If required, please attach the Electric Number:	ical Safety Code or ha	ve been inspecte	ed by the Elect	rical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsible Accessibility for Ontarians with Disabilities requirements to meet for accessibility. Publication of the displayed throughout the event venue to it washrooms and parking. Although not requipled to the Municipal Accessibility Advisory (	Act (AODA). Organia lease note that direct indicate the barrier-fre red, the Special Events	zations with at l ctional signage r e path of travel s Committee reco	east one emplaceds to be placeds to be placed of the place	loyee have rominently accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security fire	m been contacted/reta	ained?	Yes 🗸	No 🗌
If Yes, what company and how many securit	y officers will be prese	nt? The owner of the tent has h	is own security and will take care	of that.
First Aid: For events with an anticipated atto to be retained. Have you confirmed First Aid		200 people, Firs	t Aid services a No ✓	re required N/A
If Yes, please attach documentation providing	ng proof that First Aid s	services have bee	n retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	es (Ambulance Service	) been contacted	regarding your Yes	event and
Fireworks: Will there be fireworks as part of If Yes, a permit for exhibition fireworks must		ire Department.	Yes	No 🗸

#### **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 Ros	January 29 2020
(Signature of Individual Completing this Application)	(Date completed)
Office Use Only: Application Received: $3000$	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	<u>INDEMNIFICATI</u>	<u>ON</u>			
Canadian Dre	am Circus	organ	ized by St. Thomas E	DC	
(Event Name)				(Organizing Group)	
				nas and all persons for whom it is at or actions arising out of:	
			of, and any injury to ar I by any act or omissior	ny person or persons, including ns of	
Canadian Dream Circus organize			ed by St. Thomas ED	ed by St. Thomas EDC	
(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:					
Name (Print):	Mel	rook.	Name (Print):	Megan Pickersgill	
			Address:	_ 545 Talbot Street	
			Telephone:	519-631-1680 x4132	
			Date:	January 29 2020	
			Event Name:	Canadian Dream Circus	
			Organizing Group:	St. Thomas EDC	
			Event Dates:	Sept 5-13	





