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

MICROSOFT TEAMS

3:45 P.M.

MARCH 23, 2022

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on March 2, 2022.

PETITIONS AND COMMUNICATIONS

Kinsmen Easter Egg Hunt - April 16, 2022 Pages 2-11

Red Dress Walk for Missing and Murdered Indigenous Women and Girls - May 5, 2022 Pages 12-21

Community Conversations - May 14, 2022 Pages 22-27

Retro Velo Ride and Cycle Festival - May 14, 2022 Pages 28-44

IG Wealth Management Walk for Alzheimers - May 28, 2022 Pages 45-54

Shakespeare's Midsummer Night's Dream - June 6 to 12, 2022 Pages 55-60

EarlyON Children's Festival - June 15, 2022 Pages 61-70

Lion's Club Father Day Car Show - June 19, 2022 Pages 71-78

AirFest 2022 - June 24 to 26, 2022 Pages 79-85

Nostalgia Nights - July 9, 2022 Pages 86-98

Elgin County Pride and Parade - August 13 to 14, 2022 Pages 99-104

Railway City Road Races - September 25, 2022 Pages 105-113

<u>UNFINISHED BUSINESS</u>

Upcoming Events

- Special Olympics Polar Plunge St. Thomas Police Service March 23, 2022
- Cross Walk Lifehouse St. Thomas April 15, 2022

NEW BUSINESS

ADJOURNMENT

SECTION 1: EVENT AN	D ORGANIZER INFORMATION 2
Event Name:	STTHOMAS KINSMEN EASTER EGG HUNT
Date(s):	APRIL 16 2022
Start Time:	9:00 An End Time: 12:00
Cleanup Start Time:	
Location(s):	PINAFORE PARK
Organizing Group:	ST THOMAS KINSMEN CLUB
Contact Name #1:	Matt Shape #2: PAUL TRITTLER
Street Address: 3	Cedar St
Town/City:	St. Thomas Province: ON Postal Code: NSRIMY
Phone Number #1:	519-495-2818 #2: 519 637-3042
Email Address:	St thomas sharpe who tralican
	SOO Number of Event Personnel/Volunteers: 20
Location and number of	of washrooms in place: PIVAFORE PARK WASH ROOM
Location and Number of	of Parking Spaces: PINA FORE PARIL
Number of Accessible \	Washrooms: Number of Accessible Parking Spots:
Please describe your sp	pecific event. Attach additional sheets as necessary. Easter Ess hout
_	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 including piercing.	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 \square No \square
If Yes, please specify the number and size of tents. MAIN PAVILLION
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 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? 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 X
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.

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 Ten must 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 Exempti ices page of the	on to the By-Law City 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) 63	1-1680 ext. 5130).
If Yes, please describe the road closure requirement and attach a map or ske of Way Occupancy Permit and City Council approval is required for all road of a fee for the permit and approval may take several weeks.	etch showing the closures. Please	e closure. A Right note that there is
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 re under the Special Events page on the City website. Describe the event and a	efer to the city ro	oads map located sketch.
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 1	Yes	
PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed can direct traffic pursuant to the Highway Traffic Act.	to 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 If your special event expected attendance is 300 or more you must have at linto the overflow parking lot.	has been approv	ved. Please note:
Have you contacted Parks and Recreation staff about your event? Yes	No No	N/A
Have you rented a pavilion/facility and signed a permit? Yes	No No	N/A

Do you require picnic tables or garbage car	5	,	res X	No	N/A
If Yes, how many are you requesting? # o	of Picnic Tables:		_ # of Garb	No age Cans: (N/A[_] 5
If Yes, please provide pick-up/return date a	ina time				
Please note availability is at the discretion of delivery/pick up is the responsibility of the returned no later than 48 hours after your must obtain an equipment rental permit from prior to your event.	event organizer event. All applic	. All picnic ants reque	tables and g sting picnic	arbage bins m tables and garl	ust be bage bins
Have you made arrangements with Enviror	nmental Services		cycling cont	ainers and coll	ection? N/A
Will you require municipal support for:	Water Hydro		res X	No No	N/A N/A
Please note that all equipment and extensi certification body under the Ontario Elect Authority. If required, please attach the E Number:	rical Safety Cod	e or have	been insped	ted by the Ele	ectrical Safety
SECTION 11: ACCESSIBILITTY					
As an event organizer, it is your responsi Accessibility for Ontarians with Disabilition requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not requiplan to the Municipal Accessibility Advisory	es Act (AODA). Please note the indicate the bar uired, the Specia	Organization at direction rier-free p Il Events Co	ons with at nal signage ath of trave mmittee re	least one en needs to be and location commends sub	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES	<u>5</u>				
Security: Has a privately licensed security fi	irm been contac	ted/retaine	d?	Yes	No 🔀
If Yes, what company and how many secur	ity officers will b	e present?			
First Aid: For events with an anticipated at to be retained. Have you confirmed First Ai			O people, Fil Yes	rst Aid services No 🔀	are required
If Yes, please attach documentation provid	ing proof that Fi	rst Aid serv	ices have be	een retained.	
Ambulance: Has Emergency Medical Servion planned emergency access to the site?	ces (Ambulance	Service) be	en contacte	ed regarding yo	our event and No X
Fireworks: Will there be fireworks as part o		to the Fire	Denartment	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)	$\frac{FER}{D} = \frac{2022}{\text{(Date completed)}}$
Office Use Only: Application Received:	Committee Approval:

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		
Easter Egg Hunt (Event Name)	organized by St. Than	es Kinsmen
(Event Name)		(Organizing Group)
shall indemnify and save harmless The Collaw responsible from any and all liabilities		
any damage to property including loss of death resulting at any time there from, oc		
Easter Ex Hent	organized by St. Thom	es Kinsmen
(Event Name)	8	(Organizing Group)
damage or injury is due to the act, default officers, agents, servants, employees, con Witness:	tractors, customers, invitees or	•
Name (Print): PAUL TRITLER	Name (Print):	MATT SHARPE
	Address:	3 Cedar St, St Thomas
	Telephone:	519-495-2818
	Date:	March 3/22
	Event Name:	Easter Egs Hant
	Organizing Group:	St. Thomas Kinsmen
	Event Dates:	April 16 2022

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CEF	RTIF	ICATE OF I	IABILITY	INSURA	NCE	ISSUE DATE YYYY 2022/03/0		D
		rnational HKMB Lin Street, Ste 900	nited	upon the cert	ficate holder es not amend,	a matter of information only and and imposes no liability on the in extend or alter the coverage affo	surer. T	his .
То	ronto,	ON M5G 2E3 416-597-0008 FAX: 4	416-597-2313	Company A	Ecclesiasti	ical Insurance		
HUB				Company B				
INSURED'S FULL NAME AND MA	All ING	ADDRESS		Company				
Kin Canada 1920 Rogers Drive		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		Company				
Cambridge, ON N3H 5C8				Ď				
				Company E				
			COVERAG	GES	-			
This is to certify that the policies of insura	nce liste	ed below have been issue	d to the insured named	above for the poli	cy period indic	ated notwithstanding any requireme	nts, tern	ns
or conditions of any contract or other doc subject to all terms, exclusions and condi	ument w	ith respect to which this o	certificate may be issue	d or may pertain.	The insurance	afforded by the policies described h	erein is	
TYPE OF INSURANCE	СО	POLICY NUMBER	EFFECTIVE DAT			'E BEEN REDUCED BY PAID LIMITS OF LIAB		s
	LTR	8893,60037/3	YYYY/MM/DD		MM/DD	(Canadian dollars unless in		otherwise)
COMMERCIAL GENERAL LIABILITY	Α	0112507NPT001	2022/02/01	2023	3/02/01	EACH OCCURRENCE	\$	5,000,000
CLAIMS MADE						GENERAL AGGREGATE	\$	15,000,000
OCCURRENCE						PRODUCTS - COMP/OP AGGREGATE	\$	5,000,000
X PRODUCTS AND/OR						PERSONAL INJURY	\$	5,000,000
COMPLETED OPERATIONS X PERSONAL INJURY						EMPLOYER'S LIABILITY	\$	1,000,000
X EMPLOYER'S LIABILITY						TENANT'S LEGAL LIABILITY	\$	1,000,000
X TENANT'S LEGAL LIABILITY						NON-OWNED AUTOMOBILE	\$	5,000,000
NON-OWNED AUTOMOBILE						HIRED AUTOMOBILE	\$	75,000
HIRED AUTOMOBILE								
AUTOMOBILE LIABILITY						BODILY INJURY		
DESCRIBED AUTOMOBILES						PROPERTY DAMAGE	\$	
ALL OWNED AUTOMOBILES				1		COMBINED		
LEASED AUTOMOBILES **						BODILY INJURY (Per person)	\$	1
GARAGE LIABILITY						BODILY INJURY (Per accident)	\$	
** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE						PROPERTY DAMAGE	\$	
EXCESS LIABILITY UMBRELLA FORM						EACH OCCURRENCE	\$	
OTHER THAN UMBRELLA FORM						AGGREGATE	\$	
OTHER (SDECIEV)								
OTHER (SPECIFY)							\$	
							\$	
							\$	
	200						\$	
DESCRIPTION OF OPERATIONS/LOCATI					PPLIES (but on	ly with respect to the operations of the Nam	ed Insure	ed)
General Liability Policy Excludes: A	muser	nent Rides and the D	etonation of Firewo	orks.				
This certificate only applies to Ever Club will be hosting the event Expected attendees: 1500 Date: April 16, 2022.	it: St Ti	homas Easter Egg hu	unt					
Club Name: Kinsmen Club of St. Th	nomas							
CERTIFICATE HOLDER			-	ANCELLATION				
interest on the manufact.						policies be cancelled before the e	xpiratio	n date
			the hole	reof, the issuing c der named to the	ompany will e left, but failure	ndeavor to mail 30 days written no to mail such notice shall impose r any, its agents or representatives.	tice to t	he certificate
City of St Thomas								
Joe Preston			A	UTHORIZED R	4			
545 Talbot St,				9	41 4	· ,		
Box 520					11.1.	ree		
St. Thomas, ON N5P 3V7			P	er:	ar	Me		
				age 1 of 1				

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
- 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 specified	below:	
I acknowledge and accept all the precedi	ng terms and conditions. Signed and acc	epted by:
Name (please print) User Group	<u>Paul Inttley</u> Signature	KINSMEN CLUB Group Name
Martin 2n Name (please print) City of St. Thomas	Signature Signature	Feb. 22, 7522 Date
Invoice #(s)	22277	

Payment Terms: Due at the time of booking.



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 Receipt

Creation Date:

Tue Feb 22, 2022

Receipt #:

22277

PAYEE:

Paul Trittler

(519) 637-3042

Easter Egg Hunt

Kinsmen Club of St. Thomas P.O. Box KIN 204 First Avenue St. Thomas, Ontario, Canada

\$96.65

Amount Paid:

\$96.65

N5R4P5

Balance Due:

Total Amount Due:

\$0.00

Client #: Phone 1: Event:

656

Account #: Phone 2:

Email: trittler@hotmail.com

Fax:

Status: Firm

10698 4131 RT0001

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Facility Name

Description

Date

Time

Price

Pinafore Park - Picnic Shelters - Dance Pavilion - West Section

Daily Rate 2022 - \$85.53 Daily Rate

Sat Apr 16, 2022

08:00AM - 01:00PM

\$85.53

Н

\$85.53

Facility Subtotal:

Total:

\$85.53

Transactions

385799

Date:

Feb 22, 2022 - 03:50PM

Type: Payment (# 36180)

Method: Wallet

Amount: Subtotal:

-\$96.65 \$85.53

13% HST:

\$11.12

Total:

\$96.65

Amount Paid:

\$96.65

Balance Due:

\$0.00

Powered by Book King

Date Viewed: Tue Feb 22, 2022 @ 03:50PM (EST)

SECTION 1: EVENT AN	Red Dress Walk for Missir	<u>ATION</u> ng and Murdered Indigenous V	Jomen and Gids(MN	AIMC)
Event Name:			FORMER AND CHIS(IMIN	
5 . /)	May 5 (May 6 rain	date)		
Date(s):	6:00 PM		8:30 PM	
Start Time:	,		0:30 PIVI	
Start Time.	8:30 PM	End Time:	10:00 PM	
Cleanup Start Time:		Classes End Times		
cicanup start rime.	Pinafore Park	Cleanup End Time:		
Location(s):	I maiore rain			
Location(s).	Knox Presbyterian (Church	· · · · · · · · · · · · · · · · · · ·	
Organizing Group:	Miox i resbyteriali (Siluicii		
Organizing Group.	Joy Wendling	Alicon	Fordham	
Contact Name #1:	Joy Werlainig			
CONTACT Name #1:	lighview Dr (church	#2:		
		i so minuks stj		
Street Address:	St Thomas	ON		NED OL 1
Ta /C:ta				N5R 6L1
Town/City:	519-868-1248	Province: 519-87	Postal Code:	
Dhara Musaka uta	519-868-1248			
Phone Number #1:	ni wandling@a	#2:		<u> </u>
Const. Address.	pj.wendling@sympa	ilico.ca		
Email Address:	50 - 100		· · · · · · · · · · · · · · · · · · ·	
Francisco de la descripción de la constantidad de l			15	
expected Attendance:	Num	ber of Event Personnel/Vo	olunteers:	
		Normal Pinafore Park		
Location and number	of washrooms in place:	mal Director D. J.		
1		mal Pinafore Park		
Location and Number	of Parking Spaces:		<u> </u>	
	-4			
N 1 CA (1)	above			above
Number of Accessible	Washrooms:	Number of Accessib	le Parking Spots:	
DI 1 11				
Please describe your s	pecific event. Attach add	ditional sheets as necessar	γ	
Please see attache	a			
SECTION 2: FOOD AND			-	
	any kind be available at		Yes	No 🗸
f Yes, you must notify	Southwestern Public He	ealth at 519-631-9900 at le	ast 2 weeks prior	to the event.
SECTION 3: PERSONAL	<u>. SERVICES</u>			
			_	_ —
Will there be personal	services of any kind offe	ered to the public at this e	vent? Yes	No 🗸
f Yes, you must notify	Southwestern Public He	alth at 519-631-9900 at le	ast 2 weeks prior	to the event.
32				
Personal services inclu	de but are not limited to	barbering, manicures, pe	dicures, esthetic	s, tattooing and
piercing.			-	_

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SECTION 8: ANIMALS

Will there be a Petting Zoo or Animals at the event?	Y	es	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 Temporary Ex mal Services page o	emption to	o the By-Law website.
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES			
Are you anticipating any road closures or traffic flow changes?	Υ	es	No 🔽
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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 closures. Pl	ease note	sure. A Right that there is
Please attach a copy of the Right of Way Occupancy Permit and pro	ovide 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 events page on the City website.	please refer to the ent and attach a ma	city roads p or sketc	map located h.
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-12		es 🔲	No 🗾
PLEASE NOTE: Marshalls, volunteers and special event staff are not can direct traffic pursuant to the Highway Traffic Act.		affic. Only	the police
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For events taking place in Pinafore Park, organizers will need to arra and Property Management staff once the Special Events Permit Applif your special event expected attendance is 300 or more you must into the overflow parking lot.	plication has been a	pproved.	Please note:
Have you contacted Parks and Recreation staff about your event?	Yes 🗸 N	р	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 Note that In trans		N/A

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: _	Yes # of Garba	No 🗸 ge Cans:	N/A
Please note availability is at the discretion of delivery/pick up is the responsibility of the creturned 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 gants requesting picnic t	arbage bins mables and gar	nust be bage bins
Have you made arrangements with Environ	mental Services s	staff for recycling conta Yes	niners and col	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:	rical Safety Code	or have been inspect	ed 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. For displayed throughout the event venue to it washrooms and parking. Although not requipled to the Municipal Accessibility Advisory	s Act (AODA). C Please note that indicate the barr ired, the Special	Organizations with at directional signage ier-free path of travel Events Committee reco	least one er needs to be and location ommends sub	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security fir	m been contacte	d/retained?	Yes	No 🗸
If Yes, what company and how many securit	y officers will be:	present?		
First Aid: For events with an anticipated att to be retained. Have you confirmed First Aid		e than 200 people, Firs Yes	st Aid services	s are required
If Yes, please attach documentation providing	ng proof that Firs	t Aid services have bee	en retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	es (Ambulance So	ervice) been contacted	regarding yo	our event and No
Fireworks: Will there be fireworks as part of If Yes, a permit for exhibition fireworks mus		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)	(Date completed)
Office Use Only: Application Received:	Committee Approval:

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION	
	organized by
(Event Name)	(Organizing Group)
shall indemnify and save harmless is law responsible from any and all lia	he Corporation of the City of St. Thomas and all persons for whom in pilities, damages, costs, claims, suits or actions arising out of:
any damage to property including lo death resulting at any time there fr	ess of use thereof, and any injury to any person or persons, including om, occasioned by any act or omissions of
	organized by
(Event Name)	(Organizing Group)
Witness:	s, contractors, customers, invitees or licensees. Signed:
Name (Print):	
	Address:
	Telephone:
	Date:
	Event Name:
	Organizing Group:
	Event Dates:

CERTIFICATE OF INSURANCE

-					
CERTIFICATE HOLDER City of St. Thomas 545 Talbot Street		INSURER COMPANY A: Ecclesiastical Insurance Company			
St. T	homas ON N5P 3V7				
INSURED Knox Presbyterian Church BROKER Locke Insurance Brokers					Brokers
55 H	incks St.			Talbot Street	Dioneis
St-Tl	omas, Ontario N5R 3N9		St. T	homas, ON N5P	1C2
This oppo	ERAGES: is to certify that the policy or policies of insusite the policy number, subject to the terms, of ITS SHOWN MAY HAVE BEEN REDUC	conditions and exc	clusic	ons of the applicable	date and provide the type of insurance set forth le policy.
CO	TYPE OF POLICY	POLICY		EXPIRY	LIMIT OF LIABILITY
		NUMBER		DATE(YMD)	ALL LIMITS ARE IN CDN \$'s
A	Commercial General Liability Claims Made	0042681FA02.\	√24 	2023/02/15	\$5,000,000. Aggregate Limit \$5,000,000. Each Occurrence Limit \$5,000,000. Personal Injury Limit \$ 250,000. Tenants Legal Liability (Any One Premises) \$ 2500. Medical Expense Limit (Any One Person)
	Peril: Broad Form	0042681FA02.\	/24	2023/02/15	\$
A	Valuation: Replacement Cost				\$ Deductible
	(Stock - Actual Cash Value)	l			
	Co-Insurance: Stated Amount All Owned Vehicles				
	All Leased Vehicles				\$,000,000. Inclusive Limit – Bodily Injury
	Specified Vehicles Only				&Property Damage
	Umbrella Form		\neg		\$,000,000. Each Occurrence
	Other than Umbrella				\$,000. Retention
Addit	tion and Operations to which this Certificational named insured: City of St. Thomas 545 May 5th 2022	ate applies: 5 Talbot Street St.	Thor	nas ON N5P 3V7	with respect to the event being held at Pinafore
cance	certificate is issued as a matter of information cate does not amend, extend or alter the covolled before the expiration date thereof, the Ince to mail such notice shall impose no obligation	erage afforded by surer will endeav	the p	olicies above. Sho mail the holder of	the Certificate days written notice but
Per:					
S	Sarah Groeneweg RIBO CAIB ignature of Authorized Representative				Dated: March 15, 2022

SPECIAL EVENT PERMIT APPLICATION

ATTACHMENT TO RED DRESS WALK FOR MMIWG

Date: May 5, 2022

Time: 6:00 PM to 8:30 PM

Location: Pinafore Park, St Thomas

We are still in the process of consulting with Indigenous people so the following plan is not final; however, it provides a general overview of what will take place.

- 1. People will start to gather at 6:00 PM at the west Pavilion and be greeted by Indigenous drumming, and possibly dancing, for approximately ½ to ¾ hour.
- 2. Welcome and opening prayer by an Indigenous Elder will take place at approximately 6:30 to 6:45 PM.
- 3. Participants will walk around the circle on the roadway (being mindful of traffic) and return to the Pavilion.
- 4. Participants will carry lighted dripless candles (if permitted)
- 5. The evening will end with gratitude and prayer by approximately 8:30 PM. Sundown is at 8:25.

NOTES

- Red dresses will be hung from trees along the roadway into the park and around the circle road, taking care to not damage trees. This would need to be done during the day on May 5.
 If, however, the city would like to honour MMIWG for a few days before and/or after May 5, we would be happy to leave the dresses in the park for those days.
- 2. Music will consist of Indigenous drumming and singing.
- 3. The west Pavilion has been booked and the permit will be forwarded as soon as available.
- 4. Environmental Services has not been contacted yet. We have been advised that garbage cans come with pavilion rental; if recycling containers do not come with pavilion rental we will contact Environmental Services to obtain them.
- 5. The church's insurance agent is on a brief vacation. A certificate of Insurance will be provided when he returns.
- 6. We would like to have a rain date of May 6 in the case of severe inclement weather

CERTIFICATE OF INSURANCE

CERTIFICATE HOLDER	I	NSURER	
City of St. Thomas	C	COMPANY A: Eccles	astical Insurance Company
545 Talbot Street			
St. Thomas ON N5P 3V7			
INSURED	В	BROKER	
Knox Presbyterian Church		Locke Insurance B	Brokers
55 Hincks St.	4	96 Talbot Street	
St-Thomas, Ontario N5R 3N9	S	St. Thomas, ON N5P 1	C2
		,	
COVERAGES:			
This is to certify that the policy or policies of insura opposite the policy number, subject to the terms, collimits shown may have been reduction.	onditions and exclu	usions of the applicable	1 71
CO TYPE OF POLICY	POLICY	EXPIRY	LIMIT OF LIABILITY

CO	TYPE OF POLICY	POLICY	EXPIRY	LIMIT OF LIABILITY
		NUMBER	DATE(YMD)	ALL LIMITS ARE IN CDN \$'s
	Commercial General Liability	0042681FA02.V24	2023/02/15	\$5,000,000. Aggregate Limit
	☐ Claims Made ☐ Occurrence			\$5,000,000. Each Occurrence Limit
A	☐ Products / Completed Operations			\$5,000,000. Personal Injury Limit
	Employers Liability			\$ 250,000. Tenants Legal Liability
	☐ Non-Owned Automobile			(Any One Premises)
				\$ 2500. Medical Expense Limit
				(Any One Person)
	Peril: Broad Form	0042681FA02.V24	2023/02/15	\$
A	Valuation: Replacement Cost			\$ Deductible
	(Stock - Actual Cash Value)			
	Co-Insurance: Stated Amount			
	All Owned Vehicles			\$,000,000. Inclusive Limit – Bodily Injury
	All Leased Vehicles			&Property Damage
	Specified Vehicles Only			
	Umbrella Form			\$,000,000. Each Occurrence
	Other than Umbrella			\$,000. Retention
Loca	tion and Operations to which this Certific	ate applies:	•	
			mas ON N5P 3V7	with respect to the event being held at Pinafore
	May 5 th 2022			
	•			

This certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer. This certificate does not amend, extend or alter the coverage afforded by the policies above. Should any of the above described policies be cancelled before the expiration date thereof, the Insurer will endeavor to mail the holder of the Certificate days written notice, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its brokers or representatives.

Per: Sarah Groeneweg RIBO CAIB Signature of Authorized Representative	Dated: March 15, 2022

SPECIAL EVENT PERMIT APPLICATION

ATTACHMENT TO RED DRESS WALK FOR MMIWG

Date: May 5, 2022

Time: 6:00 PM to 8:30 PM

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- 4. Participants will carry lighted dripless candles (if permitted)
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- 4. Environmental Services has not been contacted yet. We have been advised that garbage cans come with pavilion rental; if recycling containers do not come with pavilion rental we will contact Environmental Services to obtain them.
- 5. The church's insurance agent is on a brief vacation. A certificate of Insurance will be provided when he returns.
- 6. We would like to have a rain date of May 6 in the case of severe inclement weather

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	Community Conversation	S
Date(s):	May 14, 2022	
Start Time:	2pm End Time:	3:30pm
Cleanup Start Time:	3:30pm Cleanup End Time:	4pm
Location(s):	Dance Pavilion - Pinafore	Park
Organizing Group:	Community Conversations Working Group (c/o St.	Thomas Public Library)
Contact Name #1:	Dana Vanzanten #2: Pet	rusia Hontar
	Curtis Street	
Town/City:	St. Thomas Province: ON	Postal Code: N5P 3V7
Phone Number #1:	519 631 6050x8012 _{#2:} 416	
Email Address:	dvanzanten@stthomas.ca	
	Number of Event Personnel/Vo	olunteers: 7
Location and number o	Washroom building ad	jacent to dance pavilion
Location and Number of	Parking spaces adjace	nt to dance pavilion
Number of Accessible \	Washrooms: 1? Number of Accessib	le Parking Spots: 2?
Please describe your sp	pecific event. Attach additional sheets as necessa	~ý
We will be using the faciliti	es at Pinafore Park and inviting the community to join us a	as we host a drumming circle.
		,
, •	BEVERAGE any kind be available at this event? Southwestern Public Health at 519-631-9900 at l	Yes No No east 2 weeks prior to the event.
SECTION 3: PERSONAL	SERVICES	
	services of any kind offered to the public at this e Southwestern Public Health at 519-631-9900 at l	lumania

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

SECTI	n	NI /	1. 7	TC
SEL H	w	V 4	4: 1	4 I S

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 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? 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?
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 🗸
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 Anir Please attach a copy of the application to this permit application and approval may take several weeks.	n for Temporary mal Services pag	Exemption to ge 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 m of Way Occupancy Permit and City Council approval is required for a fee for the permit and approval may take several weeks.	all road closures	s. Please note	
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	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 dire	ct traffic. Only	y 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 If your special event expected attendance is 300 or more you must into the overflow parking lot.	plication 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 🖊 f the permit	No	N/A

	25			
Do you require picnic tables or garbage car If Yes, how many are you requesting? # c If Yes, please provide pick-up/return date a	of Picnic Tables:	Yes Yes 11 # of Ga	No	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 must obtain an equipment rental permit from to your event.	event organizer event. All applic	All picnic tables and ants requesting picn	d garbage bins m ic tables and garb	ust be page bins
Have you made arrangements with Enviror	nmental Services	staff for recycling co	ontainers 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 extensi certification body under the Ontario Elect Authority. If required, please attach the E Number:	rical Safety Cod	e or have been insp Authority document	ected by the Ele	ctrical Safety
SECTION 11: ACCESSIBILITTY		f		
SECTION 11. ACCESSIBILITY				
As an event organizer, it is your responsi Accessibility for Ontarians with Disabilitie		•		

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

SECTION 12: OTHER SERVICES/RESOURCES

Security: Has a privately licensed security firm been contacted/retained?	Yes	No 🗸
If Yes, what company and how many security officers will be present?		
First Aid: For events with an anticipated attendance of more than 200 people, First to be retained. Have you confirmed First Aid services? Yes	Aid services ar	e required
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
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.

Dana Vansanter	· 24 46/22	
(Signature of Individual Completing this Application)	(Date completed)	
Office Use Only: Application Received:	Committee Approval:	

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION	
Community Conversations	St. Thomas Public Library
(Event Name)	(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	
Community Conversations organize	St. Thomas Public Library
(Event Name)	(Organizing Group)
	casioned by any cause whatsoever, except where such gence of The Corporation of the City of St. Thomas, its customers, invitees or licensees. Signed: Mana Vanya
Name (Print):	Name (Print): Dana Vanzanta
	Address: 153. Cuts St. St. tho
	Telephone: 519 631 6050 x 8012
	Date: 24/16/22
	Event Name: (mmunity (unussaha
	Organizing Group: St. Thomas PL
	Event Dates: May 14/22

Special Events Committee c/o Jon Hindley City Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7

Phone: (519) 631-1680 Ext. 4125

Fax: (519) 633-9019

Email: jhindley@stthomas.ca

City of St. Thomas

DEC 1 6 2021

City Clerks Dept.

SPECIAL EVENT PERMIT APPLICATION

Submitted by

Railway City Cycling Club

SECTION 1: EVENT AND ORGANIZER INFORMATION

vent Name: RAILWAY CITY CYCLING CLUB RETRO VELO RIDE & CYCLE FESTIVAL 2022			
Date(s):	SATURDAY 14TH MAY 2022		
Start Time:	9.00AM End Time: 2.00 PM		
Cleanup Start Time:	6.00 PM Cleanup End Time: 2.00pm		
Location(s):	Horton Market - Main Event / Moore St Car Park - Cycle Swapmeet		
Organizing Group:	RAILWAY CITY CYCLING CLUB		
Contact Name #1:	Rob Simonds #2: Andrew Buczkowski		
Street Address: 6, B	eechwood Circle.		
Town/City:	St Thomas Province: ON Postal Code: N5R 6K4		
Phone Number #1:	226 559 9407 #2:905 699 8225		
Email Address:	rsimmo27@gmail.com		
Expected Attendance:	50-100 Number of Event Personnel/Volunteers: 40		
Location and number	of washrooms in place: Horton Market -3 / St Thomas Library - 3 / St Thomas Tourism - 1		
Location and Number	of Parking Spaces: City Public Parking		
Number of Accessible	Washrooms: 4 Number of Accessible Parking Spots: 4		
Please describe your s	pecific event. Attach additional sheets as necessary. Family and community focussed retro		
cycle ride and "downtown"	St Thomas street festival. (Please see attached supporting description and layout plan)		
_	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 volume Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.		
Personal services inclu piercing.	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.
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 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? 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 V 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

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.

Yes 🗸

No 🗍

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

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 Tempora mal Services pa	ry Exemption to	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 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 event	please refer to	the city roads	map located
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 dire	ect traffic. Only	the police
SECTION 10: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to arraand Property Management staff once the Special Events Permit Applif your 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.	No 🗌	N/A 🔽

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:	Yes # of Garb	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 parts requesting picnic	garbage bins m tables and gar	ust be bage bins
Have you made arrangements with Environ	mental Services s	taff for recycling con Yes	tainers and col	lection? N/A 🗾
Will you require municipal support for:	Water Hydro	Yes 🗌 Yes 🦳	No _	N/A V
Please note that all equipment and extension certification body under the Ontario Electronal Authority. If required, please attach the Electronal Number:	rical Safety Code	or have been inspec	ted by the Ele	ectrical Safety
SECTION 11: ACCESSIBILITTY				8
As an event organizer, it is your responsible Accessibility for Ontarians with Disabilities requirements to meet for accessibility. For displayed throughout the event venue to it washrooms and parking. Although not require plan to the Municipal Accessibility Advisory	s Act (AODA). O Please note that Indicate the barrionicate the Special E	rganizations with at directional signage er-free path of trave vents Committee re	t least one en needs to be all and location commends sub	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security fir	m been contacted	d/retained?	Yes	No 🔽
If Yes, what company and how many securit	y officers will be p	present?		
First Aid: For events with an anticipated att to be retained. Have you confirmed First Aid	endance of more is services?	than 200 people, Fii Yes	st Aid services	are required N/A
If Yes, please attach documentation providir	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	ur event and
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.

MOUN Buffi	16-Dec-2021	
(Signature of Individual Completing this Application)	(Date completed)	
Office Use Only: Application Received:	Committee Approval:	

SECTION 14: INSURANCE

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

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

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

at

STATEMENT OF INDEMNIFICATION		
RALWAY CITY CYCLING CLIB RETRO VELO RIDE & CYCLE FESTIVAL 2022 OF EGO	nized by Railway Ci	ity Cycling Club
(Event Name)		(Organizing Group)
shall indemnify and save harmless The Corporatio law responsible from any and all liabilities, damag	n of the City of St. Tho es, costs, claims, suits	mas and all persons for whom it is or actions arising out of:
any damage to property including loss of use there death resulting at any time there from, occasioned	eof, and any injury to a d by any act or omissio	iny person or persons, including
Railway City Cycling Club Retro Velo & Cycle Festival 2022 Organi	_{zed by} Railway Cit	y Cycling Club
(Event Name)		(Organizing Group)
damage or injury is due to the act, default or negli officers, agents, servants, employees, contractors, Witness:	customers, invitees of Signed:	Andrew Buczkowski
Name (Print): 1000	Name (Print): Address:	35 Glengariff Drive
	Telephone:	905 699 8225
	Date:	16-Dec-2021
E.	Event Name:	Retro Velo & Cycle Festival 2022
	Organizing Group:	Railway City Cycling Club
	Event Dates	14-May-2022

RAILWAY CITY CYCLING CLUB (RC3) RETRO VELO RIDE & CYCLE FESTIVAL 2022

Supporting Narrative to Special Events Application

Organised by Railway City Cycling Club, working in association with Horton Market and headline sponsored by Doug Tarry Homes along with partner support from a wide range of local vendors, businesses, and service organisations.

Event to be run in accordance and compliance with Provincial PH regulations and requirements applicable at date of event.

Overview of Event: A family and community-oriented event situated in downtown St Thomas. A cycling themed "retro" ride for any and all bicycle riders, types, age, description, and size. With a focus on "retro", the Fun ride (*The "Jumbo"*) of some 5km open to all ages, will encourage riders to theme their attire to that of their bicycle. There will be several awards for the "Best Dressed in Show."

A longer 50km ride (*The "Elgin"*) will be open to all and will take riders out of the city to take in some of the open roads and lanes of Elgin County. Stopping at a feed station location and in Port Stanley the cyclists will then return to downtown to enjoy the street festival style activities. All riders will be encouraged to theme their attire to that of their cycle if appropriate to enhance the "retro" theme.

The street festival will take place in downtown St Thomas at the Horton Market and will include a range of family fun and inclusive activities. Supported by local vendors, business owners, artisans, service groups a wide range of activities will take place throughout the day. These will include by way of example;

- Children's decorate your bike competition
- 100 mtr Slowest Bike Race
- Cycle Spin Class demos
- Cycle Jumble and swap-meet
- Town Crier
- Celebrity guest Flag Marshall and Lead Ride Out Rider
- Cycle safety check sessions
- Cycle security awareness sessions
- Art Design a Cycle Kit Painting
- MTB Ride Classes
- Ontario Cycling Association
- Local Cycle Store Stands
- Raffle
- Ukulele Band
- "Sophisticated" Swing Band
- Elgin Archive Heritage Cycling Display
- Fire Department (Safety Awareness & Tender)
- RC3 Event Administration / Lost & Found

Non-Profit Making: The aim is to provide a minimal cost event for all riders and visitors attending. RC3 only intend to cover direct costs associated with the organising and delivery of the event. Such direct costs to be offset against direct "cash" sponsorship.

Target Attendees: Families and Residents of St Thomas. Visitors from surrounding South and Mid-West Ontario area.

Aims:

To provide a community focussed and family-oriented ride event and street festival.

To give local vendors, business's, artisans, and service providers an opportunity to promote their business and product offering.

To generate footfall in Downtown St Thomas to highlight the local goods and services available and hopefully generate sales and new customer opportunities.

To provide a fun day for residents and visitors attending the event.

Partner and local support:

Working in partnership with Horton Market, the event will be located on the Horton Market site. Doug Tarry Homes have kindly agreed to be the RC3 event headline sponsor.

The two rides will start / finish from / at market site. In addition to the regular vendors associated with Horton Market there will be a number of additional local vendors attending and supporting the event (please see below).

Having canvased a range of local businesses, organisations, public service organisations and administrative organisations, we have received positive support for the event and the following have indicated that they will support the event in some capacity, including direct sponsorship, in kind sponsorship (e.g., radio airtime) and partner support (e.g., provision of prizes for awards, raffle prizes).

Doug Tarry Homes (Headline Sponsor)	Briwood Farm Market
Railway City Brewing	Shaws Ice Cream / The Ice Box
St Thomas Downtown Development Board	St Thomas Cycles
St Thomas Library	My FM Radio
CTV London	St Thomas City Tourism
Mariposa Cycles (Toronto)	Tru Foru Gym
Southern Ontario Vintage Bicycle	Hometown St Thomas Magazine
Seedconfections	Elgin County Tourism
Qaui Du Van Winery	Hortons Farm Market
Elgin Town Crier	Elgin County Library
Paul's Cycle Repair	T-Shirt Junction
St Thomas Fire Dept	St Thomas Chamber of Commerce
Geerlinks (Home Hardware)	Edward Jones Investing
Black Comb Barbers	Ontario Cycling Association
St Thomas Rotary Club	CapsOff Brewery
Rotary Club London	Kinsmen – St Thomas
Simply Pure Water	Sophisticated Swing Band
Elgin Archive – Cycle Heritage Display	

Conclusion: With a view to better times ahead and to support local businesses and the local economy, RC3 with the generous support of its sponsor and partners to organise and run an event that will provide a fun day out for all residents and visitors attending the event and will help to promote "St Thomas" as a lively and community focussed location and will hopefully encourage greater footfall to "downtown" and its many vendors and attractions. Hopefully, this inaugural event will provide the platform for potential repeat events.

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- 1. Site Layout & Proposed Road Closure: Please see attached Appendix 1.
- 2. Ride Routes: Fun Ride (The "Jumbo") please see attached Appendix 2. Open Ride (The "Elgin") please see attached Appendix 3.
- 3. Parking: We are directing visitors and participants to use the various public car parks available throughout the city. We aim to use the Moore Street Car Park for our event Cycle Jumble / Swap-meet allowing the cycle jumble vendors to site their tents / trailers on this large tarmacked and accessible lot. We acknowledge the requirement to leave the parking lot with appropriate access / egress.
- 4. **Event Tents:** We estimate 12 to 15 vendor / partner / display / event tents please see event site map. Following a discussion with Mr Jamie Yolkowfkie we understand that we will not require a permit.
- 5. Washrooms: Based on our estimated number of visitors / participants we have arranged for 7 washrooms (4 accessible) to be available and located at Horton Market, St Thomas Library, and the St Thomas Station (Tourism) public washrooms to be available and accessible for the event.
- 6. Food: Food and beverages available at the event are being provided by vendors who regularly attend the Horton Market who are compliant with necessary Southwestern PH notification requirements.
- 7. SOCAN Licence: N/A
- Garbage Receptacles / Post Event Site Clean Up: We have a dedicated clean up team of
 volunteers and they will be deployed throughout the event and upon event closure to
 complete post event site clean-up.
- Police: We have notified the Department (Inspector Steve Boggart) verbally of the event and will provide a copy of the site location map and key contact details in writing prior to the event.
- 10. 1st Aid St Johns Ambulance: We have reached out to St John's Ambulance service (Mr Ray Ormarod) verbally and they have agreed to act as support to the event. They will deploy volunteers at the event site and on the route of the "Open Ride." A formal arrangement will be completed in writing, and this will include ride route, lead contacts and estimated timings.
- 11. EMS: We have notified EMS (Mr Gordon Mathen) verbally of the event and will provide a copy of the event site layout and key contact officers (For information should there be the need to make an emergency call for an ambulance).
- 12. Fire Dept: We have notified the Department (Kim Destun, Chief Fire Prevention Officer) of the event and will provide a copy of the site location map and key contact details.
- 13. Insurance: We have contacted nnn at City Hall who has provided wording to be included on our event vendor engagement and rider registration wavier forms (Please see Appendix 4).

BC2 D-Mail/alendade di toone e di anciè anciè anciè anciè della conse

RC3 confirms that it has in place insurance to cover both the event site and individual riders completing the two event rides.

- 14. Accessibility: FYI RC3 is a members only cycle club it does not have any employees. As per Para 5 above, we have access to the following washrooms throughout the duration of the event Main building Horton Market, St Thomas Public Library and St Thomas Tourism Office (Station).
- 15. Publicity & Promotion Campaign: We have a phased approach to promotion and publicity of the event and this will include, local radio (MyFM), local publications ("This Month in Elgin"), posters at Libraries and Tourism offices throughout Elgin and surrounding localities, social media, RC3 event specific website, posters in all partner business's, cafes, restaurants, Rotarian networks and websites, gyms, and school Boards. We will issue "Save the Date" fliers to highlight the event.
- 16. Public Health: We have engaged with Public Health and whilst we have support, engagement, and awareness, the current Covid pandemic status does not allow PH to become direct partners in organising the event (as they have done previously). RC3 recognises the uncertainty of promoted public events during these difficult times and our SEA is based on PH approval that organising an event is within the Provincial / Federal PH guidance applicable at the time. Should PH advise of any guidance or restrictions to promoting and running the event then RC3 will ensure compliance and will if necessary cancel or postpone the event.

As we will be requiring all riders / participants to pre-register for the event (pre-reg cut off date to be determined), we will have de-facto collected contact tracing contact details.

- 17. Cancellation: As per 15 above we have an event cancellation strategy in place should we need to deploy it.
- 18. Event Contacts (During Planning / On the Day): Key contacts regarding this application are Andrew Buczkowski / Rob Simonds 226 559 9407 / rsimmo27@gmail.com.

Event Day: A comprehensive list of RC3 Event and Lead contacts will be provided to all organisations prior to the event (Cell phone and area of responsibility). **Appendix 6.**

19. Schedule of appendices: Attached

20. Appendix Documentation

Appendix Ref	Appendix Document	Cross Reference with SEApplication & Supporting Narrative
Appendix 1	Site Location and Layout	
Appendix 2	Fun Ride Route	
Appendix 3	Open Ride Route	
Appendix 4	Insurance Certification	
Appendix 5	Draft Event Timetable	
Appendix 6	Event Contact Schedule	



The Jumbo

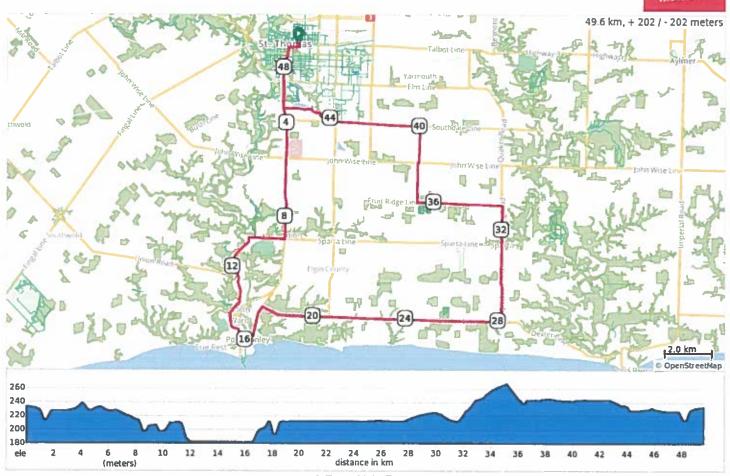
am Street





The Elgin





A Retro Velo Route





10020 - 12th Avenue North Battleford, SK S9A 3A4 Toll Free: 1-866-979-2747

Phone: 306-446-2747 Fax: 866-488-6122

Certificate of Insurance

Certificate Holder: City of St. Thomas

Named Insured: Railway City Cycling Club & International Mountain Bicycling

Association

Broker: OASIS Outdoor Adventure & Sports Insurance Solutions Inc.

Policy Number: OASIS0079

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

Schedule of Insurance

Coverage	Insurer	Policy Dates		Limits of Liability/ Amounts
Commercial General	Certain	Effective	May 21, 2021	Bodily Injury and Property
Liability Including	Underwriters at	Expiry	May 6, 2022	Damage
Non-Owned Auto Liability	Lloyd's	•	-	\$5,000,000 CDN Inclusive

It is agreed that Bodily Injury or Property Damage Liability, cross liability with a limit of \$5,000,000 shall also apply to the Above Certificate Holder as an additional insured, but solely with respect to the legal liability arising out of the Named Insured's operations.

This certificate is issued for convenience only. All of the terms and conditions of the Policies referred to are contained in the original document which are not modified or amended by this Certificate. With respect to Liability Insurance Certificate, where an Aggregate limit applies, the Certificate Holder is advised that the limit shown may apply to products/completed operations or projects other that shown in this certificate and the limit may be reduced by Claims/Expenses Paid. In case of policy cancellation, the Broker will endeavour to provide the Certificate Holder with 30 days' written notice but assumes no responsibility for failure to do so.

OASIS Insurance

Per:_______Signed: Keith Bossaer

Appendix 5 RAILWAY CITY CYCLING CLUB — RETRO VELO RIDE & CYCLE FESTIVAL 2022

DRAFT EVENT DAY TIMETABLE

TIME	EVENT	ACTION BY	NOTES
9.00am	Oh Canada / Blessing		
9.05am	EVENT DECLARED	TOWN CRIER	
	OPEN & WELCOME TO		
	RIDERS & VISITORS		
9.15am	The Elgin RIDE GRAND		
	DEPART (Lead by		
	Michael Barry –		
	Flagged away by Julie		
	Atchison)		
9.45am	The Jumbo FUN RIDE		
	GRAND DEPART		
	(Flagged away by Julie		
	Atchison)		
10.15am	Children's Art		
	Competition – Design		
	or Colour a Cycle Kit		
	or Bike		
10.30am	Decorate your Bike		
11.00am	100 Metre – Slowest		
	Bike Race		
12noon	"Elgin" Ride riders		
	start to return		
9.05 am to 1.00pm	Swing Band		
9.05am to 1.00pm	Elgin Archive –		
·	Heritage Cycle Display		
9.05am to 1.00pm	Event Vendors &		
·	Partners Attractions		
12.30pm	Grand Raffle Prize		
·	Draw		
12.45pm	Award Presentation		
1.00 pm	Event Close	Announced by Town	
•		Crier	
1.00pm	Clean Up Team		
•	Deployed		
2.00pm	Clean Up Team		
•	Complete		

Appendix 6		
Example Only	RC3 RETRO VELO - EVENT DAY CONTACT LISTING	
NAME	AREA OF RESPONSIBILITY	CELL No
	EVENT ORGANISERS	
ROB SIMONDS		
ANDREW BUCKOWSKI		
	EVENT RIDE REGISTRATION	
	RIDE ROUTE - FUN RIDE	
	RIDE ROUTE - OPEN RIDE	
	RC3 ADMIN TENT	
	EVENT MARSHALS / HELPERS	
	LOST & FOUND	
	MOORE ST - CYCLE SWAPMEET	

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: IG WEALTH MANAGEMENT WALK FOR ALZHEIMEN
Date(s): MAY 28, 2022
Start Time: Lo AM. End Time: 1PM
Cleanup Start Time: Cleanup End Time:
Location(s): PLNAFORE PARK, DANCE PAVILION
Organizing Group:
Contact Name #1: SHARON LECHNER #2: CHERISS MARSON
Street Address: 450 SUNSET DRIVE
Town/City: ST · THOMAS Province: DN Postal Code:
Phone Number #1: 519-280-6289 #2: 519-495-2733
Email Address: Shannlechner 2 rogers. Com
Exposted Attandance: 200, 7 Number of Event Developed Voluntages 10
Location and Number of Parking Spaces: Number of Event Personnel Volunteers: 70 PANCE PAVILION Location and Number of Parking Spaces:
Number of Accessible Washrooms: Number of Accessible Parking Spots:
Please describe your specific event. Attach additional sheets as necessary.
ANNUAL WALK FOR ALZHEIMEN
SECTION 2: FOOD AND BEVERAGE Will food/beverage of any kind be available at this event? Yes No If Yes, you must notify Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
SECTION 3: PERSONAL SERVICES Chair massage
Will there be personal services of any kind offered to the public at this event? Yes No If Yes, you must notify Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.

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

SECTI	N A	1٠ '	TEN	2Tt

Will there be an indoor or tent covered area used for public assembly as part of the event? Yes No 1
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 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? No No No No No No No No No N
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
f Voc planes note that the way of a way large la

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.

S	ECT	ION	8:	ΔN	IMA	21

Will	there	be	а	Petting	Zoo	or	Animals	at	the	event?
------	-------	----	---	---------	-----	----	----------------	----	-----	--------

Yes	No 🔙

If Yes, Southwestern Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council and can be found on the City Animal Services page of the City website. Please attach a copy of the application to this permit application and submit payment. Please note that such approval may take several weeks.

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES		
Are you anticipating any road closures or traffic flow changes?	Yes	No No
If Yes, please contact the Roads and Transportation Department at (519) 631-1	.680 ext. 5130.	
If Yes, please describe the road closure requirement and attach a map or sketch of Way Occupancy Permit and City Council approval is required for all road close a fee for the permit and approval may take several weeks.	ures. Please not	e that there is
Please attach a copy of the Right of Way Occupancy Permit and provide the pe	rmit #·	
If the event is a Parade / Run / Walk / Pass through Sporting Event, please referenced under the Special Events page on the City website. Describe the event and attained the Special Events page on the City website.	to the city road ch a map or sket	is map located tch.
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141	Yes	No D
PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to can direct traffic pursuant to the Highway Traffic Act.	direct traffic. On	ly the police
SECTION 10: MUNICIPAL FACILITIES		
For events taking place in Pinafore Park, organizers will need to arrange an ons and Property Management staff once the Special Events Permit Application has If your special event expected attendance is 300 or more you must have at leas into the overflow parking lot.	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 If yes, please provide the location of the rental and attach a copy of the permit.	No	N/A

Do you require pienie tables en such as a such	48		🗀	
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:	Yes V J # of Garbag	No	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 ermust obtain an equipment rental permit from prior to your event.	vent organizer. All picn vent. All applicants req	ic tables and ga uesting picnic ta	rbage bins mus ables and garba	t be ge bins
Have you made arrangements with Environn	nental Services staff for	recycling contain	iners and collec	tion? 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 Electri Authority. If required, please attach the Ele Number:	cal Safety Code or hav	e been inspecte	ed by the Elect	rical Safetv
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsible Accessibility for Ontarians with Disabilities requirements to meet for accessibility. Placed displayed throughout the event venue to in washrooms and parking. Although not require plan to the Municipal Accessibility Advisory Communicipal Accessibility Advisory Communication Accessibility Advisory Communicat	Act (AODA). Organizates as a note that direct idicate the barrier-free red, the Special Events	ations with at lational signage of path of travel of tra	east one emplaceds to be placeds to be placed of and location of mmends subm	oyee have rominently accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security firm	n been contacted/retai	ned?	Yes	No i
If Yes, what company and how many security	officers will be presen	t?		
First Aid: For events with an anticipated atte to be retained. Have you confirmed First Aid	endance of more than 2 services?	200 people Pirst Yes	Aid services an	e required
If Yes, please attach documentation providing	g proof that First Aid se	rvices have bee	n retained.	
Ambulance: Has Emergency Medical Service: planned emergency access to the site?	s (Ambulance Service)	been contacted	regarding your Yes	event and
Fireworks: Will there be fireworks as part of y If Yes, a permit for exhibition fireworks must		e Department.	Yes	No U

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.

Speller	man. 3, 2022
(Signature of Individual Completing this Application)	(Date completed)
Office Use Only: Application Received:	Committee Approval:

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION IG WEALTH MANAGEMENT WALK FON ALZHEIMEN organiz (Event Name)	AL 246 ed by South	
shall indemnify and save harmless The Corporation of law responsible from any and all liabilities, damages	of the City of St. , costs, claims, si	Thomas and all persons for whom it is at uits or actions arising out of:
any damage to property including loss of use thereo death resulting at any time there from, occasioned by the warm of the management of the warm of the management of the mana	oy any act or omi AL21	SOCIETY,
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, contractors	asioned by any c nce of The Corp	ause whatsoever, except where such oration of the City of St. Thomas, its
Witness:	Signed:	1 Lech
Name (Print):	Name (Print):	SHARON LECHNISL
	Address:	C/0450 SUNSET DR
	Telephone:	519-280-6289
	Date:	MAY 28, 2027
	Event Name:	WALK FOR ALZHEIMER'S
	Organizing Gro	oup: SW PARTNERS - ALZIFFINERS
	Event Dates:	MAY 28, 2022 SOCIETY

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

17



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
- 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 tosses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement, except as a result of the City of St. Thomas negligence.
- 4. It is the responsibility of the applicant to acquire \$5,000,000 liability insurance (naming the City of St. Thomas as additional insured), the appropriate licenses and pay any applicable tariffs for their event. The individual that will obtain the Special Occasions Permit (if required) must review, sign and adhere to conditions set out in the Municipal Alcohol Policy. Parks and Recreation will assist with this process if needed.
- 5. No live coals permitted on any outdoor municipal property. CSA-approved propane barbecue ONLY.
- 6. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
- 7. All posted rules throughout the parks must be adhered to at all times.
- 8. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
- 9. Cancellation Policy for facilities <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.

I acknowledge and accept all the	e preceding terms and conditions. Signed an	d accepted by:
Carol Walters	Clardes	Alzheimer Society Southwest Partners
Name (please print) User Group	Signature	Group Name
Name (please print) City of St. Thomas	Signature	Date

2

Payment Terms: Due at the time of booking.

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
- Wedding Receptions / Ceremonies booked in the park pavilions require a \$500.00 damage deposit at time of booking. Either a post dated chq (for date of event), cash, visa, MasterCard or debit will be refunded after the event provided there are no damages and that the property including picnic tables are in the same condition in which the property was found. The intent is to ensure that picnic tables will be returned where they were found by the user.
- 3. The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement, except as a result of the City of St. Thomas negligence.
- 4. It is the responsibility of the applicant to acquire \$5,000,000 liability insurance (naming the City of St. Thomas as additional insured), the appropriate licenses and pay any applicable tariffs for their event. The individual that will obtain the Special Occasions Permit (if required) must review, sign and adhere to conditions set out in the Municipal Alcohol Policy. Parks and Recreation will assist with this process if needed.
- 5. No live coals permitted on any outdoor municipal property. CSA-approved propane barbecue ONLY.
- 6. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
- 7. All posted rules throughout the parks must be adhered to at all times.
- 8. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
- 9. Cancellation Policy for facilities <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.
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- 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.

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- 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.

d conditions. Signed and accepted by:
Alzheimer Society Southwest Partners
ure Group Name
ure Date
tu

Payment Terms: Due at the time of booking.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	Shakespeare's Midsummer Night's Dream			
Date(s):	June 6th - June 12th 2022			
Start Time:	6:30	End Time:	8:00pm	
Cleanup Start Time:	8:00pm	Cleanup End Time:	8:30pm	
Location(s):	Pinafore Park			
Organizing Group:	Central Elgin Collegi	ate Institute Dra	ma Club	
Contact Name #1:	Sarah Abbott	#2: <u>Tim (</u>	Gordon	
Street Address: 201 (Chestnut Street			
Town/City:	St Thomas	Province: ON	Postal Code:	N5R 2B5
Phone Number #1:	519-318-3292	_{#2:} 519-6	31-4460	
Email Address:	tv50747@tvdsb.ca			
Expected Attendance:	40-50 per night Number	of Event Personnel/V	olunteers: 8-10 a	nd cast of 24
Location and number of	of washrooms in place:			
Location and Number of Parking Spaces: Behind the bandshell in Pinafore Park and along the road				
through Pinafore Park				
Number of Accessible Washrooms: 2 Number of Accessible Parking Spots:				
Please describe your specific event. Attach additional sheets as necessary. We are looking to perform				
Shakespeare's Midsummer Nights Dream in Pinafore Park at the Bandshell and surrounding area.				
•	any kind be available at this Southwestern Public Health		Yes [east 2 weeks prior	
· ·	services of any kind offered Southwestern Public Health	*		
Personal services inclu	Personal services include but are not limited to barbering, manicures, pedicures, esthetics, tattooing and			, tattooing and

Page 2 of 7

piercing.

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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 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? 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

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 🗹
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 Anim Please attach a copy of the application to this permit application an approval may take several weeks.	n for Tempora mal Services p	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	80 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	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 event	please refer to	o the city roads	map located
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.		rect traffic. Only	the police
SECTION 10: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to arraand Property Management staff once the Special Events Permit Applif your special event expected attendance is 300 or more you must into the overflow parking lot.	olication 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 of	Yes 🗹 the permit. м	No Lorris F Janes Bandshell at	N/A Pinafore Park

58 Do you require picnic tables or garbage cans? If Yes, how many are you requesting? # of Picnic Tables: _ ___ # of Garbage Cans: If Yes, please provide pick-up/return date and time. Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event. Have you made arrangements with Environmental Services staff for recycling containers and collection? Will you require municipal support for: Water Hydro 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?		_
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 are	e required N/A 🗹
If Yes, please attach documentation providing proof that First Aid services have been	retained.	
Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted planned emergency access to the site?	regarding your Yes 🖊	event and
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)	5ept 23, 202 ((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		
Shakespeare's Midsummer Night's Dream organiz	zed by Central Elgin	Collegiate Institute Drama Club
(Event Name)		(Organizing Group)
shall indemnify and save harmless The Corporation law responsible from any and all liabilities, damages		
any damage to property including loss of use thereodeath resulting at any time there from, occasioned		
Shakespeare's Midsummer Night's Dream organize	ed by Central Elgin C	collegiate Institute Drama Club
(Event Name)		(Organizing Group)
its officers, agents, servants, employees, contractor the premises or any part thereof arising from or occ damage or injury is due to the act, default or negligorificers, agents, servants, employees, contractors, of Witness:	casioned by any caus ence of The Corpora	se whatsoever, except where such ation of the City of St. Thomas, its
Name (Print): Tereny Thackray	Name (Print):	Sarah Abbott
	Address:	201 Chestnut St St. Thomas
	Telephone:	519-631-4460
	Date:	Sept. 23, 2021
	Event Name:	Shakespeare's Midsummer Night's
	Organizing Group	: CECI Drama Club. Breary

Event Dates:

June 6th June 12 2022

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	EarlyON Children's Festival
Date(s):	Wednesday June 15, 2022
Start Time:	08:00 am (event start 10:00 am) 2:00 pm (Event end 12 pm)
Cleanup Start Time:	12:00 pm Cleanup End Time: 2:00 pm
Location(s):	Pinafore Park
Organizing Group:	St. Thomas-Elgin EarlyON/YMCA of Southwestern Ontario
Contact Name #1:	Krista Thompson #2: Lori Gower
	Princess Ave-Suite 20079
	St Thomas Ont Postal Code: N5R3V4
Town/City: Phone Number #1:	226-927-1997 #2: 519-919-5331
	krista.thompson@swo.ymca.ca
Email Address: Expected Attendance:	150 Number of Event Personnel/Volunteers: 15-20
Location and number of Location and Number of	Pinafore Parking lots 100+ parking spaces/overflow parking lot at pinafore park
Number of Accessible \	Washrooms: Number of Accessible Parking Spots:
	Decific event. Attach additional sheets as necessary
YMCA, Childcares, Fire, Health unit, St Thomas	s Library). Play areas will be available focusing on active play, construction, community, literacy and creative play. Registration will be required through www.keyon.ca.
	any kind be available at this event? Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
-	services of any kind offered to the public at this event? Yes No V Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
Darramal convices inclus	do but are not limited to barboring manicures, podicures, estbatics, tattooing and

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

02
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 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? 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.
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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

f may take several weeks.

SECTION 7: MUSIC / NOISE

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

No 🗸 Yes

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 Anim Please attach a copy of the application to this permit application an approval may take several weeks.	n for Tempora mal Services p	ary Exemption to page 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	80 ext. 5130.	
If Yes, please describe the road closure requirement and attach a m of Way Occupancy Permit and City Council approval is required for a fee for the permit and approval may take several weeks.	all road closu	res. Please note	that there is
Please attach a copy of the Right of Way Occupancy Permit and pro-	vide the pern	nit #:	
If the event is a Parade / Run / Walk / Pass through Sporting Event, under the Special Events page on the City website. Describe the event	•	•	•
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 di	rect 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 linto the overflow parking lot.	lication 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 of	Yes 1	No aviion close to spatsh pad, this is a perind	N/A

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	of Picnic Tables:	Yes # of Garba	No ge 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 must obtain an equipment rental permit from prior to your event.	event organizer. event. All applica	All picnic tables and gants requesting picnic to	rbage bins mu ables and garb	ust be page bins
Have you made arrangements with Environ	mental Services s	taff for recycling conta Yes	iners and coll	ection? N/A√
Will you require municipal support for:	Water Hydro	Yes Yes	No No	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 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. It 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 barr irred, the Special	Organizations with at directional signage ier-free path of travel Events Committee reco	least one em needs to be and location ommends sub	ployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security fi	rm been contacte	d/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 Aid		e than 200 people, Firs Yes	t Aid services No	are required N/A
If Yes, please attach documentation providi	ing proof that Firs	t Aid services have bee	en retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	es (Ambulance S	ervice) been contacted	regarding yo Yes 🗸	ur event and No
Fireworks: Will there be fireworks as part of	•	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.

5 hym	Feb 24/22
(Signature of Individual Completing this Application)	(Date completed)
Office Use Only: Application Received:	Committee Approval:

We will provide section 14: Insurance at a later date Cat least 2 weeks prior to event as instructed)



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 Receipt

Creation Date:

Tue Feb 22, 2022

Receipt #:

22274

PAYEE:

Parks & Recreation

City of St. Thomas Parks and Recreation Department

75 Caso Crossing

Teddy Bear Picnic 2022

St. Thomas, Ontario, Canada

N5R0G7

Total Amount Due:

\$0.00

Amount Paid:

\$0.00

\$0.00

Client #: Phone 1: Event: 11430 (519) 631-1680 x4172 Account #: Phone 2:

(519) 633-7112 Fax:

Email: p

Balance Due:

parksandrecreation@stthomas.ca

(519) 633-9272

Status: Firm

10698 4131 RT0001

Facility			
Facility Name Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Dance Pavilion - Bol No Charge - \$0.00	th Sections		
	Wed Jun 15, 2022	08:00AM - 03:00PM	\$0.00 H
Pinafore Park - Picnic Shelters - Marshall Field Lakes No Charge - \$0.00	side Pavilion - Both Sections	Facility Subtotal:	\$0.00
	Wed Jun 15, 2022	08:00AM - 03:00PM	\$0.00 H
Pinafore Park - Picnic Shelters - Street Railway Shell No Charge - \$0.00	ter	Facility Subtotal:	\$0.00
No Charge 4 wo.oo	Wed Jun 15, 2022	08:00AM - 03:00PM	\$0.00 H
		Facility Subtotal:	\$0.00
Pinafore Park - Picnic Shelters - Woodlot Shelter No Charge - \$0.00			
et man si i et	Wed Jun 15, 2022	08:00AM - 03:00PM	\$0.00 H
Pinafore Park - Picnic Shelters - North Shelter No Charge - \$0.00		Facility Subtotal:	\$0.00
197	Wed Jun 15, 2022	08:00AM - 03:00PM	\$0.00 H
Pinafore Park - Picnic Shelters - Morris F. Jones Mer No Charge - \$0.00	norial Bandshell	Facility Subtotal:	\$0.00
The sharps to less	Wed Jun 15, 2022	08:00AM - 03:00PM	\$0.00 H
Pinafore Park - Picnic Shelters - Lion's Club Celebra No Charge - \$0.00	tion Pavilion	Facility Subtotal:	\$0.00
No Onlarge - 40.50	Wed Jun 15, 2022	08:00AM - 03:00PM	\$0.00
		Facility Subtotal:	\$0.00
		Total:	\$0.00
Transactions			
Then	e are no transactions to display f	for this Invoice	
Comments		Subtotal:	\$0.00

Booked by Krista Thompson from the YMCA.

warms and the same of the same	Total:	\$0.00	4
	Amount Paid:	\$0.00	***************************************
	Balance Due:	\$0.00	



Date Viewed: Wed Feb 23, 2022 @ 02:23PM (EST)

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



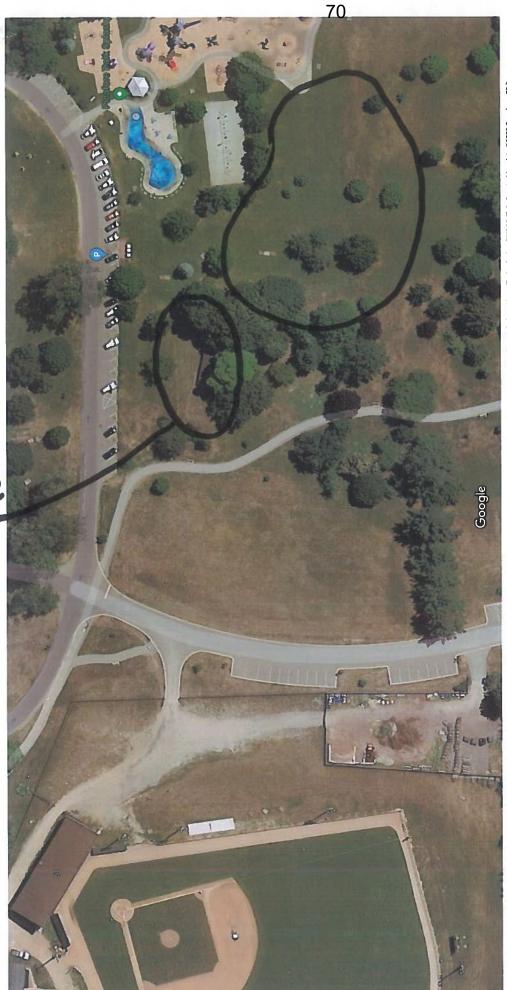
Office Location:
Joe Thornton
Community Centre
75 Caso Crossing
St. Thomas, Ontario
N5R 0G7

City of St. Thomas Parks, Recreation & Property Management Department No Charge 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
- 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 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 other than pavilions/bandshell shall be 14 days notice. There will be no refund
 if cancelled within 14 days.
- 10. The Parks and Recreation Department reserves the right to cancel or after 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
- 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 specified da	te and time: Wed June 15	Sam- 2pm
Location: Prospore 7	Park & Pavilion	
I acknowledge and accept all of the	preceding terms and conditions. Signed and a	accepted by:
Name (please print) User Group	Signature Signature	Group Name
Martin Run Name (please print) City of St. Thomas	Signature	Feb. 23, 2022 Date
Invoice # (if necessary)	22274	



Have Jermit For all pavilions in case of rain. 49

Google Maps

SECTION 1: EVENT AN	ID ORGANIZER INFORMATION
Event Name:	LIONS CLUB FATHERS DAY CARSHOW
Date(s):	JUNE- 19 2022
Start Time:	<u>7 419</u> End Time: <u>4 P M</u>
Cleanup Start Time:	Cleanup End Time:
Location(s):	PINAFORE PARK STTHOMAS
Organizing Group:	LIONS CLUB OF STTHOMAS
Contact Name #1:	17HMS VAN HOORN #2: PETER CLINE
Street Address:	10055 FLURENCE STR
Town/City:	STTHOMAS Province: ONT Postal Code: MSP 447
Phone Number #1:	519 633 9276 #2: 226 219 8317
Email Address:	43 GOLDSUNL & GMAIL. COM.
Expected Attendance:	500-600 Number of Event Personnel/Volunteers: 20
Location and number	of washrooms in place:
Location and Number	of Parking Spaces:
Number of Accessible	Washrooms: Number of Accessible Parking Spots:
Please describe your s	pecific event. Attach additional sheets as necessary.
	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
Will there be personal If Yes, you must notify	services of any kind offered to the public at this event? Yes We No Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
Personal convices inclu	do but are not limited to be be a section and it was a section of the section of

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

SECTION 4: TENTS

will there be an indoor or tent covered area used for public assembly as part of th		7
If Yes, please specify the number and size of tents.	Yes 🗆	No
If the tents are larger than 60m ² cumulatively, a building permit is required throug Services. Please attach a copy of the Permit and provide the Permit Number:	h Planning 8	& Building —
Please note that Indoor or Tent covered areas for public assembly must comply wi requirements enforced by Southwestern Public Health.	th Smoke Fr	ree Ontario Ac
Please note that there is a no staking policy in all of the City's Parks, Recreation an facilities.	d Property	Management
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 avail Rec and Property Management Department for Special Events taking place on mur	Yes ilable throughicipal prope	No td gh the Parks, erty.
You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO) responsible to notify and provide any pertinent information required under the AG obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and ensure access is given to the Police and AGCO Inspectors for the purposes of inspectors.	iCO guidelin d its Regulai	es for
The area where alcohol is being served has to have a 36" (0.9m) high barrier/partit is a no staking policy in all of the City's Parks, Recreation and Property Managemen	ion. Please :	note that there
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT		
Will you be requesting that City Council declare your event a "Municipally Significant Yes ———————————————————————————————————		o ⊌
If Yes and you wish to apply for a "Special Occasion Permit," through the Alcohol ar Ontario (AGCO), you must obtain a letter of approval from City Council, declaring you significant", by submitting a separate letter to the City Clerk's Department. Please may take several weeks.	our event "r	municipally
SECTION 7: MUSIC / NOISE		
Will there be a concert or musical entertainment as part of the event?	Z No	0 🗆
If Yes, please note that the use of sound reproduction devices is authorized between and 11:00 p.m. so long as the Police are satisfied that said devices are being "used in and not intolerably high. It is the responsibility of the organizers to obtain any application."	n a reasona	ble 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.

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

	73	χ.		
Do you require picnic tables or garbage call If Yes, how many are you requesting? # of Yes, please provide pick-up/return date and the second	of Picnic Tables:	Yes 🚺 # of Gar	No 🗆 bage Cans:	6 N/A D
Please note availability is at the discretion delivery/pick up is the responsibility of the returned no later than 48 hours after your must obtain an equipment rental permit fr prior to your event.	e event organizer. All p event. All applicants r	icnic tables and requesting picnic	garbage bins m c tables and gar	nust be bage bins
Have you made arrangements with Environ	nmental Services staff	for recycling coi	ntainers and col	llection? N/A 🗆
Will you require municipal support for:	Water Hydro	Yes □ Yes □	No 🗆	N/A 12/ N/A 11/
Please note that all equipment and extension certification body under the Ontario Electronic Electr	trical Safety Code or I	nave been inspe	ected by the Ele	ectrical 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). Orgar Please note that dire indicate the barrier-fruired, the Special Even	nizations with a ectional signagoree path of travite ro ts Committee ro	at least one er e needs to be rel and location ecommends sub	mployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES	<u>s</u>			
Security: Has a privately licensed security fi	irm been contacted/re	tained?	Yes 🗆	No ₩
If Yes, what company and how many securi	ity officers will be pres	ent?		
First Aid: For events with an anticipated at to be retained. Have you confirmed First Ai	ttendance of more tha	n 200 people, F Yes 🗗	irst Aid services	s are required
If Yes, please attach documentation provid	ing proof that First Aid	services have b	een retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	ces (Ambulance Servic	e) been contact	ed regarding yo	our event and

Fireworks: Will there be fireworks as part of your event?

If Yes, a permit for exhibition fireworks must be submitted to the Fire Department.

No 🗸

Yes 🗆

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 deta 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.	for Temporary Exemptio al Services page of the C	in to the By-Law ity website.
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES		
Are you anticipating any road closures or traffic flow changes?	Yes 🗆	No b
If Yes, please contact the Roads and Transportation Department at (5	19) 631-1680 ext. 5130.	
If Yes, please describe the road closure requirement and attach a ma of Way Occupancy Permit and City Council approval is required for al a fee for the permit and approval may take several weeks.	p or sketch showing the I road closures. Please no	closure. A Right ote that there is
Please attach a copy of the Right of Way Occupancy Permit and provi If the event is a Parade / Run / Walk / Pass through Sporting Event, pl under the Special Events page on the City website. Describe the even	ease refer to the city roa	ads man located
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224	Yes □	No 🗹
PLEASE NOTE: Marshalls, volunteers and special event staff are not all can direct traffic pursuant to the Highway Traffic Act.		nly the police
SECTION 10: MUNICIPAL FACILITIES		
For events taking place in Pinafore Park, organizers will need to arrangend Property Management staff once the Special Events Permit Application of the Special event expected attendance is 300 or more you must hat the overflow parking lot.	ation has been approved	d. Please note:
Have you contacted Parks and Recreation staff about your event?	res ₩ No □	N/A 🗆
Have you rented a pavilion/facility and signed a permit?	Yes No I	N/A 🗆

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.

Je Seam	FED 03/2022	
(Signature of Individual Completing this Application)	(Date completed)	
Office Use Only: Application Received:	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.

FATHERS DAY CARSHOW organized by LIONS OLUB OF ST THOMAS

(Event Náme)	(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:
any damage to property including loss of use thereodeath resulting at any time there from, occasioned	of, and any injury to any person or persons, including by any act or omissions of
1-ATHERS DAY CARSHOW organize	ed by <u>LIONS CLUB OF STYHOMAS</u> (Organizing Group)
(Event Name)	(Organizing Group)
the premises or any part thereof arising from or occ	s, customers, invitees or licensees, or occurring in or on assigned by any cause whatsoever, except where such ence of The Corporation of the City of St. Thomas, its sustomers, invitees or licensees.
Witness:	Signed: Julian
Name (Print): Consy	Name (Print): JOHAHNES VAN VOORU
	Address: 10055 1-LORENCE 319.
	Telephone: <u>519 633 - 927 6</u>
	Date:
	Event Name: FSTHETS PAY CAR SHOW
	Organizing Group: STYLLOMINS LIONS CLUB
	Event Dates: JUNE 19/22

Book King Scheduling Module 8.30 - Scheduling Invoice



CH CHARACTER AND THE PARTY OF 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 33 Leger Ave

Total Amount Due:

\$330.75

St. Thomas, Ontario, Canada

Amount Paid:

\$0.00

N5R 5M8

Balance 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 Pric	
	Shelters - North Shelter	And the second s	The second secon	n place with the second
Daily Rate 2020 w/ Ft	JG Insurance - \$95.53 Daily Rate			
		Sun Jun 21, 2020	07:00AM - 05:00PM	\$95.53 H
			Facility Subtotal:	\$95,53
			Total:	\$95.53
Services				

Services

Stand Alone Service				
	4	Sun Jun 21, 2020	07:00AM - 05:00PM	\$222.80

Transactions

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

· 1947 · 1945 · 1945 · 1945 · 1945 · 1945 · 1945 · 1945 · 1945 · 1945 · 1945 · 1945 · 1945 · 1945 · 1945 · 194

omments	Subtotal:	\$318.33
Booked by Wayne June 18, 2019	13% HST:	\$12,42
	Total:	\$330.75
	Amount Paid:	\$0.00
	Balance Due:	\$330.75

Powered by Book King

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

CERTIFICATE OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer.

This certificate does not amend, extend or after the coverage afforded by the policies below.

This certificate does not amer	nd, extend or after the coverage afforded by the policies below.		
INSURED'S FULL NAME AND MAILING ADDRESS	BROKER'S FULL NAME AND MAILING ADDRESS		
St. Thomas Lions Club P.O. Box 22005 R.P.O., Elmwood Square St. Thomas, On., N5R 6A1	Darling Insurance & Realty Limited 193 Aylmer Street, North P.O. Box 385 Peterborough, ON		
	BROKER'S CLIENT ID: 016588	POSTAL CODE	K9J 6Z3
	COVERAGES		

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

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE (YYYYMM/DD)	EXPIRY DATE (YYYYMM/DD)	LIMITS OF (Canadian dollars unle	
COMMERCIAL GENERAL LIABILITY				EACHOCURRENCE;	\$2,000,000
CLAIMS MADE OR X OCCURRENCE			1	GENERAL AGGREGATE	\$2,000,000
X PRODUCTS AND/OR COMPLETED OPERATIONS				PRODUCTS-COMP/OP AGG	\$2,000,000
X EMPLOYER'S LIABILITY				PERSONALINURY	\$2,000,000
X CROSS LIABILITY	ECCLESIASTICAL INS. CO.			TENNANTS LEGAL LIABILITY	\$1,000,000.
X TENNANTS LIABILITY	0060960QA01-0077	2021-06-16	2022-06-17	MED EXP (Any one person)	\$
X NON-OWNED AUTOMOBILES				NON-CANNED AUTO	\$2,000,000
HIRED AUTONIOBLES				OPTIONAL POLLUTION LIABILITY	, , , , , , , , , , , , , , , , , , , ,
POLLUTION LIABILITY EXTENSION				EXTENSION	\$
				(Рег Оссытенсе)	S
X AMUSEMENT EXCLUSION				(Aggregate)	\$
AUTOMOBILE LIABILITY DESCRIBED AUTOMOBILES	:			RODLY INURY AND PROPERTY DAMAGE COMBINED	\$
ALL OWNED AUTOS			1	BODLYNURY	
LEASED AUTOMOBILES				(Per Penson)	5
Н				BODILY INURY (Per Accident)	\$
" ALL LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				PROPERTY DAMAGE	s
EXCESS LIABILITY				EACH OCCURRENCE	s
UMBRELLA FORM				AGGREGATE	s
OTHER THAN UMBRELLA FORM					
(specify)	_				
OTHER LIABILITY (SPECIFY)					
X LIQUOR LICENSE ACT - HOST					
П	ECCLESIASTICAL INS. CO.	2021-06-16	2022-06-17	AGGREGATE	\$ 2,000,000.
П	0060960QA01-0077	1]
ADDITIONAL INSURED NAME AND MAILING ADI	DRESS	DESCRIPTION OF OPER	ATIONS/LOCATIONS	AUTOMOBILES/SPECIAL	ITEMS
CORPORATION OF THE CITY OF ST.THOMAS		IT IS UNDERSTOOD AN	D AGREED THAT TH	E CORPORATION OF THE	CITY OF ST. THOMAS
St. Thomas City Hall		IS ADDED AS AN ADDIT	TONAL INSURED WIT	H RESPECT TO THE OPE	RATIONS OF THE
545 Talbot Street				R PARTICIPATION IN THE	
St. Thomas, On. N5P 1C5			PINAFORE PARK, ST	THOMAS NOVEMBER 27	,2021 TO JANUARY 4,
CERTIFICATE HOLDER - NAME AND MAILING A	DORESS	2022 CANCELLATION			
CORPORATION OF THE CITY OF ST.THOMAS					
St. Thomas City Hali		Should any of the abo	ve policies be canc	elied before the expiration	on date thereof, the
545 Talbot Street		issuing company will endeavour to mail 30 days written notice to the certificate hold			
St. Thomas, On. N5P 1C5				notice shall impose no	
		of any kind upon the c			oragement of Receitly
SIGNATURE OF AUTHORIZED REPRESENTATIVE				to representatives.	<u> </u>
Apolani, whole		PRINT NAME INCLUDING POSITION LISA COMMODORE, C			
	NAIL ADDRESS: lcommodore@darlinginsurance.net	COMPANY: Darling Insuran	ce & Realty Limited	DATE	* November 15, 2021
SIO (96/9) Jistandard/formalati final formalisational/certificate of insurance		Town ratio and mind modelling	·	2000 Centre for Study of Incomes	<u> </u>





January 28, 2022

FEB 0 3 2022

City Clerks Dept.

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

Attn: Councillor Clarke

Re: Air Fest 2022 presented by Great Lakes international Airshow

Dear Sir,

Please find attached the Special Event Application for our charity airshow fundraiser to be held at the St. Thomas Municipal Airport on June 24-26, 2022.

The Great Lakes International Airshow (GLIAS) presents an airshow every other year at the St Thomas Municipal Airport. This year we are branding the show as "Air Fest 2022". Since 2006 the show has attracted more than 100,000 visitors and raised more than \$200,000 for local charities including the St Thomas Elgin General Hospital Foundation, Local Air Cadets and many other community organizations.

As in past shows, we ask that the municipality endorse this community based family friendly event on behalf of our named charities. We are asking for permission to utilize the municipal airport for this aerial event. We have been in contact over the past months with airport Superintendent Dale Arndt to ensure this will once again be a safe and enjoyable event for everyone. Setup for the show commences on or about Monday June 20nd with removal of all show related material from the site by Tuesday June 28th. We have also sent communications to the police and fire services as well as the public health unit informing them of our plans. We will once again consult with Central Elgin, the County, and OPP on matters related to their areas of interest.

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

Respectfully,

Paul Nicli

Great Lakes International Airshow

pauln@airfest.ca

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	Air Fest 2022 presented by Great Lakes International Airshow
Date(s):	June 24, 25 and 26
Start Time:	9:00 am End Time: 5:00pm
Cleanup Start Time:	5:00 pm Cleanup End Time: 7:00 pm
Location(s):	St Thomas Municipal Airport
Organizing Group:	Southwestern Ontario Wings and Wheels Association
Contact Name #1:	Paul Nicli #2: Paul Corriveau
Street Address: PO B	ox 22045 Elmwood Square, St Thomas
Town/City:	St Thomas Province: ON Postal Code: N5R6A1
Phone Number #1:	519-637-7283 #2:
Email Address:	pauln@airfest.ca
Expected Attendance	10,000 Number of Event Personnel/Volunteers: 300+
Location and number	of washrooms in place: 60-70 portable washrooms including accessible
Location and Number	of Parking Spaces: parking will be on-site with access from Talbot Line,
Quaker Road and I	Elm Line. There will be multiple parking locations on-site.
Number of Accessible	Washrooms: 4-6 Number of Accessible Parking Spots: multiple not limited
Please describe your	specific event. Attach additional sheets as necessary
Airshow/regional to	purism/marketing event
	ID BEVERAGE f any kind be available at this event? y Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
SECTION 3: PERSONA	AL SERVICES
	Al services of any kind offered to the public at this event? Yes \(\bigcup \) No \(\sqrt{\formal} \) Youthwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
Personal services incl	ude but are not limited to harbering manicures, pedicures, esthetics, tattooing and

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

<u>.</u>
SECTION 4: TENTS
Will there be an indoor or tent covered area used for public assembly as part of the event? Yes 🗸 No
If Yes, please specify the number and size of tents. 100'x40', 40'x80', 20'x20'-6
If the tents are larger than 60m ² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: 10 be provided by tent supplier
Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Southwestern Public Health.
Please note that there is a no staking policy in all of the City's Parks, Recreation and Property Management facilities.
SECTION 5: SERVING OF ALCOHOL
Will alcohol be consumed at the event? 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

Yes 🗸 No \square 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 details two we not permitted in the Animal Control By-Law 71-2011, an Application for Temp must 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.	orary Exemption to es page of the City	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 cloa fee for the permit and approval may take several weeks.		
Road closures/traffic flow changes are limited to Central Elgin, Qual	ker Line and Elm	Line
Traffic plan will be co-ordinated with OPP and St Thomas Police Serv	vice	
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 att		
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 organizer and Property Management staff once the Special Events Permit Application has been 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 If we please provide the location of the cental and attach a copy of the permit.	No 🗌	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 an	Picnic Tables: 0		No 50 nge Cans: 50	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. Avent. All applicar	All picnic tables and gots requesting picnic t	arbage bins mu tables and garb	ist be page bins	
Have you made arrangements with Environn	nental Services st	aff for recycling cont Yes	ainers and coll	ection? N/A 🗸	
Will you require municipal support for:	Water Hydro	Yes 🗸	No No	N/A N/A	
Please note that all equipment and extensio certification body under the Ontario Electric Authority. If required, please attach the Ele Number:	ical Safety Code	or have been inspec	ted by the Ele	ctrical 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 it washrooms and parking. Although not requi plan to the Municipal Accessibility Advisory	s Act (AODA). O lease note that ndicate the barri red, the Special (rganizations with at directional signage er-free path of trave Events Committee rec	least one em 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 contacte	d/retained?	Yes	No 🔽	
If Yes, what company and how many security officers will be present?					
First Aid: For events with an anticipated att to be retained. Have you confirmed First Aid		than 200 people, Fi	rst Aid services No	are required	
If Yes, please attach documentation providing	ng proof that Firs	t Aid services have be	en retained.		
Ambulance: Has Emergency Medical Service planned emergency access to the site?	es (Ambulance Se	ervice) been contacte	ed regarding yo	our event and No	
Fireworks: Will there be fireworks as part of	•	the Fire Departmen	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.

their request.		
	01/28/2022	
(Signature of Individual Completing this Application)	(Date completed)	
Office Use Only: Application Received:	Committee Approval:	

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

Air Fest 2022 presented by Great Lakes International Airshow	organized by	Southwestern Ontario Wings and Wheels Association
(Event Name)		(Organizing Group)

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

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

Air Fest 2022 presented by Great Lakes International Airshow organized by Southwestern Ontario Wings and Wheels Association (Event Name) (Organizing Group)

Witness: Well Campbell

Name (Print): HELEN PAMPBELL

Name (Print): PAL NICLI

Address: 56 WILLIAM 97.

Telephone: 5/9-637-7283

Date: 0//22/2022

Event Name: AIR FEST 2022

Organizing Group: SWTHWESTERN ONTARIO WINCY + WHEELS

Event Dates: <u>JUNE</u> 24 - 26 2022

SECTION 1: EVENT ANI	SECTION 1: EVENT AND ORGANIZER INFORMATION				
Nostalgia Nights Car Show					
	Saturday July 9, 2022				
Date(s):					
Start Time:	3:00pm 9:00pm				
Cleanup Start Time:	9:00pm Cleanup End Time: 10:00pm				
Location(s):	Talbot Street from John St to Elgin St				
Organizing Group:	St Thomas Downtown Development Board				
Contact Name #1:	Earl Taylor #2:				
Street Address: 545	Talbot Street				
Town/City:	St Thomas Province: ON Postal Code: N5P 3V7				
Phone Number #1:	519-670-9223				
Email Address:	earl.taylor@sympatico.ca				
Expected Attendance:	Number of Event Personnel/Volunteers: 50				
Location and number of	of washrooms in place:				
Location and Number	of Parking Spaces: Downtown St Thomas				
and the state of t					
Number of Accessible	Washrooms: 2 Number of Accessible Parking Spots: 10				
Please describe your s	8th Nostalgia Nights Classic Car Show pecific event. Attach additional sheets as necessary				
•	nas from 4pm - 9pm (road closure at 3pm), Free train rides from 3pm-8pm, Classic music				
at City Hall, Small business Alley on Mondamin St, Crafy Show in Hepburn Parkette, Food Trucks on White St					
SECTION 2: FOOD AND BEVERAGE Will food/beverage of any kind be available at this event? Yes No If Yes, you must notify Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.					
SECTION 3: PERSONAL SERVICES					
-	services of any kind offered to the public at this event? Yes No No No No No No No No No No				
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.
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 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? 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?
if Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00 a.m.

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 a 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 S Please attach a copy of the application to this permit application and sul approval may take several weeks.	Temporary Exemption t ervices 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 o of Way Occupancy Permit and City Council approval is required for all ro a fee for the permit and approval may take several weeks. <u>Talbot Street w</u>	ad closures. Please note	e that there is
running from 4pm - 9pm. We require barricades at John, Moore, St Catharine / Princ	ess, Mondamin, White, Sou	thwick,
Hincks and Elgin Street. Note- lighted intersection of St Catharine / Princess will rem	ain open - Map attached	
Please attach a copy of the Right of Way Occupancy Permit and provide If the event is a Parade / Run / Walk / Pass through Sporting Event, pleas under the Special Events page on the City website. Describe the event a	se refer to the city road:	
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 e PLEASE NOTE: Marshalls, volunteers and special event staff are not allow		No 🗸
can direct traffic pursuant to the Highway Traffic Act.	ved to an ect dame. On	y 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 Applicat If your special event expected attendance is 300 or more you must have into the overflow parking lot.	tion has been approved.	Please note:
Have you contacted Parks and Recreation staff about your event? Ye	s No 🗸	N/A
Have you rented a pavilion/facility and signed a permit? Yet was please provide the location of the rental and attach a copy of the	s No 🗸	N/A

Do you require picnic tables or garbage can		Yes	No	N/A
If Yes, how many are you requesting? # o If Yes, please provide pick-up/return date a	of Picnic Tables: _ and time. <u>Pickup</u>	# of Garba - Sat July 9th 9am, Return I	ge Cans: <u>16</u> Monday July 11t	h 9am
Please note availability is at the discretion of delivery/pick up is the responsibility of the returned no later than 48 hours after your must obtain an equipment rental permit from prior to your event.	event organizer. event. All applic	All picnic tables and ga ants requesting picnic t	arbage bins m ables and gar	ust be bage bins
Have you made arrangements with Environ	nmental Services	staff for recycling conta Yes	ainers and col	lection? N/A
Will you require municipal support for:	Water Hydro	Yes Yes	No 🔽	N/A N/A
Please note that all equipment and extensi certification body under the Ontario Elect Authority. If required, please attach the ENUMBER:	trical Safety Cod	e or have been inspec	ted by the Ele	ectrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsing 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). Please note tha indicate the bar uired, the Specia	Organizations with at at directional signage rier-free path of trave I Events Committee rec	least one er needs to be l and location commends sul	mployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES	<u>s</u>			
Security: Has a privately licensed security fi		•	Yes	No 🗌
If Yes, what company and how many secur	ity officers will b	e present? REACT -	6	any - Makada palana i na manana manda manana
First Aid: For events with an anticipated at to be retained. Have you confirmed First Ai		re than 200 people, Fir Yes	st Aid service No	s are required N/A
If Yes, please attach documentation provid	ing proof that Fir	rst Aid services have be	en retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	ces (Ambulance :	Service) been contacte	d regarding yo	our event and No
Fireworks: Will there be fireworks as part of	*	to the Fire Denartment	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.

CAST FARCTAYUR	FEDRUARY 24,2022
(Signature of Individual Completing this Application)	(Date completed)

SECTION 14: INSURANCE

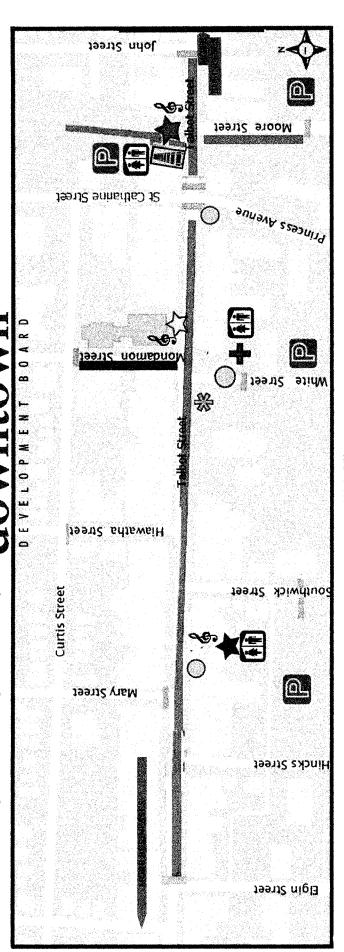
A Certificate of Insurance is required providing proof of \$5,000,000 in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted a minimum of two weeks prior to the start of the event. 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		
Nostalgia Nights Car Show	organized by St Thor	mas DDB
(Event Name)		(Organizing Group)
shall indemnify and save harmless The Corpo law responsible from any and all liabilities, d		
any damage to property including loss of use death resulting at any time there from, occa	sioned by any act or omissic	ons of
Nostalgia Nights Car Show	organized by St Thon	nas DDB
(Event Name)		(Organizing Group)
damage or injury is due to the act, default or officers, agents, servants, employees, contra Witness: Name (Print):		
Name (Print):		545TA-BOT ST
	Address:	
	Telephone:	519-670-9223
	Date:	FESCUARY 24, 2022
	Event Name:	NOSTAGIA NIBHTS CARSHOW
	Organizing Group	ST THOMAS DOB
	Event Dates:	SATULDAYJULY 9, 2022

Nostalgia Nights Classic Car Show Map Brought to you by dow



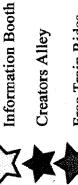
Pickup your tickets at the L&PS Station early 3 pm - 8 pm ON THE HOUR TRAIN SCHEDULE

PLEASE FOLLOW ALL COVID PROTOCOLS

- * Physically Distance
- * DO NOT touch vehicles
- * Use hand sanitizer
- * Wear a mask in close situations

#Shop Local - Many businesses are OPEN





Free Train Rides





Washrooms

Entertainment



L&PS Station





Classic Car Parking/Displays



Road Barriers

Mailing Address: Parks and Recreation P.O. Box 520

F.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 and Property Management Department

Equipment Rental 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.
- 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.
- All posted rules throughout the parks/outdoor sports facilities must be adhered to at all times.
- Cancellation Policy for equipment rentals shall be 14 days notice.
- The Parks and Recreation Department reserves the right to cancel or alter the availability of the equipment.
- The permit-holder acknowledges that the City has sole responsibility for all equipment rentals. The permit-holder does not have the right to assign this permit or any related equipment associated with this permit to another group or individual.
- Continued use of equipment named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing.
- 8. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
- 9. All equipment must be loaded, unloaded and transported in a safe manner

and the same and the sections of	invaded and transported in a sate mann	er,
This permit covers the following equipment 15 GALBAGE OAN	S	
Equipment rental pick up date and time: SATULDAY JULY 9,	2022 9:00am	
Equipment rental return date and time: MONDAY JULY LI, 20	22 9:00am	
I acknowledge and accept all of the precedin EALL TAYLOL Name (please print) User Group	g terms and conditions. Signed and accepted	ST-THOWAS DDB
Name (please print)	Signature	Group Name Date
City of St. Thomas Rental Agreement #(s)		



Certificate of Insurance

This is to confirm to: The City of St Thomas (Also listed as additional insured on the policy)

545 TALBOT ST ST THOMAS, Ontario, N5P 1C3

The insurance afforded under the policies listed below are subject to the terms, conditions and exclusion 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. This certificate does not amend, extend or alter the coverage afforded by the policies listed below.

The Insurer will endeavour to mail to the additional insured specifically named on this certificate 30 days' written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.

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

The limits shown below may have been reduced by paid claims and are in Canadian dollars

Contractual Liability Endorsement

Excluding Long Term Leased Vehicle Endorsement

Policy Information	Policy Number 1076385830	Policy Number 1076385830 Effective Date: April 04, 2021 Expiry Date: April 04, 2022					
	Primary Insured Name ST THOMAS DOWN TOWN DEVELO	PMENT BOARD	er (telephone) (telephone) er de de en er en	1991 at 60 milit kohima erga dharesanne militake eschi erikt and seshelina acci imazer (2014).	a dilataria, um um bida and de mira a recument has exploite a mai fames de se		
·	Address 545 TALBOT ST		2	karanten perangganan dan menangganan penanggan penanggan penanggan penanggan penanggan penanggan penanggan pen			
	CITY ST THOMAS	Province ON		stal Code P 3V7			
Policy Operations	Operations to which this certificate app Description						
7	Civic,community, special interest (non-	medical) associations or groups	- Member Org.				
Location 1	Location to which this certificate applies						
Information	Address 545 TALBOT ST			A CHINING TO A MARKET A MONTH AND	Page File Condensation (ACC), Page 10 to Andrew Section (Accessed Accessed		
	City ST THOMAS	Province ON		stal Code ° 3V7			
Location 1	Location Coverages to which this certifi	cate applies:	addo a Graya) ar russilla Marias (afinique) (h-risk) he de arriva de com redicipal de bello de and oph Apagoga (prop	Martin description of the control of			
Coverages	Location	arter of the same	Co-insurance	Deductible	Limit		
	Equipment Breakdown (Incl Product Ma	achinery)		\$1,000	\$4,400		
Liability	Liability Coverages to which this certific	ate applies					
Information	Commercial General Liability Policy -	Occurrence Basis	Co-insurance				
	Bodily Injury And Property Damage Liab	oility	CO-msurance	Deductible	Limit		
	Each Occurrence Limit				<u> </u>		
	Products-Completed Operations Aggreg	rate I imit			\$5,000,000		
	Each Occurrence Deductible - Property	Damaga	***************************************	#4 000	\$5,000,000		
	Tenants' Legal Liability	Damago	•	\$1,000	*		
	Medical Expense	**************************************	***	\$1,000	\$250,000		
	Personal And Advertising Injury Liability				\$25,000		
	e crooned And Advertising injury Dapling			Note that the second state of the second property are the second participation to the second participation of the second participation and the second participation of the	\$5,000,000		
L Included Coverages	Liability Coverages to which this certifica	ate applies:	en e				
	Commercial General Liability Policy -	Occurrence Basis includes the	e following:	and the state of t			
	Bodily Injury and Property Damage inclu	ding:					
	Broad Form Products and Completed	Operations					
	Broad Form Property Damage	Operations					
	Blanket Contractual Liability						
	Contingent Employers Liability						
	Additional Insured as required by contri	cact					
	Other Insurance Clause - Primary and	Non-contributory if agreed by a v	written contract for the addition	al famous d			
	Owners and Contractors Protective	Tron some bottory it agreed by a v	whiten contract for the addition	ıaı ınsurea,			
	· Severability of Interests, Cross Liability	,					
Non-Owned utomobile Liability	Liability Coverages to which this certificate Non-Owned Automobile Liability	te applies:	Colpouran	Barder-Mills			
MICHAELLY	Non-Owned Automobile Liability	HALLING THE STATE OF THE STATE	Co-insurance	Deductible	Limit		
	Promowing Automobile Flability		-	-	\$2,000,000		

Representative of the Insurer

Date: July 28, 2021

Authorized Representative of the Insurer: DEBBIE HAMILTON & ASSOCIATES LTD A072162

130 MACDONELL STREET GUELPH ON N1H 6P8 PHONE (519) 824-4400 FAX (519) 826-0925 www.cooperators.ca



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

- Noquest 10					
Organization Information	. \	BOARD	1 1 1 2 = a1 1		
Organization: STTHOMAS DO	MYLOUY DEDE		nber \$19-633-5248		
Address: SY TACROT ST		ST THOMAS Postal C			
Web Site: WWW. downtowns	thomas.ca	Fax Num	iber:		
Contact Information for Event					
Contact Person: EALL TAY	al	Residence Phone Number	r:		
Cell Number: 519-670-922		Email: Carl. toylore			
31 7010-12		334 11 104-016	37114011001000		
Event Information					
Name of Event: NOSTACGIA N	lights call sho	Type of Eve	nt: <u>CAL SHOW</u>		
Location of Event: TAGEST ST			ST THOMA;		
Contact Name of Person at Even		Contact Nun	nber:		
Date(s)	Rain Date(s)	Requested SJA Arrival	SJA Departure Time		
1) SAT JULY 9,2022		3:00pm	9:00pm		
2)					
3)					
4)					
5)					
Attach the following if available or applicable:					
Proposed Map Route Tentative Site Layout Schedule Rain Out Plans					
Are the following available on site?					
First Aid Room Drinking V		Electrical Outlet for Ambi	ulance Plug lce		
Special Equipment Requested:					
			A STATE OF THE PARTY OF THE PAR		
Coverage is requested for: Pa		Spectators	Both		
Age Group: 5 - 85 (appro					
If the event is longer than four (4		Is complementary (free) for	ood available for our		
time(s), is food available on site?		Volunteers? YES Please specify (meals/drin	ks): MEALS & DF		
Will your organization/group pro		Will you require a charital			
a donation? NO Amount if known: \$250 Will you require an invoice? YES					
Will your Event have any Social Media you would like us to promote (FaceBook/Twitter/Instagram etc):					
Facebook. com/downtowns+thomas					
Signature/Typed Name:		Date:			
/ land EM	- TAYLOR	FEB	24 2022		
- The	- 1/1144		-4-)		



Right of Way Occupancy PERMIT APPLICATION

(e) permits@stthomas.ca (t) 519-631-3262

Permit Number:	Date of Application:		
(Office use only)	(MM/DD/YYYY) February 22, 2022		
Expected Start Date: 07/09/2022 (MM/DD/YYYY)	Expected Completion Date: 07/09/2022 (MM/DD/YYYY)		
Applicant Name:St Thomas DDB	Applicant Phone:519-670-9223		
Applicant Email:1earltaylor@gmail.com			
Contact for Project:Earl Taylor	Contact Phone:519-670-9223		
Contact Email:1earltaylor@gmail.com			
Project Address: Talbot Street from John Street to	Elgin Street		
Detailed Description of Work: (type of work, location of work A drawing/sketch that clearly identifies the wor	with regards to roadway and extent of work limits) k being undertaken is required for ALL applications		
Nostalgia Nights Car Show - requires barriers at road closures beginning at 3:00pm to 9:00pm. To cleanup to ocurr from 9:00pm to 10:00pm.			
Is the Right of Way for the purpose of creating, widening	or altering a driveway?		
If YES – does it meet the requirements are per the Drivev	vay Guidelines & Zoning By-Law 50-88?		
Proof of Insurance Submitted:			
Excavation Required: \$5, No Excavation Required			
Excavation Deposit Required: O Up to & including 2m de	ep: \$1,000		
Over 2m up to & including	ng 4m deen: \$5,000		
Over 4m up to & includir			
	ig om deep. \$10,000		
Over 6m deep: \$15,000			
All excavation deposits will be kept for one (1) year after completion of the works and will be returned upon satisfactory inspection of the works. The repair of excavations is required in a timely manner (5 working days) from the time of notification by the City. Failure to comply will result in forfeiture of the deposit.			
Traffic Control Plan/Public Way Protection Plan: The Applicant must submit a Traffic Control Plan with the permit application if any temporary lane closure is required and a Public Way Protection Plan if any sidewalk closure is required.			
Site Alteration Permit: Traffic Control Plan:	Public Way Protection Plan:		
Other Permits Required:			
Hydrant Connection: Watermain Tap:	Tree Permit: Municipal Consent:		
Additional City Requirements: Contractor must provide traffic control as per Ontario Traffic Manual Book 7 and rehabilitate the entire Right of Way to the City's satisfaction. Restoration must be completed immediately following utility work.			



Right of Way Occupancy PERMIT APPLICATION

(e) permits@stthomas.ca (t) 519-631-3262

GENERAL TERMS AND CONDITIONS

Purpose: A road occupancy permit allows the Applicant to occupy the City Road allowance, including the portion from the road shoulder to the private property line, to complete the work requested on the application. The permit must be posted on site at all times and be available for review by the City.

Lead Time: Applications should be submitted at least 2 weeks prior to the required date.

Utility Locates: All utility locates are the responsibility of the Applicant.

Traffic Control Plan/ Public Way Protection Plan: All barricades, signs and signals required to direct, or guide the motorist and / or pedestrian shall be erected and maintained by the Applicant in accordance with the "Ontario Traffic Manual, Book 7 - Temporary Conditions". A covered way shall be constructed in accordance to Ont Reg 213/91 if any sidewalk is closed. All detour signing and materials, when required shall be supplied, erected and maintained by the Applicant at their own expense.

Contacts: A 24-hour contact list must be submitted with the application. This will ensure that the appropriate people are contacted. If contacts are not submitted and the City is required to arrange for repairs, all costs incurred will be invoiced to the Applicant.

Effective Dates: Effective dates requested on the application will be on the permit. This office must be notified if the job is delayed or an extension is required. A new permit and fee will be required.

Final Inspection: A final inspection is required prior to the release of a security deposit and is a condition of the permit when excavation is performed. If the restoration work has not been completed to satisfaction of the City under the conditions of the application, the City may elect to finish or restore the work with the Applicant's deposit without any prior notice.

Lane/Road Closures or Restrictions: Lane Closures or Restrictions may be permitted between the effective times on the permit, usually between rush hours (9:30am to 3:30pm). Road Closures are not permitted at any time without written consent. The Applicant shall maintain pedestrian access and vehicular access to all public and private properties.

Revocation of Permit: Permits may be revoked without compensation or notice if the work/event does not conform to requirements of any governmental authority having jurisdiction over the area where the work is taking place.

Standards: All works shall be carried out in adherence to the City of St. Thomas Standard Contract Documents and Design Guidelines Manual. The Applicant is responsible for the temporary and permanent restoration of all pavement, sidewalk, boulevards or curb and gutter to its original condition.

Regulations: All work shall be carried out in accordance with the Occupational Health and Safety Act and Regulation for Construction Projects in Ontario - Public Right of Way Protection, Reg. 213/01. The City right of way must remain safe at all times.

PERMIT APPROVALS		
Applicant Signature:	Date:	
Soft	FEB 24, 2022	
City of St. Thomas Approval:	Date:	
Manager of Development and Compliance (or Delegate)		

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	Elgin County Pride	& Parade	
Date(s):	Saturday, August 1	3, 2022 & Sunda	y, August 14, 2022
Start Time:	10:00 am	End Time:	4:00 pm
Cleanup Start Time:	5:00 pm	_ Cleanup End Time:	6:00 pm
Location(s):	Pinafore Park - Bandsl	nell	
Organizing Group:	Rainbow Optimist Club	o - Southwestern On	tario
Contact Name #1:	Martin Withenshaw	#2: Devo	on Church
Street Address: 12 M	arla Crescent		
Town/City:	London	Province: ON	Postal Code: N6C 2N3
Phone Number #1:	519-615-1026	#2: <u></u> 226-4	48-0626
Email Address:	rainbowoptimist@gma	il.com	
Expected Attendance	: 175 Numbe	r of Event Personnel/V	/olunteers: 15
Location and number	of washrooms in place: \underline{n}	a	
Location and Number	r of Parking Spaces: n/a		
Number of Accessible	e Washrooms: n/a	Number of Accessi	ble Parking Spots: <u>n/a</u>
Please describe your	specific event. Attach additi	ional sheets as necessa	ary. The bandshell would be used
for musical performan	ces such as DJ, Drag perform	nances, Indigenous drur	mmer performance.
We are hoping to have a	drive by parade, similar to the S	Santa Claus parade on Sur	nday, August 14th from noon to 1 pm.
SECTION 2: FOOD AN	ID REVERAGE		
Will food/beverage o	f any kind be available at th		Yes No 🗸
If Yes, you must notif	y Southwestern Public Heal	th at 519-631-9900 at	least 2 weeks prior to the event.
SECTION 3: PERSONA	AL SERVICES		
	al services of any kind offere Ty Southwestern Public Heal		event? Yes No V least 2 weeks prior to the event.
Personal services incl	lude but are not limited to b	parbering, manicures, p	pedicures, esthetics, tattooing and

piercing.

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SECTION 4: TENTS
Will there be an indoor or tent covered area used for public assembly as part of the event? Yes Vo
If Yes, please specify the number and size of tents. 20' x 30' (55.75 square metres)
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 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? 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

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 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 Anim 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 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 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	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			
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	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 Applif your special event expected attendance is 300 or more you must linto the overflow parking lot.	lication has be	en approved. I	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	No 🔽	N/A 🗌

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Do you require picnic tables or garbage car If Yes, how many are you requesting? # 6		Yes # of Garbas	No 🗸	N/A 📙
If Yes, please provide pick-up/return date a				
Please note availability is at the discretion delivery/pick up is the responsibility of the returned no later than 48 hours after your must obtain an equipment rental permit from prior to your event.	event organizer. A event. All applicar	All picnic tables and gants requesting picnic ta	rbage bins mables and gar	nust be bage bins
Have you made arrangements with Enviror	nmental Services st	taff for recycling conta Yes	iners and col No	llection? N/A 🔽
Will you require municipal support for:	Water Hydro	Yes Ves	No No	N/A N/A
Please note that all equipment and extensi certification body under the Ontario Elect Authority. If required, please attach the E Number:	rical Safety Code	or have been inspect	ed by the Ele	ectrical 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 at directional signage er-free path of travel Events Committee reco	least one er needs to be and location ommends sul	mployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES	<u>5</u>			
Security: Has a privately licensed security for	irm been contacte	d/retained?	Yes	No 🕶
If Yes, what company and how many secur	ity officers will be	present?		
First Aid: For events with an anticipated at to be retained. Have you confirmed First Ai		than 200 people, Firs	t Aid service:	s are required N/A 🗹
If Yes, please attach documentation provid	ing proof that First	Aid services have bee	n retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	ces (Ambulance Se	ervice) been contacted	regarding yo	our event and No 🔽
Fireworks: Will there be fireworks as part of		the Fire Denartment	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.

Martin Nicleastan	January 24,2022
(Signature of Individual Completing this Application)	(Date completed)
Office Use Only: Application Received:	Committee Approval:

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION				
Elgin County Pride & Parade organized by Rainbow Optimist Club - SWO				
(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				
Elgin County Pride & Parade organize	ed by Rainbow Opt	timist Club - SWO		
(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: May Link May Land May				
Name (Print): Tom Stockaale	Name (Print):	Martin Witnershall		
¥	Address:	12 Manlacrescent. Lunden NGC 2N3		
	Telephone:	519-615-1026		
	Date:	January 24, 2022		
	Event Name:	Elgin Courty Pride & Parade Rainbow Optimist Club-SWO		
	Organizing Group:	Rainbow Optimist Club-500		
	Event Dates:	August 13 and August 14, 2022		

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	Railway City Road Races
Date(s):	September 25, 2022
Start Time:	0600 hrs End Time: 1300 hrs
Cleanup Start Time:	1130 hrs Cleanup End Time: 1300 hrs
Location(s):	Elgin Railway Museum
Organizing Group:	Big Brothers Big Sisters of St. Thomas Elgin, Wellkin
Contact Name #1:	Carolyn Johnson #2: Anne Carmichael
Street Address: 146 (Centre Street
Town/City:	St. Thomas Province: ON Postal Code: N5R 3A3
Phone Number #1:	519-318-3386 _{#2:} 519-633-3830
Email Address:	carolyn.johnsonc@bigbrothersbigsisters.ca
Expected Attendance:	Number of Event Personnel/Volunteers: 100
Location and number of	of washrooms in place: 2 inside Railway Museum, Port a potties on route
Location and Number	of Parking Spaces: Railway Museum, CASO, Van Pelt's/Wellkin
Number of Accessible	Washrooms: 3 Number of Accessible Parking Spots: 2 CASO 1 Parking Spots: 2 CASO 1 Parking Spots: 2 Wellkin/Van Pelfoecific event. Attach additional sheets as necessary. Fundraising charity run
Please describe your s	ع العالافة على العادة والمعادة والمعاد
	Thomas Elgin and Wellkin. 5km, 10 km, 21.1km distances
and children's 1k	m fun run. All start and finish at Elgin Railway Museum
	any kind be available at this event? Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
Will there be personal	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 include but are not limited to barbering, manicures, pedicures, esthetics, tattooing and piercing.

SECTION 4: TENTS
Will there be an indoor or tent covered area used for public assembly as part of the event? Yes 🔽 No
If Yes, please specify the number and size of tents. up to 20 pop up shade covers inside and out of the large doors at the museum
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: n/a
Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Acrequirements 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? If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.
You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections.
The area where alcohol is being served has to have a 36" (0.9m) high barrier/partition. Please note that there is a no staking policy in all of the City's Parks, Recreation and Property Management facilities.
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT
Will you be requesting that City Council declare your event a "Municipally Significant Event"? Yes ☐ No ✓
If Yes and you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.
SECTION 7: MUSIC / NOISE
Will there be a concert or musical entertainment as part of the event? Yes ✓ No ☐

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

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

SECTION 8: ANIMALS

Will there be a Petting Zoo or Animals at the event?	Yes	No 🗹
If Yes, Southwestern Public Health must be notified of the event details 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 Se Please attach a copy of the application to this permit application and subrapproval may take several weeks.	emporary Exemption rvices page of the City	to 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)	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. See attached m	d closures. Please not	-
Please attach a copy of the Right of Way Occupancy Permit and provide the	ne permit #:	
If the event is a Parade / Run / Walk / Pass through Sporting Event, please under the Special Events page on the City website. Describe the event and		
run - see maps		
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. On	ly the police
SECTION 10: MUNICIPAL FACILITIES		
For events taking place in Pinafore Park, organizers will need to arrange a 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.	n has 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 If yes, please provide the location of the rental and attach a copy of the permit.	No No	N/A 🗸

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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: _		No ge Cans: 4	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 must obtain an equipment rental permit from prior to your event.	event organizer. event. All applic	All picnic tables and ga ants requesting picnic to	rbage bins nables and ga	nust be rbage bins
Have you made arrangements with Environ	mental Services	staff for recycling conta Yes	iners and co	llection? N/A 🗾
Will you require municipal support for:	Water Hydro	Yes Yes	No 🗌 No 📗	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	e or have been inspect	ed by the E	lectrical Safety
SECTION 11: ACCESSIBILITY				
As an event organizer, it is your responsil Accessibility for Ontarians with Disabilities requirements to meet for accessibility. I 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 bar irred, the Special	Organizations with at it directional signage rier-free path of travel Events Committee reco	least one e needs to be and location ommends su	mployee have e prominently n of accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security fi	rm been contact	ed/retained?	Yes	No 🔄
If Yes, what company and how many securi	ty officers will be	e present?		
First Aid: For events with an anticipated at to be retained. Have you confirmed First Ai		re than 200 people, Firs Yes 🗹	t Aid service No	es are required N/A
If Yes, please attach documentation providi	ng proof that Fir	st Aid services have bee	n retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	es (Ambulance S	Service) been contacted	regarding y Yes	our event and
Fireworks: Will there be fireworks as part o	•	o 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.

City of St. Thomas making this application and its supporting	ng documentation available to the general pub
including copying and disclosing the application and its sup	porting documentation to any third parties up
their request.	
(Signature of Individual Completing this Application)	Jan 21/22. (Date completed)
Office Use Only: Application Received:	_ Committee Approval:

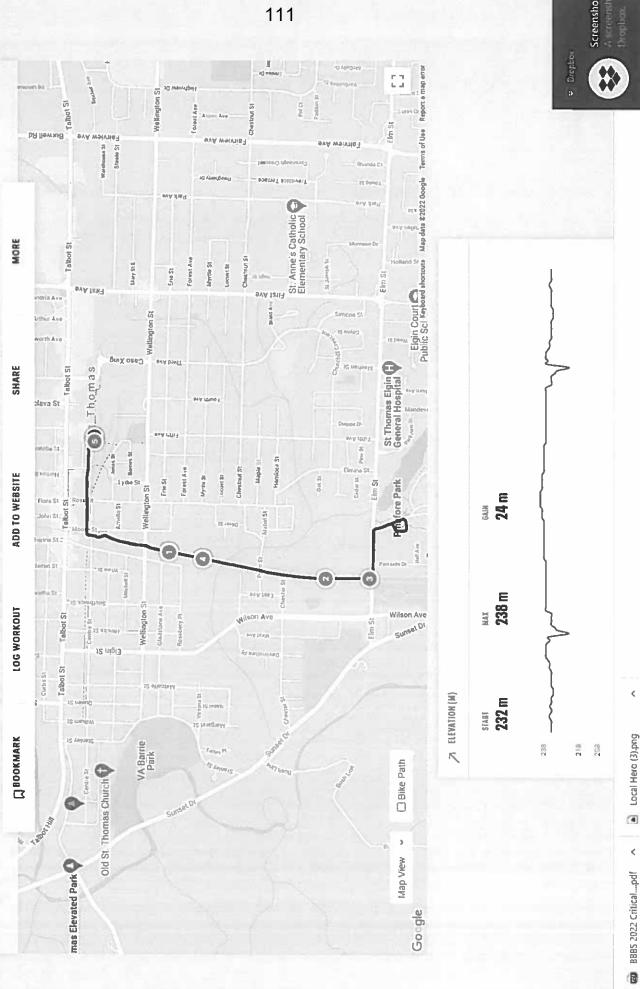
SECTION 14: INSURANCE

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.

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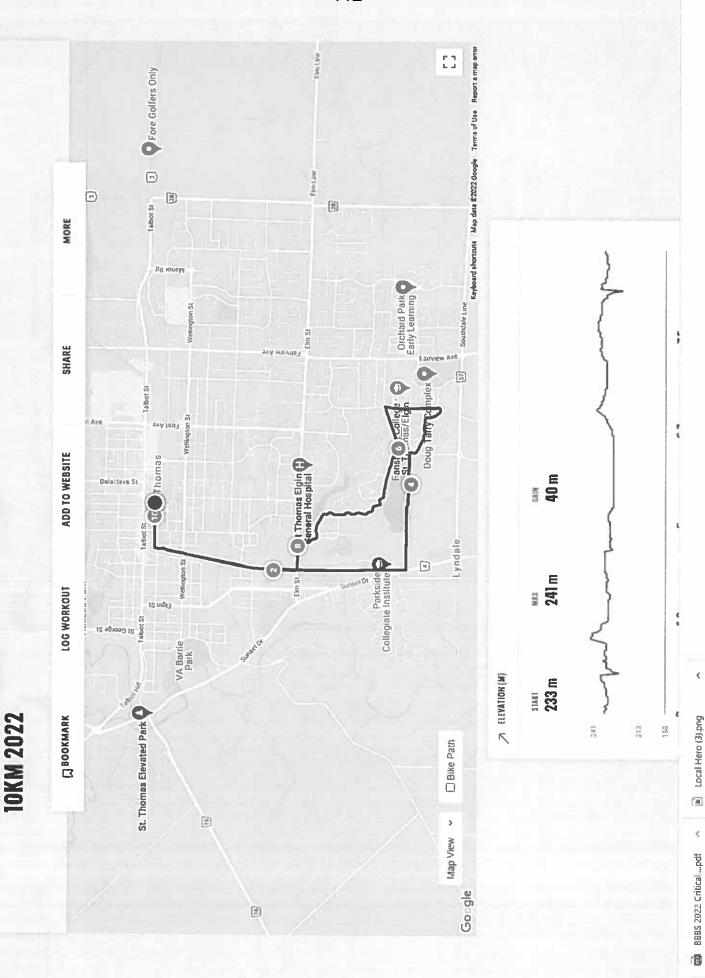
Railway City Road Races	nized by Big Brothers Big Sisters of St. Thomas Elgin, Wellkin
(Event Name)	(Organizing Group)
shall indemnify and save harmless The Corporation law responsible from any and all liabilities, damage	on of the City of St. Thomas and all persons for whom it is at ges, costs, claims, suits or actions arising out of:
any damage to property including loss of use there death resulting at any time there from, occasioned	reof, and any injury to any person or persons, including ed by any act or omissions of
Railway City Road Races organiz	nized by Big Brothers Big Sisters of St. Thomas Elgin, Wellkin
(Event Name)	(Organizing Group)
the premises or any part thereof arising from or oc	tors, customers, invitees or licensees, or occurring in or on occasioned by any cause whatsoever, except where such ligence of The Corporation of the City of St. Thomas, its s, customers, invitees or licensees. Signed: Name (Print): Address: Telephone: \$19-318-3386



n.com/routes/view/4817316331

RUN 🔘 ST. THOMAS, 08, CANADA 💍 0 5.02 KM 📝 24 M

5 KM ROUTE 2022



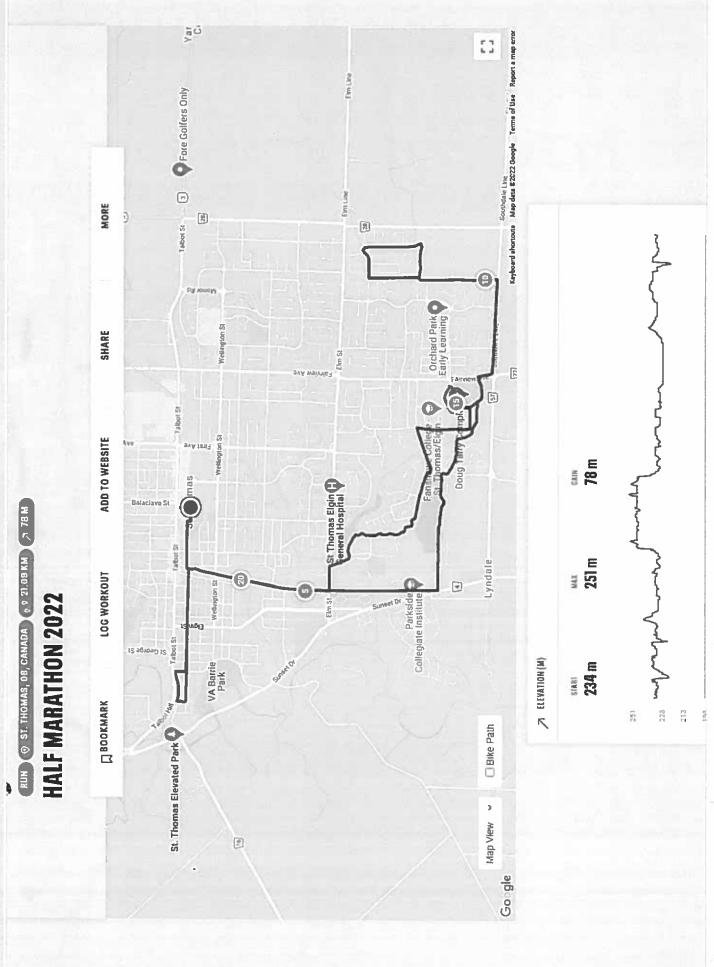
n.com/routes/view/4818097564

RUN (© ST. THOMAS, 08, CANADA) (0.0 10.02 KM) 7 40 M

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Local Hero (3).png

BBBS 2022 Critical...pdf ~



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