

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

MICROSOFT TEAMS

3:30 P.M.

APRIL 5, 2023

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on March 1, 2023.

PETITIONS AND COMMUNICATIONS

St. Anne's Community Festival - June 7-10, 2023. **Pages 2-8**

EarlyON Children's Festival - June 14, 2023. **Pages 9-26**

Lions Club Fathers Day Car Show – June 18, 2023. **Pages 27-32**

Nostalgia Nights Car Show – July 15, 2023. **Pages 33-40**

Railway City Arts and Music Festival – August 17-20, 2023. **Pages 41-46**

UNFINISHED BUSINESS

Revised Special Events Manual

Upcoming Events

- Cross Walk - April 7, 2023
- Easter Egg Hunt - April 8, 2023
- IG Wealth Management Walk for Alzheimer's - May 27, 2023
- Pet Value Walk for Dog Guides - May 28, 2023
- Colours in the City - August 26, 2023
- Bikers Rights Organization's 45 Annual Toys for Tots Run - September 10, 2023
- Railway City Road Races - September 24, 2023

NEW BUSINESS

ADJOURNMENT



St. Anne's Community Festival

"Serving those in need since 1972"

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

Telephone 519-631-3640

Email stannescommunityfestival@gmail.com

City of St. Thomas

MAR 08 2023

City Clerks Dept.

March 3, 2023

Mr. Matt Smale
Special Events Committee
City of St. Thomas, City Clerk's Department
545 Talbot Street
St. Thomas, ON N5P 3V7

Dear Mr. Smale:

The 50th Annual St. Anne's Community Festival is to take place on June 7, 8, 9 & 10, 2023 on the grounds of St. Anne's Church.

The Festival features the renowned World's Finest Shows Midway. There is something for everyone at St. Anne's Community Festival, including: Midway, Food, Carnival Games, Games of Chance, St. Anne's Bingo, Outdoor Beverage Patio.

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

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

Sincerely,

Mike McLaughlin
Co-Chairman

Len Parkins
Co-Chairman

Encl.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: St. Anne's Community Festival

Date(s): June 7, 8, 9, & 10, 2023

Start Time: June 7, 8 & 9 - 4pm; June 10 - 12pm End Time: 12 am

Cleanup Start Time: _____ Cleanup End Time: _____

Location(s): 20 Morrison Drive, St. Thomas, ON N5R 4S6

Organizing Group: St. Anne's Church

Contact Name #1: Mike McLaughlin #2: Len Parkins

Street Address: 20 Morrison Drive

Town/City: St. Thomas Province: ON Postal Code: N5R 4S6

Phone Number #1: 226-927-5556 #2: 519-631-5556

Email Address: stannescommunityfestival@gmail.com

Expected Attendance: 100's per day Number of Event Personnel/Volunteers: 100 per day

Location and number of washrooms in place: 8 regular & 1 special portable units & washrooms at St. Anne's Centre

Location and Number of Parking Spaces: St. Anne's School, 100 parking spots

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: 12

Please describe your specific event. Attach additional sheets as necessary. Midway, Food, Carnival Games

Free Admission, Free Parking, 4 Days of Fun for the whole family, St. Anne's Festival supports

various charitable organizations in St. Thomas/Elgin County and various missions projects overseas

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. 2 tents - 20' x 30'

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.

Miniam McLaughlin
(Signature of Individual Completing this Application)

March 6, 2023
(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

St. Anne's Community Festival organized by St. Anne's Church

 (Event Name) (Organizing Group)

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

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

St. Anne's Community Festival organized by St. Anne's Church

 (Event Name) (Organizing Group)

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

Witness: [Signature]
 Name (Print): Len Parkins

Signed: [Signature]
 Name (Print): Mike McLaughlin
 Address: 20 Morrison Dr, St. Thomas, ON
 Telephone: 519-631-5556
 Date: March 6, 2023
 Event Name: St. Anne's Community Festival
 Organizing Group: St. Anne's Church
 Event Dates: June 7-10, 2023

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: EarlyON Children's Festival

Date(s): Wednesday June 14, 2023

Start Time: 8:00 am End Time: 2:00 pm

Cleanup Start Time: 12:00 pm Cleanup End Time: 2:00 pm

Location(s): Pinafore Park

Organizing Group: EarlyON St Thomas-Elgin (YMCA of Southwestern Ontario)

Contact Name #1: Krista Thompson #2: Lori Gower

Street Address: 28 Princess Ave, suite 20079

Town/City: ~~London~~ ^{St Thomas} Province: ONT Postal Code: N5R 3V4

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

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

Expected Attendance: 300 Number of Event Personnel/Volunteers: 14

Location and number of washrooms in place: Pinafore Park-green space by the dance pavilion, main washrooms located in that area

Location and Number of Parking Spaces: Pinafore Park-green space by dance pavilion

Multiple parking spaces throughout the park, Pinafore Parking lots 100+ parking spaces/overflow parking lot at pinafore park

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: multiple throughout park

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

The EarlyON Children's Festival is open for families/caregivers of children 0-6 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.

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 ex 4276.

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. Green space by dance pavilion and pavilions

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?

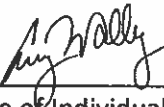
Yes ☐

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.

 Amy Walby
YMCA of Southwestern Ontario

(Signature of Individual Completing this Application)

March 2, 2023

(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

EarlyON Children's Festival organized by EarlyON St Thomas-Elgin (YMCA of Southwestern Ontario)
 (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

EarlyON Children's Festival organized by EarlyON St Thomas-Elgin (YMCA of Southwestern Ontario)
 (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): Krista Thompson

Signed: 

Name (Print): Amy Walby, SVP Finance

Address: 165 Elmwood Ave East, London, ON

Telephone: 519-907-5500

Date: March 2, 2023

Event Name: EarlyON Children's Festival

Organizing Group: EarlyON St Thomas-Elgin,
YMCA of Southwestern Ontario

Event Dates: June 14, 2023

Ref. No. 320008807395
CERTIFICATE OF INSURANCE

Aon Reed Stenhouse Inc.
20 Bay Street
Toronto ON M5J 2N9
tel 416-868-5500 fax 416-868-5580

Re: Evidence of Insurance

City of St. Thomas
545 Talbot Street, PO Box 520
St Thomas, ON N5P 3V7

Our insurance expires
in June 2023, I will
get you the new one
on June 1, 2023.

Krista
Thompson

Insurance as described herein has been arranged on behalf of the Insured name
by the terms, conditions, exclusions and provisions contained in the said policy.

Insured

YMCA of Southwestern Ontario
165 Elmwood Avenue East
London, ON N6C 0A8

Coverage

Commercial General Liability	Insurer	Certain Underwriters At Lloyd's	
Policy #	CAR637068-02		
Effective	01-Jun-2021	Expiry	01-Jun-2022
Limits of Liability	Bodily Injury & Property Damage, Each Occurrence \$5,000,000 Policy may be subject to a general aggregate and other aggregates where applicable		
Automobile Owners Form	Insurer	Certain Underwriters At Lloyd's	
Policy #	AUTO12864		
Effective	01-Jun-2021	Expiry	01-Jun-2022
	Third Party Liability - O.A.P.1 \$5,000,000		

Additional Insured

Only with respect to the above and arising out of the Named Insured's operations are the following name(s) added to the policy as Additional Insured(s). The policy limits are not increased by the addition of such Additional Insured(s) and remain as stated in this Certificate.

City of St. Thomas and County of Elgin where required by written contract or written agreement with respect to Commercial General Liability

Terms and / or Additional Coverage

Commercial General Liability Policy includes: Cross Liability and Products and Completed Operations, Owner's Protective Coverage and Contractual Liability

Commercial General Liability Policy Sublimits:
Non-Owned Automobile Liability - \$2,000,000

THE POLICY CONTAINS A CLAUSE THAT MAY LIMIT THE AMOUNT PAYABLE
OR, IN THE CASE OF AUTOMOBILE INSURANCE,

THE POLICY CONTAINS A PARTIAL PAYMENT OF LOSS CLAUSE
THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICY

Ref. No. 320008807395**CERTIFICATE OF INSURANCE****Cancellation / Termination**

The Insurer will endeavour to provide THIRTY (30) days written notice of cancellation/termination to the addressee except that statutory or policy conditions (whichever prevails) will apply for non-payment of premium.

THIS CERTIFICATE CONSTITUTES A STATEMENT OF THE FACTS AS OF THE DATE OF ISSUANCE AND ARE SO REPRESENTED AND WARRANTED ONLY TO City of St. Thomas. OTHER PERSONS RELYING ON THIS CERTIFICATE DO SO AT THEIR OWN RISK.

Dated : 28-May-2021

Aon Reed Stenhouse Inc

THE POLICY CONTAINS A CLAUSE THAT MAY LIMIT THE AMOUNT PAYABLE
OR, IN THE CASE OF AUTOMOBILE INSURANCE,

THE POLICY CONTAINS A PARTIAL PAYMENT OF LOSS CLAUSE
THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICY

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



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

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

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. All special events are required to provide \$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 always adhered to.
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 95-2019 - No Person shall smoke, hold, or otherwise use lighted tobacco, lighted Cannabis, or use a Vapour Product on City Property, regardless of whether a "No-Smoking" sign of any format or content is posted.
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 ground's restoration such as grass replacement because of foot traffic, incumbent weather or vehicles parking in unauthorized areas.

This permit covers the time specified below:

June 14, 2023 8am - 2pm

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

Amy Walby, SVP, Finance

Name (please print)

User Group


Signature

YMCA of Southwestern Ontario

Group Name

Martin Ron

Name (please print)

City of St. Thomas


Signature

March 3, 2023
Date

Invoice #(s)

23912

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:	Mon Feb 27, 2023	Receipt #:	23912
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 #:	14620	Email:	parksandrecreation@stthomas.ca
Phone 1:	(519) 631-1680 x4172	Phone 2:	(519) 633-7112
Event:	EarlyOn Children's Festival	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 14, 2023	08:00AM - 02:00PM	\$0.00	H
				Facility Subtotal:	\$0.00
Pinafore Park - Picnic Shelters - Marshall Field Lakeside Pavilion - Both Sections	No Charge - \$0.00	Wed Jun 14, 2023	08:00AM - 02:00PM	\$0.00	H
				Facility Subtotal:	\$0.00
Pinafore Park - Picnic Shelters - Street Railway Shelter	No Charge - \$0.00	Wed Jun 14, 2023	08:00AM - 02:00PM	\$0.00	H
				Facility Subtotal:	\$0.00
Pinafore Park - Picnic Shelters - Woodlot Shelter	No Charge - \$0.00	Wed Jun 14, 2023	08:00AM - 02:00PM	\$0.00	H
				Facility Subtotal:	\$0.00
Pinafore Park - Picnic Shelters - North Shelter	No Charge - \$0.00	Wed Jun 14, 2023	08:00AM - 02:00PM	\$0.00	H
				Facility Subtotal:	\$0.00
Pinafore Park - Picnic Shelters - Morris F. Jones Memorial Bandshell	No Charge - \$0.00	Wed Jun 14, 2023	08:00AM - 02:00PM	\$0.00	H
				Facility Subtotal:	\$0.00
Pinafore Park - Picnic Shelters - Lion's Club Celebration Pavilion	No Charge - \$0.00	Wed Jun 14, 2023	08:00AM - 02:00PM	\$0.00	H
				Facility Subtotal:	\$0.00
				Total:	\$0.00

Transactions

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

Comments

Booked by Krista Thompson from YMCA.

Subtotal: \$0.00

Total: \$0.00

Amount Paid: \$0.00

Balance Due: \$0.00



Powered by Book King

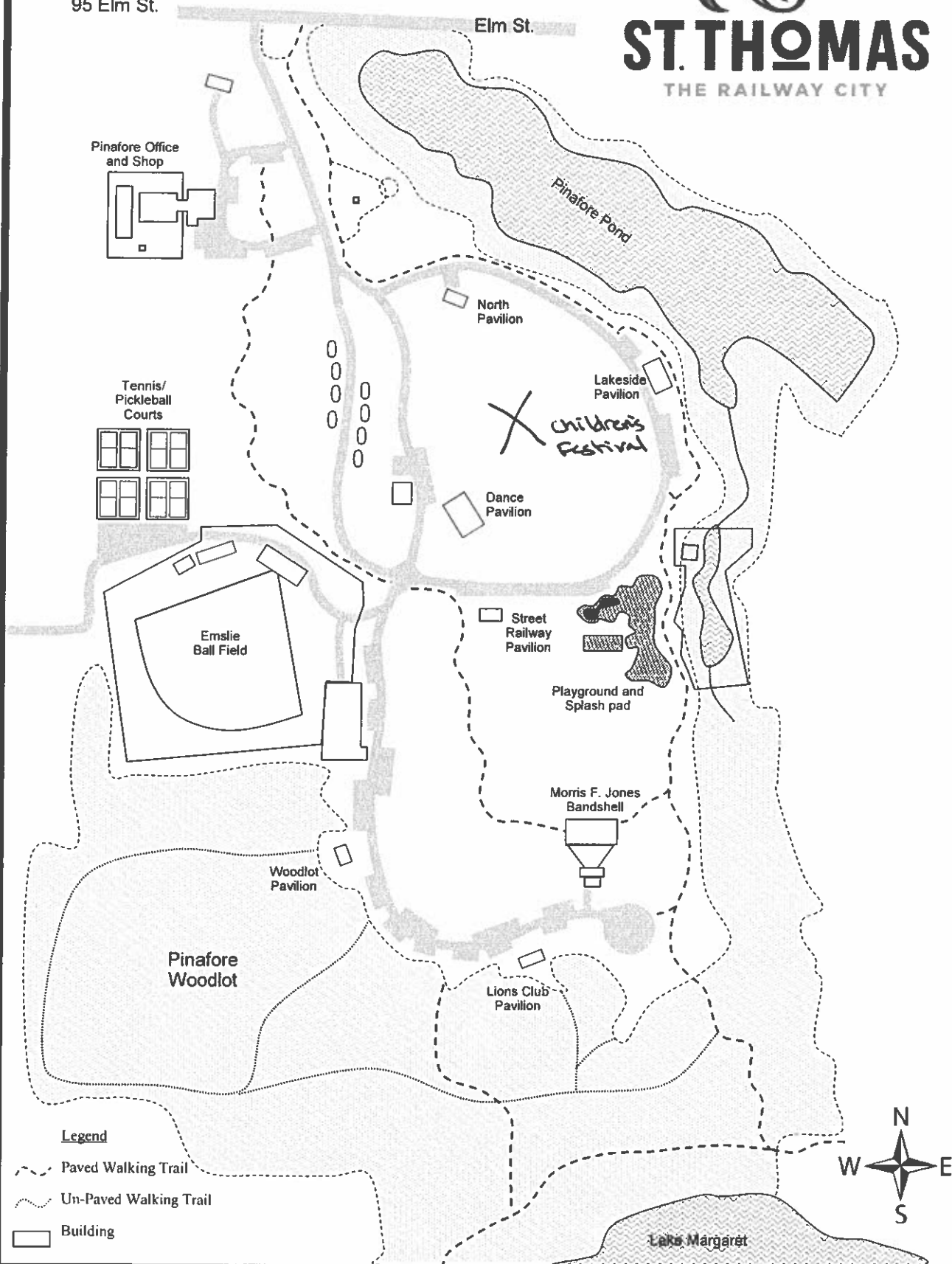
Date Viewed: Mon Feb 27, 2023 @ 12:53PM (EST)

Pinafore Park

95 Elm St.

Elm St.

ST. THOMAS
THE RAILWAY CITY



Krista Thompson

From: Stephen Van Valkenburg <Stephen.VanValkenburg@memseo.com>
Sent: Monday, February 27, 2023 1:26 PM
To: Krista Thompson
Subject: RE: EarlyON Children's Festival-June 14 Pinafore Park

CAUTION EXTERNAL EMAIL:

Krista

Thanks for the information.
 This should suffice.

Good Luck with the event

Regards
 Steve

Stephen Van Valkenburg, BSc, CMM III Executive
 Chief and General Manager
 Elgin County EMS - Medavie Health Services Ontario
 125 Edward Street
 St. Thomas, Ontario
 N5P 4L9
 Office : 519-637-3098 Ext. 25
 Fax : 519-637-3484



From: Krista Thompson <krista.thompson@swo.ymca.ca>
Sent: Monday, February 27, 2023 1:12 PM
To: Stephen Van Valkenburg <Stephen.VanValkenburg@memseo.com>
Subject: RE: EarlyON Children's Festival-June 14 Pinafore Park

Hi Stephen,

Here is a map of Pinafore Park, I have highlighted the pavilions that would be in use, and we plan on using the green space in between the pavilions, the open green space that is by the Dance Pavilion. Our event will be on Wednesday June 14, 2023, from 10 am-2 pm, with set up beginning at 8 am and clean up ending at 2 pm. We are expecting 250-300 individuals to attend, most of which will be children 0-6 years with their caregiver. We will not have food on site. Please let me know if you need anything else.

Thank you,

Krista Thompson RECE | EarlyON Child and Family Centre Supervisor, St. Thomas, Central Elgin and Southwold |
 Pronouns: she/her

YMCA of Southwestern Ontario | 28 Princess Avenue, Suite 20079, St. Thomas, ON, N5R3V4
 Tel: 226-927-1997 | krista.thompson@swo.ymca.ca
www.ymcaswo.ca | <https://twitter.com/YMCAofSWO>

 [Chat with me on Teams!](#)

From: Stephen Van Valkenburg <Stephen.VanValkenburg@memseo.com>
Sent: Monday, February 27, 2023 1:04 PM
To: Krista Thompson <krista.thompson@swo.ymca.ca>; Info MEMSEO <info@memseo.com>
Subject: RE: EarlyON Children's Festival-June 14 Pinafore Park

CAUTION EXTERNAL EMAIL:

Krista

Thanks for your email.

I will just need details of the event and a map if available with access and egress points should our services be required at the event.

Thanks
 Steve

**Stephen Van Valkenburg, BSc, CMM III Executive
 Chief and General Manager**
 Elgin County EMS - Medavie Health Services Ontario
 125 Edward Street
 St. Thomas, Ontario
 N5P 4L9
 Office : 519-637-3098 Ext. 25
 Fax : 519-637-3484



From: Krista Thompson <krista.thompson@swo.ymca.ca>
Sent: Monday, February 27, 2023 12:51 PM
To: Info MEMSEO <info@memseo.com>
Subject: EarlyON Children's Festival-June 14 Pinafore Park

Hello,

I am applying for a special event permit for the City of St Thomas for our EarlyON Children's Festival (formerly Teddy Bear Picnic) taking place on Wednesday June 14 from 10 am-2 pm. The permit indicates that we need to contact Emergency Medical Services (Ambulance Service) regarding the event and planned emergency access to the site. We expect 250-300 individual to attend, mostly children between 0-6 and their caregivers. Please let me know next steps.

Thank you,

Krista Thompson RECE | EarlyON Child and Family Centre Supervisor, St. Thomas, Central Elgin and Southwold |
 Pronouns: she/her

YMCA of Southwestern Ontario | 28 Princess Avenue, Suite 20079, St. Thomas, ON, N5R3V4
 Tel: 226-927-1997 | krista.thompson@swo.ymca.ca
www.ymcaswo.ca | <https://twitter.com/YMCAofSWO>

 [Chat with me on Teams!](#)

Krista Thompson

From: Krista Thompson
Sent: Thursday, March 2, 2023 9:48 AM
To: St John Ambulance Southwestern Ontario Branch
Subject: RE: EarlyON Children's Festival
Attachments: St John's Request for First Aid Responders-EarlyON Children's Festival.pdf

Hello,

Attached is the completed form. I have also included a map of Pinafore Park, the X on the map is where the EarlyON Children's Festival will be located.

Thank you!

Krista Thompson RECE | EarlyON Child and Family Centre Supervisor, St. Thomas, Central Elgin and Southwold |
 Pronouns: she/her

YMCA of Southwestern Ontario | 28 Princess Avenue, Suite 20079, St. Thomas, ON, N5R3V4
 Tel: 226-927-1997 | krista.thompson@swo.ymca.ca
www.ymcaswo.ca | <https://twitter.com/YMCAofSWO>

 [Chat with me on Teams!](#)

From: St John Ambulance Southwestern Ontario Branch <SWO@sja.ca>
Sent: Tuesday, February 28, 2023 10:44 AM
To: Krista Thompson <krista.thompson@swo.ymca.ca>
Subject: RE: EarlyON Children's Festival

CAUTION EXTERNAL EMAIL:

Good Morning:

Please fill out the Event Request form once I receive the information I will send it off to the Medical First Responder team that covers events in St. Thomas

They will reach back out to you regarding the details.

Thank you ,

From: St John Ambulance St. Thomas-Elgin Branch <St.Thomas@sja.ca>
Sent: February 27, 2023 12:52 PM
To: St John Ambulance Southwestern Ontario Branch <SWO@sja.ca>
Subject: FW: EarlyON Children's Festival

From: Krista Thompson <krista.thompson@swo.ymca.ca>
Sent: February 27, 2023 12:51:43 PM (UTC-05:00) Eastern Time (US & Canada)

To: St John Ambulance St. Thomas-Elgin Branch <St.Thomas@sja.ca>
Subject: EarlyON Children's Festival


Hello,

I am applying for a special event permit with St Thomas for Pinafore Park and it indicates that we must have first aid services for over 200 people. We are holding the EarlyON Children's Festival on Wednesday June 14 from 10 am to 2 pm (this event was formally the Teddy Bear Picnic), we are expecting around 250-300 individuals to attend. Please let me know what the next steps are for this process.

Thank you,

Krista Thompson RECE | EarlyON Child and Family Centre Supervisor, St. Thomas, Central Elgin and Southwold |
Pronouns: she/her

YMCA of Southwestern Ontario | 28 Princess Avenue, Suite 20079, St. Thomas, ON, N5R3V4
Tel: 226-927-1997 | krista.thompson@swo.ymca.ca
www.ymcaswo.ca | <https://twitter.com/YMCAofSWO>

 [Chat with me on Teams!](#)



St. John Ambulance

SAVING LIVES
at work, home and play

Southwestern Ontario Branch

741 King Street, London, Ontario N5W 2X2

Tel. (519) 432-1352 Fax (519) 432-8586

Email: swo@on.sja.ca

www.sja.ca

Request for First Aid Responders

Event Sponsor

Sponsor Name: EarlyON St Thomas - Elgin (YMCA of Southwestern Ont)
 Sponsor Street Address: 28 Princess Ave
 City AND Postal Code: St Thomas, ONT, N5R 3V4
 Sponsor Contact Name: Krista Thompson
 Title: EarlyON Supervisor
 Sponsor Contact Email: Krista.thompson@swo.ymca.ca
 Sponsor Contact Phone: 226-927-1997

Event Information

Event Name: EarlyON Children's Festival
 Event Location/Address: Pinnacle Park - 95 Elm St
 City AND Postal Code: St Thomas, N5R 1H7
 Event Contact, if different from above: _____
 Event Contact Email: _____
 Event Contact Phone: _____

Event Description: (incl. event website/Facebook links)

EarlyON Children's Festival (replacing the Teddy Bear Picnic) is an outdoor festival for children 0-6 and their caregivers. We will have several play areas and community partners will join to provide resources. Free event, pre-registration will be required.

*** Include any event route maps, site layouts and/or literature ***

Est. Attendance: 300Age Range: 0-6 + adult caregivers Indoor / Outdoor / Combined

	Day 1	Day 2	Day 3	Day 4	Day 5
Date (mm/dd/yy)	<u>06/14/2023</u>				
Event Start Time	<u>10:00 am</u>				
Event End Time	<u>12:00 pm</u>				
SJA Start Time	<u>9:45 am</u>				
SJA End Time	<u>12:00 pm</u>				

Are the following available to the division?

	YES	NO		YES	NO
Onsite:			Refreshments:		
First aid room		<input checked="" type="checkbox"/>	For purchase		<input checked="" type="checkbox"/>
Clean Water	<input checked="" type="checkbox"/>		Complimentary		<input checked="" type="checkbox"/>
Telephone					
	<u>✓ - cell phones will be available</u>				

Parking? ☒ Y ☐ NParking Directions Lots of parking throughout park

Donation

Although no fee is charged for first aid coverage, we do welcome donations.

Donations assist in the cost-recovery of first aid supplies, transportation, volunteer training requirements and the general operation of our volunteer divisions.

Signature: [Signature]Date: March 2/23

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: LIONS CLUB FATHERS DAY CARSHOW

Date(s): JUNE 18 - 2023

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 VOORN #2: WAINE CUDNEY

Street Address: 10055 FLORENCE STR.

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

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

Email Address: 43 GOLDSEAL@GMAIL.COM.

Expected Attendance: 500-700 Number of Event Personnel/Volunteers: 25

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 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. NORTH SHELTER

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)

MARCH 01-2023
(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

FATHERSDAY CAR SHOW organized by LIONS CLUB 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 CAR SHOW organized by LIONS CLUB 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 Cloney

Signed:

Name (Print):

Johannes Van Voorn

Address:

10055 FLORENCE ST.

Telephone:

519 633-9276

Date:

MARCH 01 2023

Event Name:

FATHERS DAY CAR SHOW

Organizing Group:

ST THOMAS LIONS CLUB

Event Dates:

JUNE 18/23

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Nostalgia Nights Car Show

Date(s): Saturday July 15, 2023

Start Time: 3:00pm End Time: 9:00pm

Cleanup Start Time: 9:00pm Cleanup End Time: 10:00pm

Location(s): Talbot Street - see map attached

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: 519-633-5248 #2: _____

Email Address: ddb@stthomas.ca

Expected Attendance: 5001 Number of Event Personnel/Volunteers: 25

Location and number of washrooms in place: 5

Location and Number of Parking Spaces: Downtown parking lots

Number of Accessible Washrooms: 6 Number of Accessible Parking Spots: 10

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

9th Annual Nostalgia Nights Car Show and Train Rides

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. _____

See attached map

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 ex 4276.

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

SECTION 10: MUNICIPAL FACILITIES

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

Have you contacted Parks and Recreation staff about your event?

Yes ☐

No ☐

N/A ☒

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

Yes ☐

No ☐

N/A ☒

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

Do you require picnic tables or garbage cans?

Yes ☒ No ☐ N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: 0 # of Garbage Cans: 15

If Yes, please provide pick-up/return date and time. Pickup Friday July 14 am, Return Monday July 17th am

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? 12 - REACT Security

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)

MARCH 30, 2023

(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 Downtown Development Board
 (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 Downtown Development Board
 (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): ERIC TAYLOR

Address: 545 TACBOT ST, ST THOMAS

Telephone: 519-633-5248

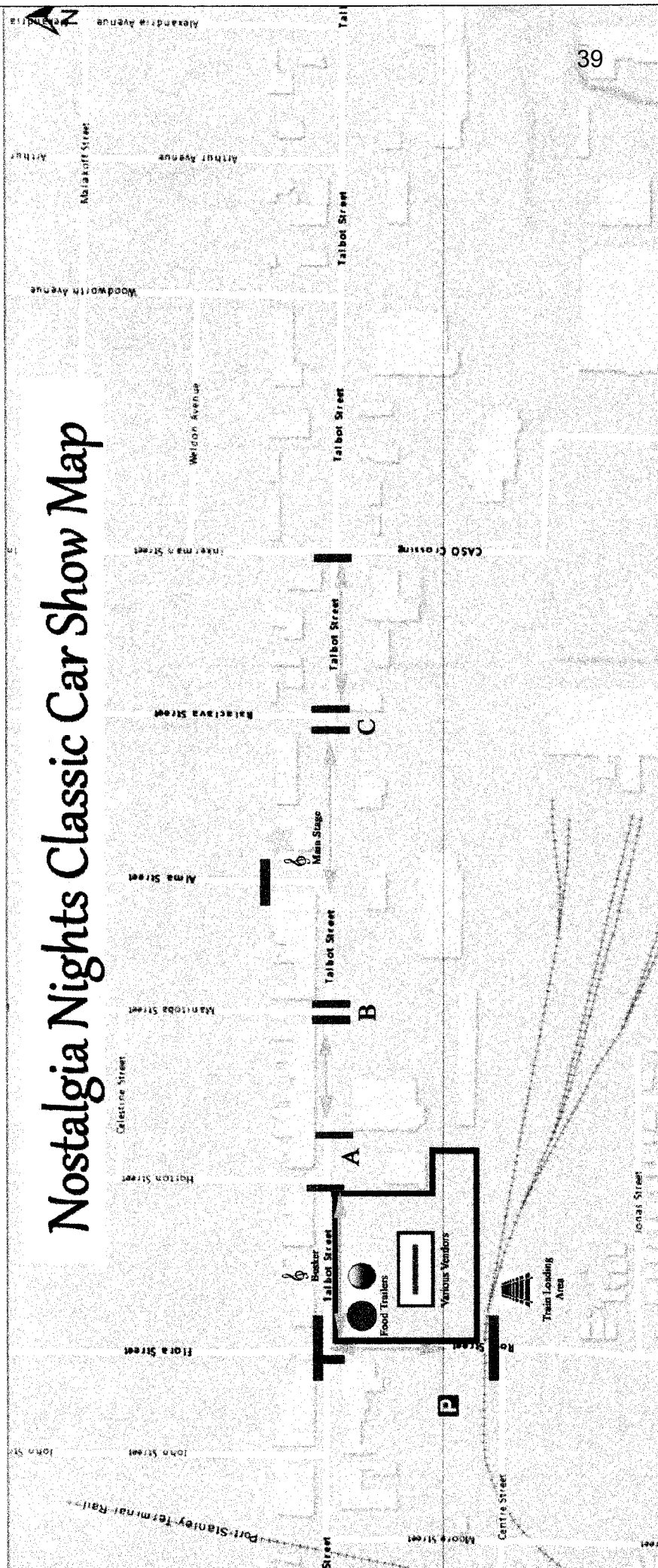
Date: MARCH 30, 2023

Event Name: NOSTALGIA NIGHTS

Organizing Group: ST THOMAS DDB

Event Dates: JULY 15, 2023

Nostalgia Nights Classic Car Show Map



Event brought to you by the
St. Thomas
downtown
 DEVELOPMENT BOARD

Information Booth

★ Creators Alley

▲ Free Train Rides

P Spectator Parking

♂♂ Washrooms

♫ Main Stage

♫ Buskers @ CTP Computers

⊕ First Aid

● 50/50 Table

● Food Vendors

▭ Classic Car Parking/Displays

▭ Various Vendors

▭ Road Barriers
to allow access to:

A = CASO Station
 B = Food Basics
 C = Boston Pizza



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, 2023 Expiry Date: April 04, 2024					
	Primary Insured Name									
	ST THOMAS DOWN TOWN DEVELOPMENT BOARD									
	Address									
	545 TALBOT ST									
	City			Province			Postal Code			
	ST THOMAS			ON			N5P 3V7			
Policy Operations	Operations to which this certificate applies:									
	Description									
	Civic,community, special interest (non-medical) associations or groups - Member Org.									
Liability Information	Liability Coverages to which this certificate applies:									
	Commercial General Liability Policy - Occurrence Basis				Co-insurance		Deductible		Limit	
	Bodily Injury And Property Damage Liability									
	Each Occurrence Limit								\$5,000,000	
	Products-Completed Operations Aggregate Limit								\$5,000,000	
	Each Occurrence Deductible - Property Damage						\$1,000			
	Tenants' Legal Liability Limit - Any One Premises								\$250,000	
	Deductible - Each Occurrence						\$1,000			
	Medical Expense Limit (Any one person)								\$25,000	
	Personal And Advertising Injury Liability								\$5,000,000	
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:									
	Non-Owned Automobile Liability				Co-insurance		Deductible		Limit	
	Contractual Liability Endorsement									
	Non-Owned Automobile Liability								\$2,000,000	
	Excluding Long Term Leased Vehicle Endorsement									

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: RAILWAY CITY MUSIC AND ARTS FESTIVAL

Date(s): AUGUST 17 - 20, 2023

Start Time: 3PM End Time: 8PM

Cleanup Start Time: 730PM Cleanup End Time: 9PM

Location(s): PINAFORE PARK

Organizing Group: IRON HORSE FESTIVAL OF ST. THOMAS

Contact Name #1: RICK NEMETT #2: TERRI SINCLAIR

Street Address: PO BOX 20094

Town/City: ST. THOMAS Province: ON Postal Code: N5P 4H4

Phone Number #1: 519-661-6825 #2: 519 636 1721

Email Address: INFO @ RAILWAY CITY MUSIC AND ARTS

Expected Attendance: 10,000 Number of Event Personnel/Volunteers: 20-50

Location and number of washrooms in place: In buildings + 5 portables
at main bandshell

Location and Number of Parking Spaces: In the park & surrounding
areas ie Parkside, Memorial

Number of Accessible Washrooms: 4 Number of Accessible Parking Spots: ones already designated in Pinafore

Please describe your specific event. Attach additional sheets as necessary. _____
Annual music and arts festival with food, crafters,
artisans, and vendors with a licenced garden.

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 ex 4276.

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.

PINAFORE PARK

Do you require picnic tables or garbage cans?

If Yes, how many are you requesting? # of Picnic Tables: 40 Yes ☒ No ☐ N/A ☐
 If Yes, please provide pick-up/return date and time. AUG 17 / AUG 20 # of Garbage Cans: 25

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?

In process
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. In process

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 MUSIC AND ARTS organized by IRON HORSE FESTIVAL OF ST. THOMAS
(Event Name) FESTIVAL (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 MUSIC AND ARTS organized by IRON HORSE FESTIVAL OF ST. THOMAS
(Event Name) FESTIVAL (Organizing Group)

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

Witness: [Signature]

Name (Print): Terri Sinclair

Signed: [Signature]

Name (Print): Terri Sinclair

Address: _____

Telephone: 519 636 1721

Date: FEB 7, 2023

Event Name: RAILWAY CITY MUSIC AND ARTS FESTIVAL

Organizing Group: IRON HORSE FESTIVAL OF ST. THOMAS

Event Dates: AUG 17-20, 2023