

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**

UNFINISHED BUSINESS

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 AND ORGANIZER INFORMATION ²

Event Name: ST THOMAS KINSMEN EASTER EGG HUNT

Date(s): APRIL 16 2022

Start Time: 9:00 AM End Time: 12:00

Cleanup Start Time: 12:00 Cleanup End Time: 12:30

Location(s): PINAFORE PARK

Organizing Group: ST THOMAS KINSMEN CLUB

Contact Name #1: Matt Sharpe #2: PAUL TRITTLER

Street Address: 3 Cedar St

Town/City: St. Thomas Province: ON Postal Code: N5R1M4

Phone Number #1: 519-495-2818 #2: 519 637-3042

Email Address: stthomas.sharpe@hotmail.ca

Expected Attendance: 500 Number of Event Personnel/Volunteers: 20

Location and number of washrooms in place: PINAFORE PARK WASH ROOM

Location and Number of Parking Spaces: PINAFORE PARK

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

Please describe your specific event. Attach additional sheets as necessary. Easter Egg hunt

SECTION 2: FOOD AND BEVERAGE

Will food/beverage of any kind be available at this event?

Yes ☒

No ☐

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

SECTION 3: PERSONAL SERVICES

Will there be personal services of any kind offered to the public at this event?

Yes ☒

No ☐

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

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

SECTION 4: TENTS

3

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. MAIN PAVILLION

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

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

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

SECTION 5: SERVING OF ALCOHOL

Will alcohol be consumed at the event? Yes ☐ No ☒

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections.

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

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

SECTION 7: MUSIC / NOISE

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

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

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

SECTION 8: ANIMALS

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

Yes ☐

No ☒

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

If Yes, please contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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

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

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

Do you require traffic control?

Yes ☐

No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event?

Yes ☒

No ☐

N/A ☐

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

Yes ☒

No ☐

N/A ☐

If yes, please provide the location of the rental and attach a copy of the permit. Main pavilion

Do you require picnic tables or garbage cans? 5 Yes ☒ No ☐ N/A ☐
If Yes, how many are you requesting? # of Picnic Tables: 10 # of Garbage Cans: 6
If Yes, please provide pick-up/return date and time. _____

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

Have you made arrangements with Environmental Services staff for recycling containers and collection? Yes ☐ No ☒ N/A ☐

Will you require municipal support for: Water Yes ☒ No ☐ N/A ☐
Hydro Yes ☒ No ☐ N/A ☐

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

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

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

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

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

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

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

SECTION 13: SIGNATURE

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

Paul Suttler

(Signature of Individual Completing this Application)

FEB 27 2022

(Date completed)

Office Use Only: Application Received: _____ Committee Approval: _____

SECTION 14: INSURANCE

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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 organized by St. Thomas Kinsmen
(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

Easter Egg Hunt organized by St. Thomas Kinsmen
(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: Paul Trutler

Name (Print): PAUL TRUTLER

Signed: M. Sharpe

Name (Print): MATT SHARPE

Address: 3 Cedar St, St Thomas

Telephone: 519-495-2818

Date: March 3/22

Event Name: Easter Eggs Hunt

Organizing Group: St. Thomas Kinsmen

Event Dates: April 16, 2022

CERTIFICATE OF LIABILITY INSURANCE

ISSUE DATE YYYY/MM/DD
2022/03/02

BROKER


HUB International HKMB Limited
595 Bay Street, Ste 900
Toronto, ON M5G 2E3
PHONE: 416-597-0008 FAX: 416-597-2313

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

Company A Ecclesiastical Insurance

Company B

Company C

Company D

Company E

INSURED'S FULL NAME AND MAILING ADDRESS

Kin Canada
1920 Rogers Drive
Cambridge, ON N3H 5C8

COVERAGES

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

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	CO LTR	POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> PERSONAL INJURY <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> TENANT'S LEGAL LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILE <input checked="" type="checkbox"/> HIRED AUTOMOBILE	A	0112507NPT001	2022/02/01	2023/02/01	EACH OCCURRENCE \$ 5,000,000 GENERAL AGGREGATE \$ 15,000,000 PRODUCTS - COMP/OP AGGREGATE \$ 5,000,000 PERSONAL INJURY \$ 5,000,000 EMPLOYER'S LIABILITY \$ 1,000,000 TENANT'S LEGAL LIABILITY \$ 1,000,000 NON-OWNED AUTOMOBILE \$ 5,000,000 HIRED AUTOMOBILE \$ 75,000
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** <input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/>					BODILY INJURY PROPERTY DAMAGE COMBINED \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM					EACH OCCURRENCE \$ AGGREGATE \$
OTHER (SPECIFY)					\$ \$ \$ \$ \$

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

General Liability Policy Excludes: Amusement Rides and the Detonation of Fireworks.

This certificate only applies to Event: St Thomas Easter Egg hunt
Club will be hosting the event
Expected attendees: 1500
Date: April 16, 2022.

Club Name: Kinsmen Club of St. Thomas


CERTIFICATE HOLDER

City of St Thomas
Joe Preston
545 Talbot St,
Box 520
St. Thomas, ON N5P 3V7

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Per: 
Page 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

1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
2. Wedding Receptions / Ceremonies booked in the park pavilions require a \$500.00 damage deposit at time of booking. Either a post dated chq (for date of event), cash, visa, MasterCard or debit will be refunded after the event provided there are no damages and that the property including picnic tables are in the same condition in which the property was found. The intent is to ensure that picnic tables will be returned where they were found by the user.
3. The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement, except as a result of the City of St. Thomas negligence.
4. It is the responsibility of the applicant to acquire \$5,000,000 liability insurance (naming the City of St. Thomas as additional insured), the appropriate licenses and pay any applicable tariffs for their event. The individual that will obtain the Special Occasions Permit (if required) must review, sign and adhere to conditions set out in the Municipal Alcohol Policy. Parks and Recreation will assist with this process if needed.
5. No live coals permitted on any outdoor municipal property. CSA-approved propane barbecue ONLY.
6. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
7. All posted rules throughout the parks must be adhered to at all times.
8. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
9. Cancellation Policy for facilities other than pavilions/bandshell shall be 14 days notice. There will be no refund if cancelled within 14 days.
10. The Parks and Recreation Department reserves the right to cancel or alter the time or fees specified in this permit, due to change of policy or availability of facilities.
11. Unless otherwise noted, the invoice will be mailed to the person who has signed the facility permit. Please be sure to advise Parks and Recreation if the invoice is to be sent to another person.
12. The picnic pavilion permit fee shall include only the use of a pavilion, hydro, and water. Any additional use of facility space (e.g. hydro pedestals) must be requested and a separate fee will be associated on your facility permit.
13. The permit-holder acknowledges that the City has sole responsibility for booking any outdoor facilities. The permit-holder does not have the right to assign this permit or any related facilities associated with this permit to another group or individual.

14. Continued use of facilities named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing.
15. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
16. The City of St. Thomas By-law 111-2008 prohibits the use of tobacco within thirty (30) metres/90 feet of playground equipment, splash pads and 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:

April 16, 2022

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

PAUL TRITTLER
Name (please print)
User Group

Paul Trittler
Signature

KINSMEN CLUB
Group Name

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

[Signature]
Signature

Feb. 22, 2022
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
Kinsmen Club of St. Thomas
P.O. Box KIN 204 First Avenue
St. Thomas, Ontario, Canada
N5R4P5

Total Amount Due: \$96.65

Amount Paid: \$96.65

Balance Due: \$0.00

Client #: 656
Phone 1: (519) 637-3042
Event: Easter Egg Hunt

Account #:
Phone 2:

Email: trittler@hotmail.com
Fax:

Status: Firm


10698 4131 RT0001

Facility

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 H
Facility Subtotal:				\$85.53
Total:				\$85.53

Transactions

# 385799	Date: Feb 22, 2022 - 03:50PM	Type: Payment (# 36180)	Method: Wallet	Amount: -\$96.65
Subtotal:				\$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 AND ORGANIZER INFORMATION

Red Dress Walk for Missing and Murdered Indigenous Women and Girls(MMIWG)

Event Name: _____
 May 5 (May 6 rain date)

Date(s): _____
 6:00 PM 8:30 PM

Start Time: _____ End Time: _____
 8:30 PM 10:00 PM

Cleanup Start Time: _____ Cleanup End Time: _____
 Pinafore Park

Location(s): _____
 Knox Presbyterian Church

Organizing Group: _____
 Joy Wendling Alison Fordham

Contact Name #1: _____ #2: _____
 600 Highview Dr (church 55 Hincks St)

Street Address: _____
 St Thomas ON N5R 6L1

Town/City: _____ Province: _____ Postal Code: _____
 519-868-1248 519-872-4254

Phone Number #1: _____ #2: _____
 pj.wendling@sympatico.ca

Email Address: _____
 50 - 100 15

Expected Attendance: _____ Number of Event Personnel/Volunteers: _____
 Normal Pinafore Park

Location and number of washrooms in place: _____
 Normal Pinafore Park

Location and Number of Parking Spaces: _____

_____ above _____ above

Number of Accessible Washrooms: _____ Number of Accessible Parking Spots: _____

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

SECTION 2: FOOD AND BEVERAGE

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

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

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

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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.

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Have you contacted Parks and Recreation staff about your event?

Yes ☒No ☐N/A ☐

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

Yes ☒No ☐N/A ☐

If yes, please provide the location of the rental and attach a copy of the permit. In transit

Do you require picnic tables or garbage cans? Yes ☐ No ☒ N/A ☐
 If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: _____
 If Yes, please provide pick-up/return date and time. _____

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

Have you made arrangements with Environmental Services staff for recycling containers and collection? Yes ☐ No ☒ N/A ☐
 Will you require municipal support for: Water Yes ☐ No ☒ N/A ☐
 Hydro Yes ☐ No ☒ N/A ☐

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

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

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

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

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

SECTION 13: SIGNATURE

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

(Signature of Individual Completing this Application)

(Date completed)

Office Use Only: Application Received: _____ Committee Approval: _____

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CERTIFICATE OF INSURANCE

CERTIFICATE HOLDER City of St. Thomas 545 Talbot Street St. Thomas ON N5P 3V7	INSURER COMPANY A: Ecclesiastical Insurance Company
INSURED Knox Presbyterian Church 55 Hincks St. St-Thomas, Ontario N5R 3N9	BROKER Locke Insurance Brokers 496 Talbot Street St. Thomas, ON N5P 1C2

COVERAGES:

This is to certify that the policy or policies of insurance listed below are in force as of this date and provide the type of insurance set forth opposite the policy number, subject to the terms, conditions and exclusions of the applicable policy.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO	TYPE OF POLICY	POLICY NUMBER	EXPIRY DATE(YMD)	LIMIT OF LIABILITY ALL LIMITS ARE IN CDN \$'s
A	<input checked="" type="checkbox"/> Commercial General Liability <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence <input type="checkbox"/> Products / Completed Operations <input type="checkbox"/> Employers Liability <input type="checkbox"/> Non-Owned Automobile <input type="checkbox"/> <input type="checkbox"/>	0042681FA02.V24	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)
A	<input type="checkbox"/> Peril: Broad Form Valuation: Replacement Cost (Stock - Actual Cash Value) Co-Insurance: Stated Amount	0042681FA02.V24	2023/02/15	\$ \$ Deductible
	<input type="checkbox"/> All Owned Vehicles <input type="checkbox"/> All Leased Vehicles <input type="checkbox"/> Specified Vehicles Only			\$,000,000. Inclusive Limit – Bodily Injury &Property Damage
	<input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other than Umbrella			\$,000,000. Each Occurrence \$,000. Retention

Location and Operations to which this Certificate applies:

Additional named insured: City of St. Thomas 545 Talbot Street St. Thomas ON N5P 3V7 with respect to the event being held at Pinafore Park May 5th 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

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 $\frac{1}{2}$ to $\frac{3}{4}$ 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

1. 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

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COVERAGES:

This is to certify that the policy or policies of insurance listed below are in force as of this date and provide the type of insurance set forth opposite the policy number, subject to the terms, conditions and exclusions of the applicable policy.


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CO	TYPE OF POLICY	POLICY NUMBER	EXPIRY DATE(YMD)	LIMIT OF LIABILITY ALL LIMITS ARE IN CDN \$'s
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	<input type="checkbox"/> All Owned Vehicles <input type="checkbox"/> All Leased Vehicles <input type="checkbox"/> Specified Vehicles Only			\$,000,000. Inclusive Limit – Bodily Injury &Property Damage
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<div style="text-align: center;">  </div> <p>Per: Sarah Groeneweg RIBO CAIB Signature of Authorized Representative</p>	<p>Dated: March 15, 2022</p>
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SPECIAL EVENT PERMIT APPLICATION

ATTACHMENT TO RED DRESS WALK FOR MMIWG

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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 Conversations

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: Petrusia Hontar

Street Address: 153 Curtis Street

Town/City: St. Thomas Province: ON Postal Code: N5P 3V7

Phone Number #1: 519 631 6050x8012 #2: 416 557 0299

Email Address: dvanzanten@stthomas.ca

Expected Attendance: 50 Number of Event Personnel/Volunteers: 7

Location and number of washrooms in place: Washroom building adjacent to dance pavilion

Location and Number of Parking Spaces: Parking spaces adjacent to dance pavilion

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

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

We will be using the facilities at Pinafore Park and inviting the community to join us as we host a drumming circle.

SECTION 2: FOOD AND BEVERAGE

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

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

SECTION 3: PERSONAL SERVICES

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

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

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

SECTION 4: TENTS

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

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

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

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

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

SECTION 5: SERVING OF ALCOHOL

Will alcohol be consumed at the event? Yes ☐ No ☒

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections.

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

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

SECTION 7: MUSIC / NOISE

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

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

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

SECTION 8: ANIMALS

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

Yes ☐

No ☒

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

If Yes, please contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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

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

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

Do you require traffic control?

Yes ☐

No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event?

Yes ☒

No ☐

N/A ☐

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

Yes ☒

No ☐

N/A ☐

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

Do you require picnic tables or garbage cans? Yes ☐ No ☐ N/A ☒

If Yes, how many are you requesting? # of Picnic Tables: 11 # of Garbage Cans: 2

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

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

Have you made arrangements with Environmental Services staff for recycling containers and collection? Yes ☐ No ☒ N/A ☐

Will you require municipal support for: Water Yes ☒ No ☐ N/A ☐
Hydro Yes ☒ No ☐ N/A ☐

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

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

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

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

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

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

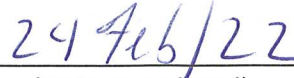
Fireworks: Will there be fireworks as part of your event? Yes ☐ No ☒
If Yes, a permit for exhibition fireworks must be submitted to the Fire Department.

SECTION 13: SIGNATURE

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



(Signature of Individual Completing this Application)



(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

Community Conversations organized by St. Thomas Public Library
(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

Community Conversations organized by St. Thomas Public Library
(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: Dana Vanzanten

Name (Print): _____

Name (Print): Dana Vanzanten

Address: 153. Curtis St. St. Thomas, NV

Telephone: 519 631 6050 x 8012

Date: 24 Feb/22

Event Name: Community Conversations

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 16 2021

City Clerks Dept.

SPECIAL EVENT PERMIT APPLICATION

Submitted by

Railway City Cycling Club

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: RAILWAY CITY CYCLING CLUB RETRO VELO RIDE & CYCLE FESTIVAL 2022

Date(s): SATURDAY 14TH MAY 2022

Start Time: 9.00AM End Time: ²4.00 PM

Cleanup Start Time: ¹4.00 PM Cleanup End Time: ²8.00pm

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, Beechwood 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 specific 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)

SECTION 2: FOOD AND BEVERAGE

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

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

SECTION 3: PERSONAL SERVICES

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

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

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

SECTION 4: TENTS

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

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

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

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

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

SECTION 5: SERVING OF ALCOHOL

Will alcohol be consumed at the event? Yes ☐ No ☒

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections.

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

Yes ☒ No ☐

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

SECTION 7: MUSIC / NOISE

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

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

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

SECTION 8: ANIMALS

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

Yes ☐No ☒

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐No ☒

If Yes, please contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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

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

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

Do you require traffic control?

Yes ☐No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event?

Yes ☐No ☐N/A ☒

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

Yes ☐No ☐N/A ☒

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

Do you require picnic tables or garbage cans? Yes ☐ No ☐ N/A ☒
 If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: _____
 If Yes, please provide pick-up/return date and time. _____

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

Have you made arrangements with Environmental Services staff for recycling containers and collection? Yes ☐ No ☐ N/A ☒

Will you require municipal support for: Water Yes ☐ No ☐ N/A ☒
 Hydro Yes ☐ No ☐ N/A ☒

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

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

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

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

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

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

Fireworks: Will there be fireworks as part of your event? Yes ☐ No ☒

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

SECTION 13: SIGNATURE

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



(Signature of Individual Completing this Application)

16-Dec-2021

(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

RAILWAY CITY CYCLING CLUB RETRO VELO RIDE & CYCLE FESTIVAL 2022

organized by Railway City Cycling Club

(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

Railway City Cycling Club Retro Velo & Cycle Festival 2022

organized by Railway City Cycling Club

(Event Name)

(Organizing Group)

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

Witness:

Name (Print): R. SIMONDS

Signed:

Name (Print):

Andrew Buczkowski

Address:

35 Glengariff Drive

Telephone:

905 699 8225

Date:

16-Dec-2021

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
Qauí 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.

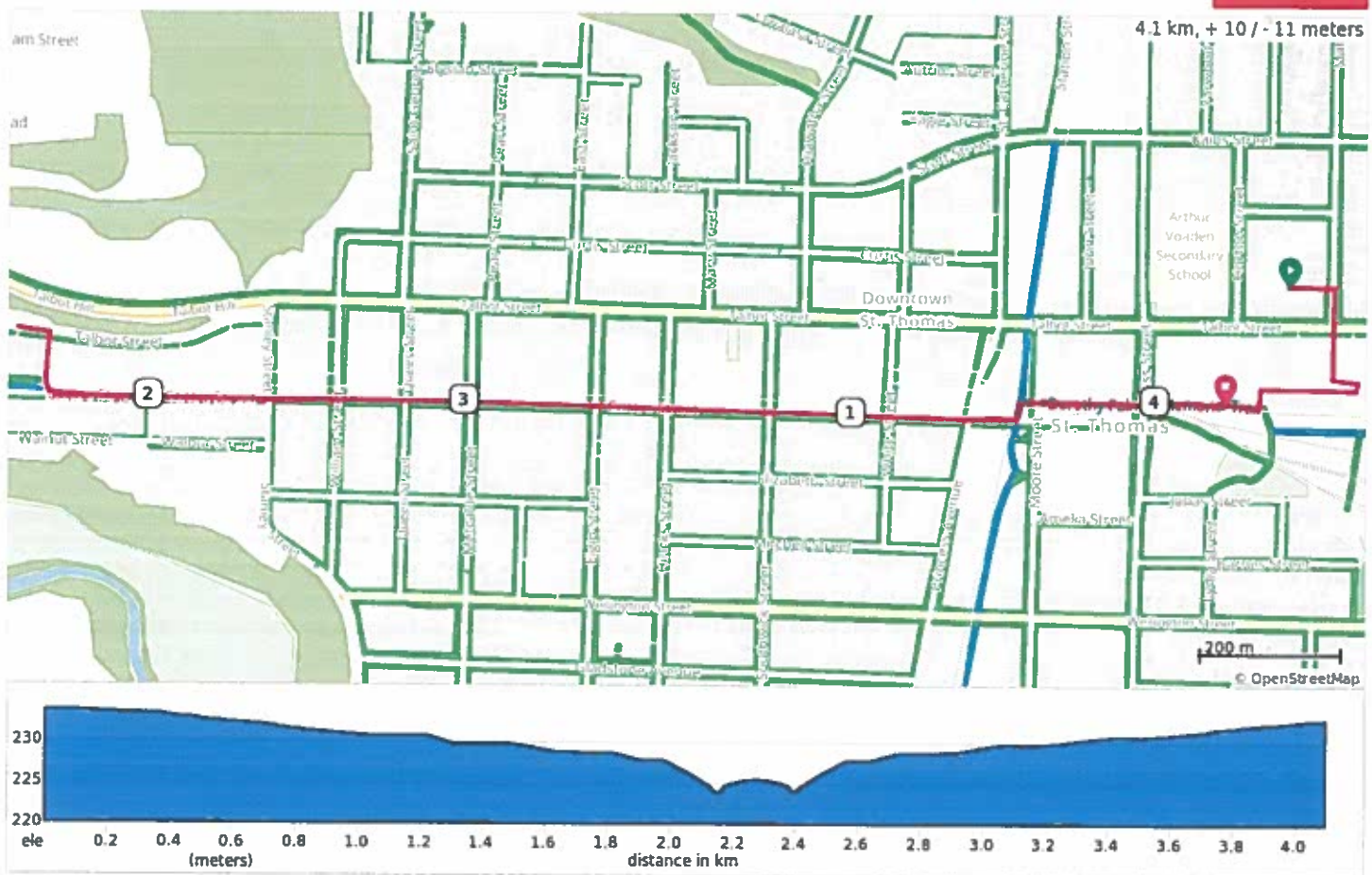
- Event Day:** A comprehensive list of RC3 Event and Lead contacts will be provided to all organisations prior to the event (Cell phone and area of responsibility). **Appendix 6.**

- ## 20. Appendix Documentation

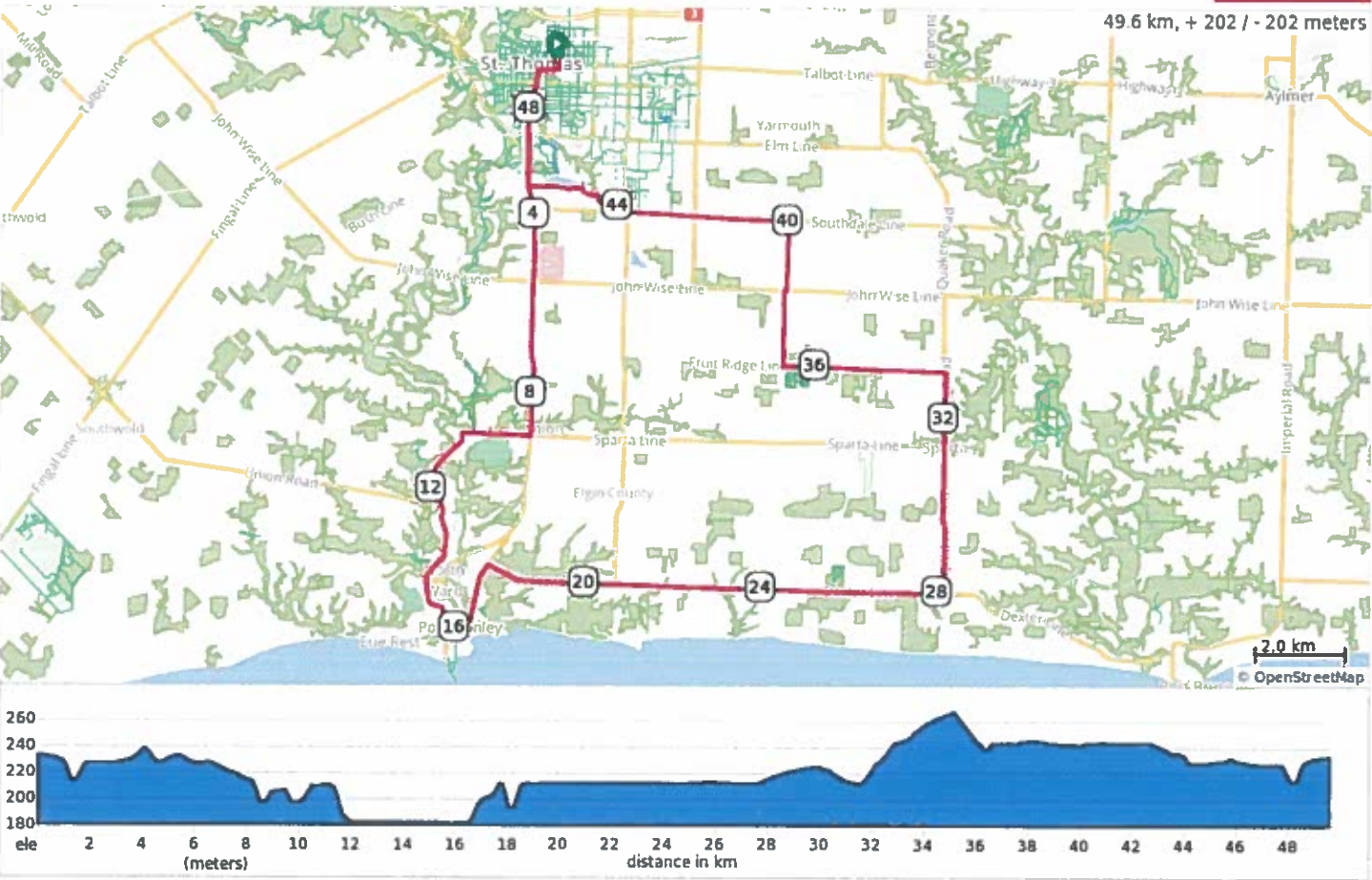
DOI: 10.1002/for



The Jumbo



The Elgin



A Retro Velo Route



**OASIS OUTDOOR
ADVENTURE &
SPORT INSURANCE
SOLUTIONS INC.**

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 than 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 OPEN & WELCOME TO RIDERS & VISITORS	TOWN CRIER	
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		CELL No
NAME	AREA OF RESPONSIBILITY	
	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 ALZHEIMERS

Date(s): MAY 28, 2022

Start Time: 10 AM. End Time: 1 PM

Cleanup Start Time: _____ Cleanup End Time: _____

Location(s): PINAFORTE PARK, DANCE PAVILION

Organizing Group: _____

Contact Name #1: SHARON LECHNER #2: CHERISS MARSON

Street Address: 450 SUNSET DRIVE

Town/City: ST. THOMAS Province: ON Postal Code: _____

Phone Number #1: 519-280-6289 #2: 519-495-2730

Email Address: sharonlechner@rogers.com

Expected Attendance: 200? Number of Event Personnel/Volunteers: 10

Location and number of washrooms in place: parking 4 in front of
DANCE 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 ALZHEIMERS

SECTION 2: FOOD AND BEVERAGE

Will food/beverage of any kind be available at this event?

Yes ☒

No ☐

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

SECTION 3: PERSONAL SERVICES

Will there be personal services of any kind offered to the public at this event?

Yes ☒

No ☐

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

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

SECTION 4: TENTS

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

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

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

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

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

SECTION 5: SERVING OF ALCOHOL

Will alcohol be consumed at the event? Yes ☐ No ☒

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections.

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

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

SECTION 7: MUSIC / NOISE

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

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

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

SECTION 8: ANIMALS

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

Yes ☒No ☐

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐No ☒

If Yes, please contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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

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

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

Do you require traffic control?

Yes ☐No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event?

Yes ☒No ☐N/A ☐

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

Yes ☒No ☐N/A ☐

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

Do you require picnic tables or garbage cans?

Yes ☒

No ☐

N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: 6

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

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

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

Yes ☒

No ☐

N/A ☐

Will you require municipal support for:

Water

Yes ☐

No ☐

N/A ☐

Hydro

Yes ☒

No ☐

N/A ☐

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

Security: Has a privately licensed security firm been contacted/retained?

Yes ☐

No ☒

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

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services?

Yes ☒

No ☐

N/A ☐

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

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site?

Yes ☐

No ☒

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

Yes ☐

No ☒

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

SECTION 13: SIGNATURE

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



(Signature of Individual Completing this Application)



(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 FOR ALZHEIMERS
(Event Name)

organized by

ALZHEIMERS SOCIETY
SOUTHWEST PARTNERS
(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

IG WEALTH MANAGEMENT
WALK FOR ALZHEIMERS
(Event Name)

organized by

ALZHEIMERS SOCIETY
SOUTHWEST PARTNERS
(Organizing Group)

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

Witness: _____

Signed: _____

Name (Print): _____

Name (Print):

Address:

Telephone:

Date:

Event Name:

Organizing Group:

Event Dates:

Sharon Lechnick

SHARON LECHNICK

C/O 450 SUNSET DR.

519-280-6289

MAY 28, 2022

WALK FOR ALZHEIMER'S

SW PARTNERS - ALZHEIMERS

MAY 28, 2022 SOCIETY

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



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

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

1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
2. Wedding Receptions / Ceremonies booked in the park pavilions require a \$500.00 damage deposit at time of booking. Either a post dated chq (for date of event), cash, visa, MasterCard or debit will be refunded after the event provided there are no damages and that the property including picnic tables are in the same condition in which the property was found. The intent is to ensure that picnic tables will be returned where they were found by the user.
3. The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement, except as a result of the City of St. Thomas negligence.
4. It is the responsibility of the applicant to acquire \$5,000,000 liability insurance (naming the City of St. Thomas as additional insured), the appropriate licenses and pay any applicable tariffs for their event. The individual that will obtain the Special Occasions Permit (if required) must review, sign and adhere to conditions set out in the Municipal Alcohol Policy. Parks and Recreation will assist with this process if needed.
5. No live coals permitted on any outdoor municipal property. CSA-approved propane barbecue ONLY.
6. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
7. All posted rules throughout the parks must be adhered to at all times.
8. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
9. Cancellation Policy for facilities other than pavilions/bandshell shall be 14 days notice. There will be no refund if cancelled within 14 days.
10. The Parks and Recreation Department reserves the right to cancel or alter the time or fees specified in this permit, due to change of policy or availability of facilities.
11. Unless otherwise noted, the invoice will be mailed to the person who has signed the facility permit. Please be sure to advise Parks and Recreation if the invoice is to be sent to another person.
12. The picnic pavilion permit fee shall include only the use of a pavilion, hydro, and water. Any additional use of facility space (e.g. hydro pedestals) must be requested and a separate fee will be associated on your facility permit.
13. The permit-holder acknowledges that the City has sole responsibility for booking any outdoor facilities. The permit-holder does not have the right to assign this permit or any related facilities associated with this permit to another group or individual.

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

This permit covers the time period specified below:

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

Carol Walters

Name (please print)

User Group



Signature

Alzheimer Society Southwest Partners

Group Name

Name (please print)

City of St. Thomas

Signature

Date

Invoice #(s)

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**

1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
2. Wedding Receptions / Ceremonies booked in the park pavilions require a \$500.00 damage deposit at time of booking. Either a post dated chq (for date of event), cash, visa, MasterCard or debit will be refunded after the event provided there are no damages and that the property including picnic tables are in the same condition in which the property was found. The intent is to ensure that picnic tables will be returned where they were found by the user.
3. The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement, except as a result of the City of St. Thomas negligence.
4. It is the responsibility of the applicant to acquire \$5,000,000 liability insurance (naming the City of St. Thomas as additional insured), the appropriate licenses and pay any applicable tariffs for their event. The individual that will obtain the Special Occasions Permit (if required) must review, sign and adhere to conditions set out in the Municipal Alcohol Policy. Parks and Recreation will assist with this process if needed.
5. No live coals permitted on any outdoor municipal property. CSA-approved propane barbecue ONLY.
6. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
7. All posted rules throughout the parks must be adhered to at all times.
8. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
9. Cancellation Policy for facilities other than pavilions/bandshell shall be 14 days notice. There will be no refund if cancelled within 14 days.
10. The Parks and Recreation Department reserves the right to cancel or alter the time or fees specified in this permit, due to change of policy or availability of facilities.
11. Unless otherwise noted, the invoice will be mailed to the person who has signed the facility permit. Please be sure to advise Parks and Recreation if the invoice is to be sent to another person.
12. The picnic pavilion permit fee shall include only the use of a pavilion, hydro, and water. Any additional use of facility space (e.g. hydro pedestals) must be requested and a separate fee will be associated on your facility permit.
13. The permit-holder acknowledges that the City has sole responsibility for booking any outdoor facilities. The permit-holder does not have the right to assign this permit or any related facilities associated with this permit to another group or individual.

14. Continued use of facilities named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing.
15. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
16. The City of St. Thomas By-law 111-2008 prohibits the use of tobacco within thirty (30) metres/90 feet of playground equipment, splash pads and 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 preceding terms and conditions. Signed and accepted by:

Carol Walters

Name (please print)

User Group



Signature

Alzheimer Society Southwest Partners

Group Name

Name (please print)

City of St. Thomas

Signature

Date

Invoice #(s)

Payment Terms: Due at the time of booking.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: 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 Collegiate Institute Drama Club

Contact Name #1: Sarah Abbott #2: Tim Gordon

Street Address: 201 Chestnut Street

Town/City: St Thomas Province: ON Postal Code: N5R 2B5

Phone Number #1: 519-318-3292 #2: 519-631-4460

Email Address: tv50747@tvdsb.ca

Expected Attendance: 40-50 per night Number of Event Personnel/Volunteers: 8-10 and cast of 24

Location and number 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.

SECTION 2: FOOD AND BEVERAGE

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

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

SECTION 3: PERSONAL SERVICES

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

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

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

SECTION 4: TENTS

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

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

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

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

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

SECTION 5: SERVING OF ALCOHOL

Will alcohol be consumed at the event? Yes ☐ No ☒

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections.

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

Yes ☐ No ☒

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

SECTION 7: MUSIC / NOISE

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

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

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

SECTION 8: ANIMALS

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

Yes ☐No ☒

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐No ☒

If Yes, please contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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

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

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

Do you require traffic control?

Yes ☐No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event?

Yes ☒No ☐N/A ☐

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

Yes ☒No ☐N/A ☐

If yes, please provide the location of the rental and attach a copy of the permit. Morris F Jones Bandshell at Pinafore Park

Do you require picnic tables or garbage cans?

Yes ☐

No ☒

N/A ☐

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

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

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

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

Yes ☐

No ☐

N/A ☒

Will you require municipal support for:

Water

Yes ☐

No ☐

N/A ☒

Hydro

Yes ☒

No ☐

N/A ☐

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

Security: Has a privately licensed security firm been contacted/retained?

Yes ☐

No ☒

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

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services?

Yes ☐

No ☐

N/A ☒

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

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site?

Yes ☒

No ☐

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

Yes ☐

No ☒

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

SECTION 13: SIGNATURE

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



(Signature of Individual Completing this Application)



(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 organized by Central Elgin Collegiate Institute Drama Club
(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

Shakespeare's Midsummer Night's Dream organized by Central Elgin Collegiate Institute Drama Club
(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:

Jeremy Thackray

Name (Print):

Jeremy Thackray

Signed:

Sarah Abbott

Name (Print):

Sarah Abbott

Address:

201 Chestnut St St. Thomas ON

Telephone:

519-631-4460

Date:

Sept. 23, 2021

Event Name:

Shakespeare's Midsummer Night's Dream

Organizing Group:

CECI Drama Club

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) End Time: 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

Street Address: 28 Princess Ave-Suite 20079

Town/City: St Thomas Province: Ont Postal Code: N5R3V4

Phone Number #1: 226-927-1997 #2: 519-919-5331

Email Address: krista.thompson@swo.ymca.ca

Expected Attendance: 150 Number of Event Personnel/Volunteers: 15-20

Location and number of washrooms in place: Pinafore Park Washrooms-Permanent/accessible bathrooms located in park, various portapotties located in park as well

Location and Number of Parking Spaces: Pinafore Parking lots 100+ parking spaces/overflow parking lot at pinafore park

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: multiple lots in park all with some

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

EarlyON Children's Festival is replacing the Teddy Bear Picnic that occurred pre-covid. The Festival is open for families/caregivers of children 0-8 years, community partners will also join us to promote services (possible partners City of St Thomas Parks and Recreation,

YMCA, Childcares, Fire, Health unit, St Thomas Library). Play areas will be available focusing on active play, construction, community, literacy and creative play. Registration will be required through www.keyon.ca.

SECTION 2: FOOD AND BEVERAGE

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

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

SECTION 3: PERSONAL SERVICES

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

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

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

SECTION 4: TENTS

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

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

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

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

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

SECTION 5: SERVING OF ALCOHOL

Will alcohol be consumed at the event? Yes ☐ No ☒

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections.

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

Yes ☐ No ☒

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

SECTION 7: MUSIC / NOISE

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

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

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

SECTION 8: ANIMALS

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

Yes ☐No ☒

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐No ☒

If Yes, please contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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

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

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

Do you require traffic control?

Yes ☐No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event?

Yes ☒No ☐N/A ☐

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

Yes ☒No ☐N/A ☐

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

Pavilion close to splash pad, this is a partnership with Park/Rec.

Do you require picnic tables or garbage cans?

Yes ☐

No ☐

N/A ☒

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

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

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

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

Yes ☐

No ☐

N/A ☒

Will you require municipal support for:

Water

Yes ☐

No ☐

N/A ☒

Hydro

Yes ☐

No ☐

N/A ☒

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

Security: Has a privately licensed security firm been contacted/retained?

Yes ☐

No ☒

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

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services?

Yes ☐

No ☐

N/A ☒

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

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site?

Yes ☒

No ☐

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

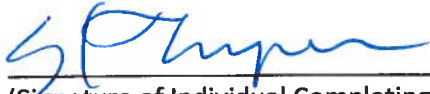
Yes ☐

No ☒

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

SECTION 13: SIGNATURE

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



(Signature of Individual Completing this Application)

Feb 24/22

(Date completed)

Office Use Only: Application Received: _____ Committee Approval: _____

We will provide
Section 14: Insurance
at a later date
(at least 2 weeks prior
to event as instructed)
SG



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
 St. Thomas, Ontario, Canada
 N5R0G7

Total Amount Due: \$0.00

Amount Paid: \$0.00

Balance Due: \$0.00

Client #: 11430
Phone 1: (519) 631-1680 x4172
Event: Teddy Bear Picnic 2022

Account #:
Phone 2: (519) 633-7112

Email: parksandrecreation@stthomas.ca
Fax: (519) 633-9272
Status: Firm

10698 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections				
No Charge - \$0.00				
		Wed Jun 15, 2022	08:00AM - 03:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Pinafore Park - Picnic Shelters - Marshall Field Lakeside Pavilion - Both Sections				
No Charge - \$0.00				
		Wed Jun 15, 2022	08:00AM - 03:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Pinafore Park - Picnic Shelters - Street Railway Shelter				
No Charge - \$0.00				
		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				
		Wed Jun 15, 2022	08:00AM - 03:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Pinafore Park - Picnic Shelters - North Shelter				
No Charge - \$0.00				
		Wed Jun 15, 2022	08:00AM - 03:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Pinafore Park - Picnic Shelters - Morris F. Jones Memorial Bandshell				
No Charge - \$0.00				
		Wed Jun 15, 2022	08:00AM - 03:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Pinafore Park - Picnic Shelters - Lion's Club Celebration Pavilion				
No Charge - \$0.00				
		Wed Jun 15, 2022	08:00AM - 03:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Total:				\$0.00

Transactions

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

Comments

Subtotal: \$0.00

Booked by Krista Thompson from the YMCA.

Total: \$0.00**Amount Paid:** \$0.00**Balance Due:** \$0.00

Powered by Book King

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 Case Crossing
 St. Thomas, Ontario
 N5R 0G7

**City of St. Thomas Parks, Recreation & Property Management Department
 No Charge Outdoor Facility Permit**

1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
2. Wedding Reception / Ceremonies booked in the park pavilions require a \$500.00 damage deposit at time of booking. Either a post dated chq (for date of event), cash, visa, MasterCard or debit will be refunded after the event provided there are no damages and that the property including picnic tables are in the same condition in which the property was found. The intent is to ensure that picnic tables will be returned where they were found by the user.
3. The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement, except as a result of the City of St. Thomas' negligence.
4. It is the responsibility of the applicant to acquire \$5,000,000 liability insurance (naming the City of St. Thomas as additional insured), the appropriate licenses and pay any applicable tariffs for their event. The individual that will obtain the Special Occasions Permit (if required) must review, sign and adhere to conditions set out in the Municipal Alcohol Policy. Parks and Recreation will assist with this process if needed.
5. No live coals permitted on any outdoor municipal property. CSA-approved propane barbecue ONLY.
6. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
7. All posted rules throughout the parks must be adhered to at all times.
8. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
9. Cancellation Policy for facilities other than pavilions/bandshell shall be 14 days notice. There will be no refund if cancelled within 14 days.
10. The Parks and Recreation Department reserves the right to cancel or alter the time or fees specified in this permit, due to change of policy or availability of facilities.
11. Unless otherwise noted, the invoice will be mailed to the person who has signed the facility permit. Please be sure to advise Parks and Recreation if the invoice is to be sent to another person.
12. The picnic pavilion permit fee shall include only the use of a pavilion, hydro, and water. Any additional use of facility space (e.g. hydro pedestals) must be requested and a separate fee will be associated on your facility permit.
13. The permit-holder acknowledges that the City has sole responsibility for booking any outdoor facilities. The permit-holder does not have the right to assign this permit or any related facilities associated with this permit to another group or individual.

14. Continued use of facilities named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing.
15. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
16. The City of St. Thomas By-law 111-2008 prohibits the use of tobacco within thirty (30) metres/90 feet of playground equipment, splash pads and 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 date and time: Wed June 15 8am - 2pm

Location: Picafore Park & Pavilion

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

Lois Gower
Name (please print)
User Group

Lois Gower
Signature

YMCA SWD
Group Name

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

[Signature]
Signature

Feb. 23, 2022
Date

Invoice # (if necessary) 22274

Pavilion



Have permit for all pavilions
in case of rain. 49

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: LIONS CLUB FATHERS DAY CAR SHOW

Date(s): JUNE 19 2022

Start Time: 7 AM End Time: 4 PM

Cleanup Start Time: _____ Cleanup End Time: _____

Location(s): PINAFORE PARK ST THOMAS

Organizing Group: LIONS CLUB OF ST THOMAS

Contact Name #1: HANS VAN NOORN #2: PETER CLINE

Street Address: 10055 FLORENCE ST

Town/City: ST THOMAS Province: ONT Postal Code: N5P 4L7

Phone Number #1: 519 633 9276 #2: 226 219 8317

Email Address: 43 GOLDBEAL@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 specific event. Attach additional sheets as necessary. _____

SECTION 2: FOOD AND BEVERAGE

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

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

SECTION 3: PERSONAL SERVICES

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

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

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

SECTION 4: TENTS

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

Yes ☐

No ☒

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

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

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

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

SECTION 5: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐

No ☒

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections.

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

Yes ☐

No ☒

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

SECTION 7: MUSIC / NOISE

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

Yes ☒

No ☐

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

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

Do you require picnic tables or garbage cans?

Yes ☒

No ☐

N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: 6

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

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

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

Yes ☐

No ☒

N/A ☐

Will you require municipal support for:

Water

Yes ☐

No ☐

N/A ☒

Hydro

Yes ☐

No ☐

N/A ☒

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

Security: Has a privately licensed security firm been contacted/retained?

Yes ☐

No ☒

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

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services?

Yes ☒

No ☐

N/A ☐

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

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site?

Yes ☒

No ☐

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

Yes ☐

No ☒

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

SECTION 8: ANIMALS

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

Yes ☐No ☒

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐No ☒

If Yes, please contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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

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

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

Do you require traffic control?

Yes ☐No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event?

Yes ☒No ☐N/A ☐

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

Yes ☒No ☐N/A ☐

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

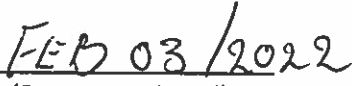
NORTH SHERRILL

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

FATHERS DAY CARSHOW organized by LIONS CLUB OF ST THOMAS
(Event Name) (Organizing Group)

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

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

FATHERS DAY CARSHOW organized by LIONS CLUB OF ST THOMAS
(Event Name) (Organizing Group)

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

Witness:

Name (Print): Wayne Cudney

Signed:

Name (Print):

Address:

Telephone:

Date:

Event Name:

Organizing Group:

Event Dates:

Johannes

JOHANNES JAN VOORN

10055 FLORENCE ST.

519 633-9276

FEB 03/22

FATHERS DAY CARSHOW

ST THOMAS LIONS CLUB

JUNE 19/22

6/18/2019

Book King Scheduling Module 8.30 - Scheduling Invoice



City of St. Thomas - Parks and Recreation - 30 -
 P.O. Box 520, 545 Talbot Street
 St. Thomas, ON N5P 3V7
 Phone: (519) 833-7112 Fax: (519) 833-0272
 Scheduling Invoice

Creation Date: Tue Jun 18, 2019
 PAYEE: Wayne Cudney
 St. Thomas Lions Club
 33 Leger Ave
 St. Thomas, Ontario, Canada
 N5R 5M8

Invoice #: 17534
 Total Amount Due: \$330.75
 Amount Paid: \$0.00
 Balance Due: \$330.75

Client #: 401
 Phone 1: (519) 631-2148
 Event: Lions Club Car Show

Account #:
 Phone 2:

Email: wcudney@sympatico.ca
 Fax:
 Status: Firm

10696 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - North Shelter				
Daily Rate 2020 w/ FUG Insurance - \$95.53 Daily Rate		Sun Jun 21, 2020	07:00AM - 05:00PM	\$95.53 H
Facility Subtotal:				\$95.53
Total:				\$95.53

Services

Service Name	Description	Qty	Date	Time	Price
Pinafore Park - All Services - Hydro Pedestal					
Hydro Pedestal Fee - \$55.70 Daily Rate (Per Unit)					
Stand Alone Service		4	Sun Jun 21, 2020	07:00AM - 05:00PM	\$222.80
Service Subtotal:					\$222.80
Total:					\$222.80

Transactions

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

Comments

Booked by Wayne June 18, 2019

Subtotal: \$318.33

13% HST: \$12.42

Total: \$330.75

Amount Paid: \$0.00

Balance Due: \$330.75

Powered by Book King

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

78 CERTIFICATE OF INSURANCE

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

INSURED'S FULL NAME AND MAILING ADDRESS	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

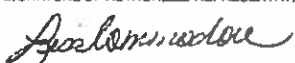
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance 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 (YYYY/MM/DD)	EXPIRY DATE (YYYY/MM/DD)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> TENNANTS LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> HIRED AUTOMOBILES <input type="checkbox"/> POLLUTION LIABILITY EXTENSION <input checked="" type="checkbox"/> AMUSEMENT EXCLUSION	ECCLESIASTICAL INS. CO. 0060960QA01-0077	2021-06-16	2022-06-17	EACH OCCURRENCE \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000 PERSONAL INJURY \$2,000,000 TENNANTS LEGAL LIABILITY \$1,000,000 MED EXP (Any one person) \$ NON-OWNED AUTO \$2,000,000 OPTIONAL POLLUTION LIABILITY EXTENSION \$ (Per Occurrence) \$ (Aggregate) \$	
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> LEASED AUTOMOBILES ** ALL LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED \$ BODILY INJURY (Per Person) \$ BODILY INJURY (Per Accident) \$ PROPERTY DAMAGE \$	
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM (specify) _____				EACH OCCURRENCE \$ AGGREGATE \$	
OTHER LIABILITY (SPECIFY) <input checked="" type="checkbox"/> LIQUOR LICENSE ACT - HOST <input type="checkbox"/> <input type="checkbox"/>	ECCLESIASTICAL INS. CO. 0060960QA01-0077	2021-06-16	2022-06-17	AGGREGATE	\$ 2,000,000.

ADDITIONAL INSURED NAME AND MAILING ADDRESS	DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS
CORPORATION OF THE CITY OF ST. THOMAS St. Thomas City Hall 545 Talbot Street St. Thomas, On. N5P 1C5	IT IS UNDERSTOOD AND AGREED THAT THE CORPORATION OF THE CITY OF ST. THOMAS IS ADDED AS AN ADDITIONAL INSURED WITH RESPECT TO THE OPERATIONS OF THE NAMED INSURED SPECIFICALLY FOR THEIR PARTICIPATION IN THE LIGHT UP THE PARK CHRISTMAS EVENT AT PINAFOR PARK, ST. THOMAS NOVEMBER 27, 2021 TO JANUARY 4, 2022

CERTIFICATE HOLDER - NAME AND MAILING ADDRESS	CANCELLATION
CORPORATION OF THE CITY OF ST. THOMAS St. Thomas City Hall 545 Talbot Street St. Thomas, On. N5P 1C5	Should any of the above policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named on the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

SIGNATURE OF AUTHORIZED REPRESENTATIVE	PRINT NAME INCLUDING POSITION HELD
	LISA COMMODORE, CIP

FAX NUMBER: 1-705-742-8901	EMAIL ADDRESS: lcommodore@darlinginsurance.net	COMPANY: Darling Insurance & Realty Limited	DATE: November 15, 2021
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FEB 03 2022

City Clerks Dept.

January 28, 2022

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

President
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 Box 22045 Elmwood Square, St Thomas

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

Phone Number #1: 519-637-7283 #2: _____

Email Address: pauln@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 Elm Line. There will be multiple parking locations on-site.

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

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

Airshow/regional tourism/marketing event

SECTION 2: FOOD AND BEVERAGE

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

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

SECTION 3: PERSONAL SERVICES

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

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

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

SECTION 4: TENTS

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

If Yes, please specify the number and size of tents. 100'x40', 40'x80', 20'x20'-6

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

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

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

SECTION 5: SERVING OF ALCOHOL

Will alcohol be consumed at the event? Yes ☒ No ☐

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections.

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

Yes ☒ No ☐

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

SECTION 7: MUSIC / NOISE

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

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

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

SECTION 8: ANIMALS

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

Yes ☐No ☒

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☒No ☐

If Yes, please contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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

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

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

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

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

Do you require traffic control?

Yes ☐No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

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For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event?

Yes ☐No ☐N/A ☒

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

Yes ☐No ☐N/A ☒

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

Do you require picnic tables or garbage cans?

Yes ☒

No ☐

N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: 0 # of Garbage Cans: 50

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

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

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

Yes ☐

No ☐

N/A ☒

Will you require municipal support for:

Water

Yes ☒

No ☐

N/A ☐

Hydro

Yes ☒

No ☐

N/A ☐

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

Security: Has a privately licensed security firm been contacted/retained?

Yes ☐

No ☒

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

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services?

Yes ☒

No ☐

N/A ☐

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

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site?

Yes ☒

No ☐

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


Yes ☐

No ☒

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

SECTION 13: SIGNATURE

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



(Signature of Individual Completing this Application)

01/28/2022
(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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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)

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: Helen Campbell

Signed: 

Name (Print): HELEN CAMPBELL

Name (Print): PAUL NICLI

Address: 56 WILLIAM ST.

Telephone: 519-637-7283

Date: 01/26/2022

Event Name: AIR FEST 2022

Organizing Group: SOUTHWESTERN ONTARIO WINGS + WHEELS ASSOCIATION

Event Dates: JUNE 24-26 2022

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Nostalgia Nights Car Show

Date(s): Saturday July 9, 2022

Start Time: 3:00pm End Time: 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 #2: _____

Email Address: earl.taylor@sympatico.ca

Expected Attendance: 4999 Number of Event Personnel/Volunteers: 50

Location and number of washrooms in place: 6

Location and Number of Parking Spaces: Downtown St Thomas

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: 10

Please describe your specific event. Attach additional sheets as necessary. 8th Nostalgia Nights Classic Car Show
held in Downtown St Thomas from 4pm - 9pm (road closure at 3pm), Free train rides from 3pm-8pm, Classic music
at City Hall, Small business Alley on Mondamin St, Crafty 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

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

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

SECTION 4: TENTS

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

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

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

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

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

SECTION 5: SERVING OF ALCOHOL

Will alcohol be consumed at the event? Yes ☐ No ☒

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections.

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

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

SECTION 7: MUSIC / NOISE

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

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

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

SECTION 8: ANIMALS

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

Yes ☐No ☒

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☒No ☐

If Yes, please contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that there is a fee for the permit and approval may take several weeks. Talbot Street will be closed at 3pm with the Car Show

running from 4pm - 9pm. We require barricades at John, Moore, St Catharine / Princess, Mondamin, White, Southwick,

Hincks and Elgin Street. Note- lighted intersection of St Catharine / Princess will remain open - Map attached

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

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

Do you require traffic control?

Yes ☐No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event?

Yes ☐No ☒N/A ☐

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

Yes ☐No ☒N/A ☐

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

Do you require picnic tables or garbage cans? Yes ☒ No ☐ N/A ☐
 If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: 16
 If Yes, please provide pick-up/return date and time. Pickup - Sat July 9th 9am, Return Monday July 11th 9am

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

Have you made arrangements with Environmental Services staff for recycling containers and collection? Yes ☒ No ☐ N/A ☐
 Will you require municipal support for: Water Yes ☐ No ☒ N/A ☐
 Hydro Yes ☒ No ☐ N/A ☐

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

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

If Yes, what company and how many security officers will be present? REACT - 6

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

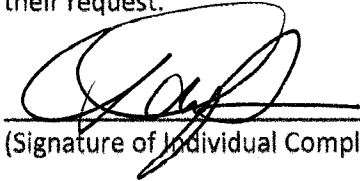
If Yes, please attach documentation providing proof that First Aid services have been retained.

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

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

SECTION 13: SIGNATURE

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

 EARL TAYLOR
(Signature of Individual Completing this Application)

FEBRUARY 24, 2022
(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

Nostalgia Nights Car Show organized by St Thomas DDB
 (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

Nostalgia Nights Car Show organized by St Thomas DDB
 (Event Name) (Organizing Group)

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

Witness: _____

Signed:  _____

Name (Print): _____

Name (Print): EARL TAYLOR

Address: 545 TALBOT ST

Telephone: 519-670-9223

Date: FEBRUARY 24, 2022

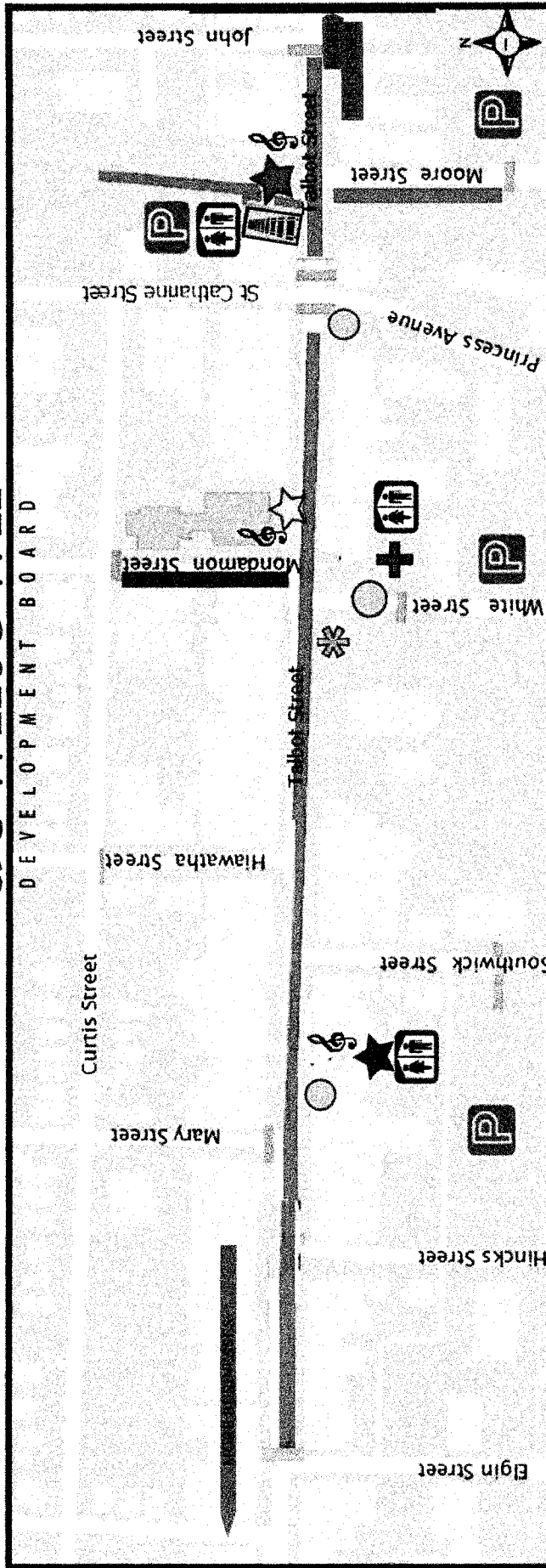
Event Name: NOSTALGIA NIGHTS CAR SHOW

Organizing Group: ST THOMAS DDB

Event Dates: SATURDAY JULY 9, 2022

Nostalgia Nights Classic Car Show Map

Brought to you by St. Thomas downtown



TRAIN SCHEDULE

3 pm - 8 pm ON THE HOUR

Pickup your tickets at the L&PS Station early

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

	City Hall		L&PS Station
	Information Booth		First Aid
	Creators Alley		50/50 Table
	Free Train Rides		Food Vendors
	Spectator Parking		Classic Car Parking/Displays
	Washrooms		Small Business Alley
	Entertainment		Road Barriers

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 and Property Management Department
Equipment Rental Permit

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

This permit covers the following equipment:

15 GARBAGE CANS

Equipment rental pick up date and time:

SATURDAY JULY 9, 2022 9:00am

Equipment rental return date and time:

MONDAY JULY 11, 2022 9:00am

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

EARL TAYLOR
Name (please print) User Group

[Signature]
Signature

ST THOMAS DDB
Group Name

Name (please print)
City of St. Thomas

Signature

Date

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.

Policy Information	Policy Number 1076385830 Effective Date: April 04, 2021 Expiry Date: April 04, 2022 Primary Insured Name ST THOMAS DOWN TOWN DEVELOPMENT BOARD Address 545 TALBOT ST City ST THOMAS Province ON Postal Code N5P 3V7																																			
Policy Operations	Operations to which this certificate applies: Description Civic, community, special interest (non-medical) associations or groups - Member Org.																																			
Location 1 Information	Location to which this certificate applies: Address 545 TALBOT ST City ST THOMAS Province ON Postal Code N5P 3V7																																			
Location 1 Coverages	Location Coverages to which this certificate applies: <table border="1"> <thead> <tr> <th>Location</th><th>Co-insurance</th><th>Deductible</th><th>Limit</th></tr> </thead> <tbody> <tr> <td>Equipment Breakdown (Incl Product Machinery)</td><td>-</td><td>\$1,000</td><td>\$4,400</td></tr> </tbody> </table>				Location	Co-insurance	Deductible	Limit	Equipment Breakdown (Incl Product Machinery)	-	\$1,000	\$4,400																								
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CGL Included Coverages	Liability Coverages to which this certificate applies: Commercial General Liability Policy - Occurrence Basis includes the following: Bodily Injury and Property Damage including: <ul style="list-style-type: none"> • Broad Form Products and Completed Operations • Broad Form Property Damage • Blanket Contractual Liability • Contingent Employers Liability • Additional Insured as required by contract • Other Insurance Clause - Primary and Non-contributory if agreed by a written contract for the additional insured. • Owners and Contractors Protective • Severability of Interests, Cross Liability 																																			
Non-Owned Automobile Liability	Liability Coverages to which this certificate applies: <table border="1"> <thead> <tr> <th>Non-Owned Automobile Liability</th><th>Co-insurance</th><th>Deductible</th><th>Limit</th></tr> </thead> <tbody> <tr> <td>Non-Owned Automobile Liability</td><td>-</td><td>-</td><td>\$2,000,000</td></tr> <tr> <td>Contractual Liability Endorsement</td><td>-</td><td>-</td><td>-</td></tr> <tr> <td>Excluding Long Term Leased Vehicle Endorsement</td><td>-</td><td>-</td><td>-</td></tr> </tbody> </table>				Non-Owned Automobile Liability	Co-insurance	Deductible	Limit	Non-Owned Automobile Liability	-	-	\$2,000,000	Contractual Liability Endorsement	-	-	-	Excluding Long Term Leased Vehicle Endorsement	-	-	-																
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Excluding Long Term Leased Vehicle Endorsement	-	-	-																																	

Representative
of the Insurer

Date: July 28, 2021

Authorized Representative of the Insurer: DEBBIE HAMILTON & ASSOCIATES LTD AO72162

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



St. John Ambulance
SAVING LIVES

St. John Ambulance St. Thomas/Elgin Branch

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

Phone (519) 633-2290 Fax (519) 631-3368 Email: st.thomas@sja.ca

Emergency Contact: (519) 670-1920

Email: galynne.cini@sja.ca

Request for Medical First Response Service

Organization Information	
Organization: <u>ST THOMAS DOWNTOWN DEVELOPMENT BOARD</u>	Phone Number: <u>519-633-5248</u>
Address: <u>545 TACBOT ST</u>	City: <u>ST THOMAS</u> Postal Code: <u>N5P 3V7</u>
Web Site: <u>www.downtownstthomas.ca</u>	Fax Number: _____

Contact Information for Event	
Contact Person: <u>EARL TAYLOR</u>	Residence Phone Number: _____
Cell Number: <u>519-670-9223</u>	Email: <u>earl.taylor@sympat.ca</u>

Event Information			
Name of Event: <u>NOSTALGIA NIGHTS CARL SHOW</u>		Type of Event: <u>CAR SHOW</u>	
Location of Event: <u>TACBOT ST</u>		City: <u>ST THOMAS</u>	
Contact Name of Person at Event: _____		Contact Number: _____	
Date(s)	Rain Date(s)	Requested SJA Arrival	SJA Departure Time
1) <u>SAT JULY 9, 2022</u>		<u>3:00pm</u>	<u>9:00pm</u>
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 Water ☐ Parking ☒ Electrical Outlet for Ambulance Plug ☐ Ice

Special Equipment Requested:

Coverage is requested for: ☒ Participants ☒ Spectators ☒ Both

Age Group: 5-85 (approximate # of participants) 25 (approximate # of spectators) 3000

If the event is longer than four (4) hours or at meal time(s), is food available on site? YES

Is complementary (free) food available for our Volunteers? YES

Please specify (meals/drinks): MEALS & DF

Will your organization/group provide us with a donation? NO Amount if known: \$ 250

Will you require a charitable receipt? YES

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/downtownstthomas

Signature/Typed Name:

EARL TAYLOR

Date:

FEB 24, 2022



Right of Way Occupancy PERMIT APPLICATION

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

Permit Number: <small>(Office use only)</small>	Date of Application: <small>(MM/DD/YYYY)</small> <div style="font-size: 1.2em; font-weight: bold;">February 22, 2022</div>
Expected Start Date: <small>(MM/DD/YYYY)</small> <div style="font-size: 1.2em; font-weight: bold;">07/09/2022</div>	Expected Completion Date: <small>(MM/DD/YYYY)</small> <div style="font-size: 1.2em; font-weight: bold;">07/09/2022</div>
Applicant Name: St Thomas DDB	
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 with regards to roadway and extent of work limits) <small>A drawing/sketch that clearly identifies the work being undertaken is required for ALL applications</small>	
Nostalgia Nights Car Show - requires barriers at the locations marked on the attached map for road closures beginning at 3:00pm to 9:00pm. The barriers will be removed at 9:00pm to allow cleanup to occur from 9:00pm to 10:00pm.	
Is the Right of Way for the purpose of creating, widening or altering a driveway? <input type="checkbox"/>	
If YES – does it meet the requirements are per the Driveway Guidelines & Zoning By-Law 50-88? <input type="checkbox"/>	
Proof of Insurance Submitted: <input type="radio"/> Excavation Required: \$5,000,000 <input checked="" type="radio"/> No Excavation Required - \$2,000,000	
Excavation Deposit Required: <input type="radio"/> Up to & including 2m deep: \$1,000 <input type="radio"/> Over 2m up to & including 4m deep: \$5,000 <input type="radio"/> Over 4m up to & including 6m deep: \$10,000 <input type="radio"/> Over 6m deep: \$15,000 <small>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.</small>	
Traffic Control Plan/Public Way Protection Plan: <small>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.</small>	
Site Alteration Permit: <input type="checkbox"/>	Traffic Control Plan: <input type="checkbox"/>
Public Way Protection Plan: <input type="checkbox"/>	
Other Permits Required:	
Hydrant Connection: <input type="checkbox"/>	Watermain Tap: <input type="checkbox"/>
Tree Permit: <input type="checkbox"/>	Municipal Consent: <input type="checkbox"/>
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:

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 13, 2022 & Sunday, 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 - Bandshell

Organizing Group: Rainbow Optimist Club - Southwestern Ontario

Contact Name #1: Martin Withenshaw #2: Devon Church

Street Address: 12 Marla Crescent

Town/City: London Province: ON Postal Code: N6C 2N3

Phone Number #1: 519-615-1026 #2: 226-448-0626

Email Address: rainbowoptimist@gmail.com

Expected Attendance: 175 Number of Event Personnel/Volunteers: 15

Location and number of washrooms in place: n/a

Location and Number of Parking Spaces: n/a

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

Please describe your specific event. Attach additional sheets as necessary. The bandshell would be used
for musical performances such as DJ, Drag performances, Indigenous drummer performance.

We are hoping to have a drive by parade, similar to the Santa Claus parade on Sunday, August 14th from noon to 1 pm.

SECTION 2: FOOD AND BEVERAGE

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

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

SECTION 3: PERSONAL SERVICES

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

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

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

SECTION 4: TENTS

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

If Yes, please specify the number and size of tents. 20' x 30' (55.75 square metres)

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

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

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

SECTION 5: SERVING OF ALCOHOL

Will alcohol be consumed at the event? Yes ☐ No ☒

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections.

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

Yes ☒ No ☐

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

SECTION 7: MUSIC / NOISE

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

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

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

SECTION 8: ANIMALS

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

Yes ☐No ☒

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐No ☒

If Yes, please contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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

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

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

Do you require traffic control?

Yes ☒No ☐

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event?

Yes ☒No ☐N/A ☐

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

Yes ☐No ☒N/A ☐

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

Do you require picnic tables or garbage cans?

Yes ☐

No ☒

N/A ☐

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

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

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

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

Yes ☐

No ☐

N/A ☒

Will you require municipal support for:

Water

Yes ☐

No ☒

N/A ☐

Hydro

Yes ☒

No ☐

N/A ☐

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

Security: Has a privately licensed security firm been contacted/retained?

Yes ☐

No ☒

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

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services?

Yes ☐

No ☐

N/A ☒

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

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site?

Yes ☐

No ☒

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

Yes ☐

No ☒

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

SECTION 13: SIGNATURE

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

Martin Kielestew
(Signature of Individual Completing this Application)

January 24, 2022
(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 organized by Rainbow Optimist 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:

Tom Stockdale

Signed:

Martin Withershaw

Name (Print):

Tom Stockdale

Name (Print):

Martin Withershaw

Address:

12 Maple Crescent. London N6C 2N3

Telephone:

519-615-1026

Date:

January 24, 2022

Event Name:

Elgin County Pride & Parade

Organizing Group:

Rainbow Optimist Club - SWO

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: 500 Number of Event Personnel/Volunteers: 100

Location and number 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: 1 Railway Museum
2 CASO
7 Wellkin/Van Pelt's

Please describe your specific event. Attach additional sheets as necessary. Fundraising charity run
to benefit BBBS St. Thomas Elgin and Wellkin. 5km, 10 km, 21.1km distances
and children's 1km fun run. All start and finish at Elgin Railway Museum

SECTION 2: FOOD AND BEVERAGE

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

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

SECTION 3: PERSONAL SERVICES

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

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

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

SECTION 4: TENTS

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

If Yes, please specify the number and size of tents. up to 20 pop up shade covers inside and out of the large doors at the museum

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

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

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

SECTION 5: SERVING OF ALCOHOL

Will alcohol be consumed at the event? Yes ☐ No ☒

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections.

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

Yes ☐ No ☒

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

SECTION 7: MUSIC / NOISE

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

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

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

SECTION 8: ANIMALS

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

Yes ☐No ☒

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☒No ☐

If Yes, please contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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

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

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

run - see maps

Do you require traffic control?

Yes ☒No ☐

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event?

Yes ☒No ☐N/A ☐

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

Yes ☐No ☐N/A ☒

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

Do you require picnic tables or garbage cans?

Yes ☒

No ☐

N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: 4 _____

If Yes, please provide pick-up/return date and time. all inside Pinafore Park 8am - 1pm

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

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

Yes ☐

No ☐

N/A ☒

Will you require municipal support for:

Water

Yes ☐

No ☐

N/A ☒

Hydro

Yes ☐

No ☐

N/A ☒

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

Security: Has a privately licensed security firm been contacted/retained?

Yes ☐

No ☒

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

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services?

Yes ☒

No ☐

N/A ☐

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

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site?

Yes ☐

No ☒

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

Yes ☐

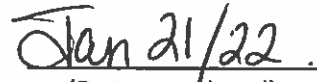
No ☒

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

SECTION 13: SIGNATURE

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


(Signature of Individual Completing this Application)


(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

Railway City Road Races organized by Big Brothers Big Sisters of St. Thomas Elgin, Wellkin
 (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

Railway City Road Races organized by Big Brothers Big Sisters of St. Thomas Elgin, Wellkin
 (Event Name) (Organizing Group)

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

Witness: _____

Signed:  _____

Name (Print): _____

Name (Print): Carolyn Johnson

Address: 146 Centre St.

Telephone: 519-318-3386

Date: January 21, 2022

Event Name: Railway City Road Races

Organizing Group: Big Brothers Big Sisters of St. Thomas

Event Dates: September 25, 2022 Elgin
Wellkin

5 KM ROUTE 2022

 **BOOKMARK**

LOG WORKOUT

ADD TO WEBSITE

SHARE

MORE

Map View ▾ ☐ Bike Path Bike Path ELEVATION (M)

232 m Staff

MAX 238 m

24 m
GAIN

1999

©

225

BBBS 2022 Critical...pdf

RUN ST. THOMAS, ON, CANADA 10.02 KM 40 M

10KM 2022

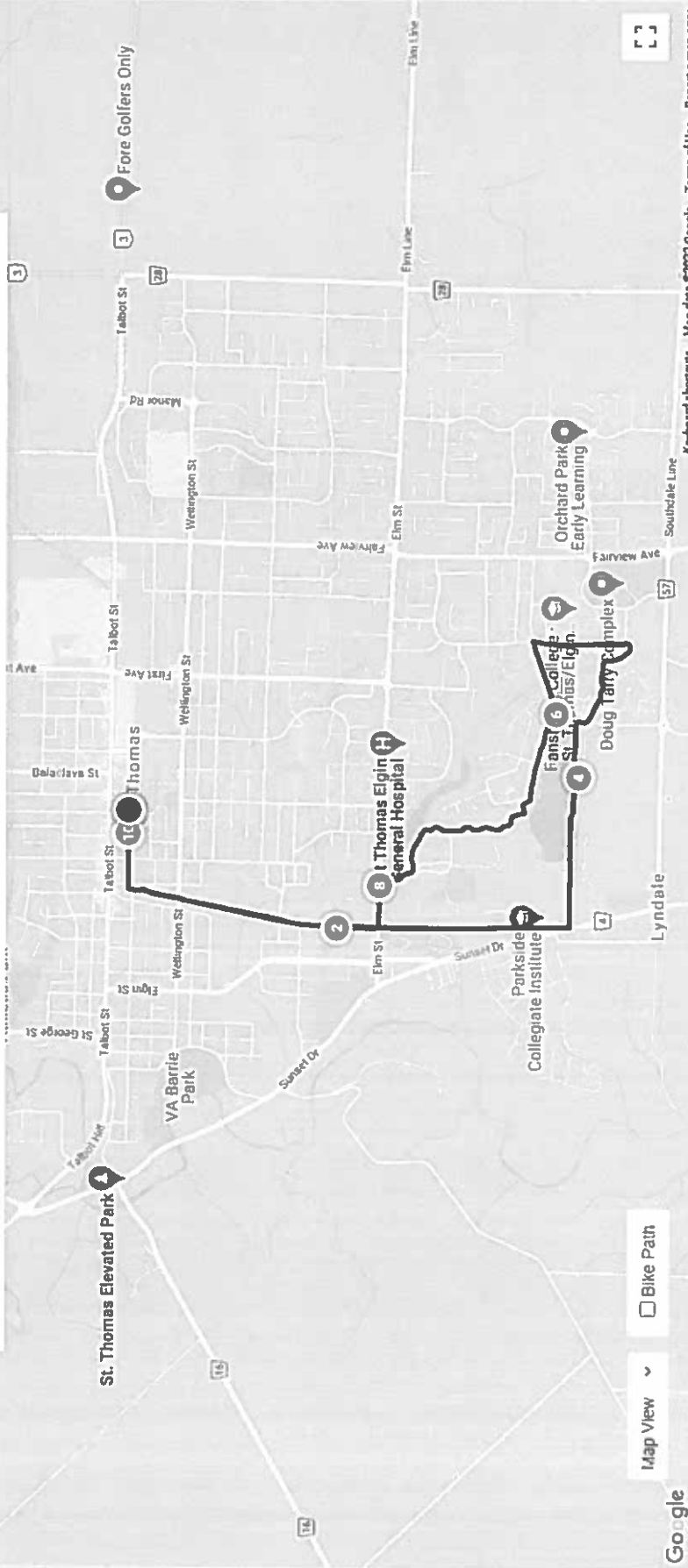
BOOKMARK

LOG WORKOUT

ADD TO WEBSITE

SHARE

MORE

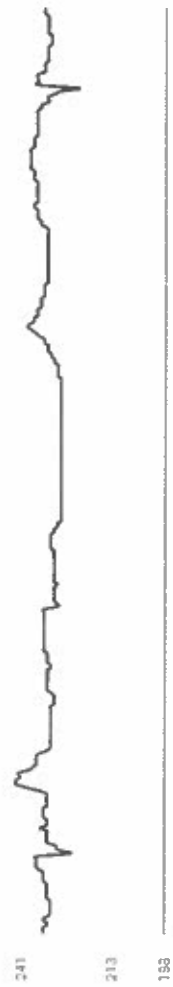


ELEVATION (M)

START 233 m

MAX 241 m

GAIN 40 m



HALF MARATHON 2022

