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

MICROSOFT TEAMS 3:30 P.M. JULY 5, 2023

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on June 7, 2023.

PETITIONS AND COMMUNICATIONS

Law Enforcement Torch Run - July 25, 2023. Pages 2-7

Railway City Vintage, Antiques and Artisans Market - August 20, 2023. Pages 8-14

3M Harvest Lunch and United Way Elgin Middlesex Campaign Launch - September 21, 2023. Pages 15-20

Christmas After Dark - November 25, 2023. Pages 21-26

John Wise P.S. Cross Country Meet - September 28, 2023. Attached

UNFINISHED BUSINESS

Upcoming Events

- Vendor Market Pinafore Park July 8, 2023
- Senior's Picnic in the Park July 12, 2023
- Nostalgia Nights Car Show July 15, 2023
- CCHC Client Appreciation Barbeques July 26 and August 30, 2023
- Elgin County Pride and Parade August 11-13, 2023
- Railway City Arts and Music Festival August 17-20, 2023
- Colours in the City August 26, 2023
- Bikers Rights Organization's 45 Annual Toys for Tots Run September 10, 2023
- Optimist Club Children's Festival September 16, 2023
- Knox Church Kirkin' Parade September 17, 2023
- Railway City Road Races September 24, 2023
- Optimist Club Santa Claus Parade November 18, 2023

NEW BUSINESS

ADJOURNMENT

SECTION 1: EVENT AND ORGANIZER INFORMATION

Type text here

Event Name:	Law Enforcement Torch Run				
Date(s):	July 25, 2023				
Start Time:	10:00	End Time:	12:00		
Cleanup Start Time:		_ Cleanup End Time:			
Location(s):	Talbot St./45 Caso Cro	ossing			
Organizing Group:	St. Thomas Police Sev	vice			
Contact Name #1:	Kim Manuel	_{#2:} Sean	James		
Street Address: 45 Ca	so Crossing				
Town/City:	St. Thomas	Province: On	Postal Code:		
Phone Number #1:					
Email Address:	kmanuel@stps.on.ca				
Expected Attendance:	50 Number	r of Event Personnel/V	olunteers: 4		
Location and number	of washrooms in place: At	police station			
Location and Number	of Parking Spaces: N/A				
Number of Accessible	Washrooms: 1	Number of Accessik	ole Parking Spots:		
Please describe your s	pecific event. Attach additi	onal sheets as necessa	ry. Run along Talbot St. Police		
personnel with spe	cial olympics athletes				
SECTION 2: FOOD AN	D BEVERAGE				
	any kind be available at thi Southwestern Public Healt		Yes \square No \checkmark east 2 weeks prior to the event.		
SECTION 3: PERSONA	L SERVICES				
•	I services of any kind offere	•	event? Yes \(\subseteq \text{No \(\sqrt{\sq}}}}}}}}\signt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sq}}}}}}}\sqrt{\sqrt{\sqrt{\sq}}}}}}}}}}}}}}}}}}}}}}}}}}}}}}}}}}}}		

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

SECTION 4: TENTS AND TEMPORARY STRUCTURES

Will there be an indoor or tent covered area used for public assembly as part of th	e event? Yes 🗆	No √
If Yes, please specify the number and size of tents.		
If the tents are larger than 60m ² cumulatively, a building permit is required throug Services. Please attach a copy of the Permit and provide the Permit Number:	_	_
Will there be a temporary stage, lighting or sound structure installed as part of the	event?	
	Yes 🗆	No ✓
If utilizing a temporary stage structure, a resource document for event organizers Event Permits page on the City of St. Thomas website.	can be foun	d on the Special
Smoking and vaping is generally prohibited on City property under the terms of By law to establish smoke free municipal places in the City of St. Thomas. Please note covered areas for public assembly must also comply with Smoke Free Ontario Act Southwestern Public Health.	e that Indoc	or or Tent
Please note that there is a no staking policy in all of the City's Parks, Recreation ar facilities.	nd Property	Management
SECTION 5: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Policy ava Rec and Property Management Department for Special Events taking place on mu		•
You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO responsible to notify and provide any pertinent information required under the AC obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act an ensure access is given to the Police and AGCO Inspectors for the purposes of inspe	GCO guideliı ıd its Regula	nes for
The area where alcohol is being served has to have a 36" (0.9m) high barrier/partiss a no staking policy in all of the City's Parks, Recreation and Property Manageme		
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT - (Pertains to Events Where Alcohometers)	ol is Served)
Will you be requesting that City Council declare your event a "Municipally Significa 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?	res □ No	\checkmark
If Yes, please note that the use of sound reproduction devices is authorized be and 11:00 p.m. so long as City staff are satisfied that said devices are being "us and not intolerably high. It is the responsibility of the organizers to obtain any through SOCAN for events not taking place in a City facility.	ed in a reasonabl	e manner"
Please note that if utilizing a temporary stage structure, regulations are found and Safety Act and enforced by the Ministry of Labour. A resource document found on the Special Event Permits page on the City of St. Thomas website.	•	
SECTION 8: ANIMALS		
Will there be a Petting Zoo or Animals at the event?	Yes 🗆	No 🇸
If Yes, Southwestern Public Health must be notified of the event details two we not permitted in the Animal Control By-Law 71-2011 as amended, an Application the By-Law must be approved by City Council and can be found on the City Aniwebsite. Please attach a copy of the application to this permit application and that such approval may take several weeks.	on for Temporary mal Services page	Exemption to e of the City
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) 631-1	1680 ext. 5130.	
If Yes, please describe the road closure requirement and attach a map or sketcof Way Occupancy Permit and City Council approval is required for all road closure fee for the permit and approval may take several weeks.	_	_
Please attach a copy of the Right of Way Occupancy Permit and provide the pe	ermit #:	
If the event is a Parade / Run / Walk / Pass through Sporting Event, please refe	r to the city roads	s map located
under the Special Events page on the City website. Describe the event and atta	ach a map or sket	ch.
Run along Talbot St with police escort. Minimal traffic disruption		
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 427	Yes ▽	No 🗆

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 sig If yes, please provide the location of the re	<u>-</u>	Yes \Box f the permit.	No 🗆	N/A 🍑
Do you require picnic tables or garbage ca If Yes, how many are you requesting? # If Yes, please provide pick-up/return date	of Picnic Tables:	# of Gar		
Please note availability is at the discretion delivery/pick up is the responsibility of the returned no later than 48 hours after your must obtain an equipment rental permit f prior to your event.	e event organizer. All picr event. All applicants req	nic tables and Juesting picni	garbage bins m c tables and gar	oust be bage bins
Have you made arrangements with Enviro	nmental Services staff for	recycling co Yes	ntainers and col	lection? N/A 🏑
Will you require municipal support for:	Water Hydro	Yes □ Yes □	No □ No □	N/A □ N/A □
Please note that all equipment and extens certification body under the Ontario Electrication body under the Ontario Electr	ctrical Safety Code or hav	ve been insp	ected by the El	ectrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your response Accessibility for Ontarians with Disability requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not recoplan to the Municipal Accessibility Advisor	ies Act (AODA). Organiz Please note that direc indicate the barrier-free quired, the Special Events	ations with tional signage path of tran Committee r	at least one enge needs to be well and location ecommends su	mployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCE	<u>:S</u>			
Security: Has a privately licensed security	firm been contacted/reta	ined?	Yes 🗆	No 🗸
If Yes, what company and how many secu	rity officers will be preser	nt?		
First Aid: For events with an anticipated a to be retained. Have you confirmed First A		200 people, ∣ Yes □	First Aid service No □	s are required

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

Ambulance: Has Emergency Medica	l Services (Ambulance S	Service) been contact	ed regarding your	event and

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted	regarding your	event an
planned emergency access to the site?	Yes □	No 🏒
		V
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.		V

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.

KManuel	Jun 26/23
(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.

Law Enforcement Torch Run		St. Thomas Police Service
(Event Name)	organized by`	St. Thomas Police Service (Organizing Group)
(Event Name)		(Organizing Group)
shall indemnify and save harmless The law responsible from any and all liabilit	•	y of St. Thomas and all persons for whom it is laims, suits or actions arising out of:
any damage to property including loss death resulting at any time there from,		y injury to any person or persons, including t or omissions of
	organized by	
(Event Name)		(Organizing Group)
Witness:	Signed	To be provided-KM
Name (Print):	Name	(Print):
	Addres	ss:
	Teleph	one:
	Date:	
	Event 1	
	LVEILI	Name:
		Name:zing Group:

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	RAILWAY CITY VINTAGE, ANTIQUES + APTISANS MARKET
Date(s):	August 20, 2023
Start Time:	10 AM End Time: 5 PM
Cleanup Start Time:	5 PM Cleanup End Time: 7 PM
Location(s):	HORTON'S FARMER'S MARKET, 10 MANITOBA ST. ST. THOM
Organizing Group:	PARADISE VINTAGE + LOVE GIGI
Contact Name #1:	MICKEY NIELSEN #2: ZUDA FARUZEL
Street Address: 281	BRIDGE ST.
Town/City:	PORT STANLEY Province: ON Postal Code: N5L1C3
Phone Number #1:	647-284-8705 #2: 519-577-8774
Email Address:	mickeymaynielsen@gmail.com
Expected Attendance: LIKELU WRY	No More THAN 200 AT A TIM Number of Event Personnel/Volunteers: LESS of washrooms in place: 3, 2 W/ multiple stalls
	of Parking Spaces: Adjacent parking lot on site
and stree	
	Washrooms: Number of Accessible Parking Spots:
	pecific event. Attach additional sheets as necessary. YINTAGE, ANTIQUE
	TED VENDORS WILL BE SET UP OUTSIDE. WE
	DERING FOOD TRUCKS
SECTION 2: FOOD AND Will food/beverage of	D BEVERAGE any kind be available at this event? Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
If Yes, you must notify	services of any kind offered to the public at this event? Yes No Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
Personal services inclu	de but are not limited to barbering, manicures, pedicures, esthetics, tattooing and

piercing.

SECTION 4	: TENTS
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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. PAVILION ON SITE + VENDOR TENTS
If the tents are larger than 60m ² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number:
Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Southwestern Public Health.
Please note that there is a no staking policy in all of the City's Parks, Recreation and Property Management facilities.
SECTION 5: SERVING OF ALCOHOL
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.
You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections.
The area where alcohol is being served has to have a 36" (0.9m) high barrier/partition. Please note that there is a no staking policy in all of the City's Parks, Recreation and Property Management facilities.
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT
Will you be requesting that City Council declare your event a "Municipally Significant Event"? Yes No
If Yes and you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.
SECTION 7: MUSIC / NOISE
Will there be a concert or musical entertainment as part of the event? Yes No JUST A PLAYLIST + SIEA LERS 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 X
If Yed, Southwestern Public Health must be notified of the event de not permitted in the Animal Control By-Law 71-2011, an Application must be approved by City Council and can be found on the City Anim Please attach a copy of the application to this permit application an approval may take several weeks.	n for Temporary mal Services pag	Exemption to se of the City v	the By-Law vebsite.
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES			
Are you anticipating any road closures or traffic flow changes?		Yes	No X
If Yes, please contact the Roads and Transportation Department at	(519) 631-1680	ext. 5130.	
If Yes, please describe the road closure requirement and attach a mof Way Occupancy Permit and City Council approval is required for a fee for the permit and approval may take several weeks.	all road closures	s. Please note	_
Please attach a copy of the Right of Way Occupancy Permit and pro	vide the permit	#:	
If the event is a Parade / Run / Walk / Pass through Sporting Event, under the Special Events page on the City website. Describe the events			
4.14			
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-12	224 ex 4276.	Yes	No 🔀
PLEASE NOTE: Marshalls, volunteers and special event staff are not can direct traffic pursuant to the Highway Traffic Act.	allowed to dire	ct traffic. Only	the police
SECTION 10: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to arrand Property Management staff once the Special Events Permit Ap If your special event expected attendance is 300 or more you must into the overflow parking lot.	plication has be	en approved.	Please note:
Have you contacted Parks and Recreation staff about your event?	Yes	No	N/AX
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy of	Yes f the permit.	No	N/AX

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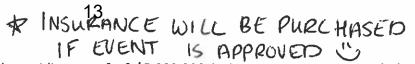
Do you require picnic tables or garbage can If Yes, how many are you requesting? # o If Yes, please provide pick-up/return date a	f Picnic Tables:		No X age Cans:	N/A
Please note availability is at the discretion of delivery/pick up is the responsibility of the returned no later than 48 hours after your emust obtain an equipment rental permit from prior to your event.	event organizer. / event. All applicar	All picnic tables and ants requesting picnic	garbage bins m tables and gar	ust be bage bins
Have you made arrangements with Environ	mental Services st	aff for recycling cont	tainers and coll	ection?
Will you require municipal support for:	Water Hydro	Yes Yes	No No	N/A X
Please note that all equipment and extension certification body under the Ontario Electric Authority. If required, please attach the Electric Number:	ical Safety Code	or have been inspec	ted by the Ele	ctrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsible Accessibility for Ontarians with Disabilities requirements to meet for accessibility. Published throughout the event venue to it washrooms and parking. Although not requipplan to the Municipal Accessibility Advisory	s Act (AODA). Or Please note that ndicate the barrie ired, the Special E	ganizations with at directional signage er-free path of trave vents Committee rec	least one em needs to be and location commends sub	iployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security fire	m been contacted	/retained?	Yes	No 🔀
If Yes, what company and how many securit	y officers will be p	resent?		
First Aid: For events with an anticipated atto to be retained. Have you confirmed First Aid		than 200 people, Fir Yes	st Aid services No	are required
If Yes, please attach documentation providing	ng proof that First	Aid services have be	en retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	es (Ambulance Ser	vice) been contacte	d regarding yo	ur event and No 💢
Fireworks: Will there be fireworks as part of If Yes, a permit for exhibition fireworks must	,	:he Fire Department	Yes	No 🔀

SECTION 13: SIGNATURE

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

MN	JUNE 22, 2023
(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.

	organized by	_
(Event Name)	(Organizing Group)	
	the Corporation of the City of St. Thomas and all persons for whom pilities, damages, costs, claims, suits or actions arising out of:	it is a
	oss of use thereof, and any injury to any person or persons, including om, occasioned by any act or omissions of	g
	organized by	_
(Event Name)	(Organizing Group)	
Witness:	Signed:	
Name (Print):		
Traine (Frint).		
	Address:	
	Telephone:	
	Date:	_
	Event Name:	_
	Organizing Group:	_
	Event Dates:	

					Large Parking Lot					
	Woman's Washroom	Men's Washroom				STAGE	-			
1	N.	*	Entrançe)_	311100	}			
	OFFICE	Family washroom	1	16' South B	16'	×	North F			
		ă		uilding - spa		*	Building - sp			
				16' South Building - spaces 12" unless noted		*	Building - spaces 12' unless noted	8.5		8.5
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SECTION 1: EVENT AND ORGANIZER INFORMATION

piercing.

Event Name:										
Date(s):										
Start Time: End Time:										
Cleanup Start Time:	Cleanup End Time:									
Location(s):		·								
Organizing Group:		·								
Contact Name #1:	#2:									
Street Address:			_							
	Province:									
Phone Number #1:	#2:									
Email Address:										
Expected Attendance:	Number of Event Personnel/Vo	olunteers:								
Location and number of washrooms	s in place:									
Location and Number of Parking Spa	aces:									
Number of Accessible Washrooms:	Number of Accessib	le Parking Spots:								
Please describe your specific event.	Attach additional sheets as necessar	Ŷ·								
SECTION 2: FOOD AND BEVERAGE										
Will food/beverage of any kind be a If Yes, you must notify Southwester	vailable at this event? n Public Health at 519-631-9900 at le	Yes $\ \square$ east 2 weeks prior to the	No □ e event.							
SECTION 3: PERSONAL SERVICES										
•	ny kind offered to the public at this e n Public Health at 519-631-9900 at le		No □ e event.							
Personal services include but are no	ot limited to barbering, manicures, pe	edicures, esthetics, tatto	ooing and							

SECTION 4: TENTS

Will there be an indoor or tent covered area used for public assembly as part of the event? Yes No.)
If Yes, please specify the number and size of tents.	
If the tents are larger than 60m ² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number:	
Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontarion requirements enforced by Southwestern Public Health.) Act
Please note that there is a no staking policy in all of the City's Parks, Recreation and Property Manageme facilities.	ent
SECTION 5: SERVING OF ALCOHOL	
Will alcohol be consumed at the event? Yes □ No Yes If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Par 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 the state of the city's Parks, Recreation and Property Management facilities.	:here
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT	
Will you be requesting that City Council declare your event a "Municipally Significant Event"? Yes \Box No \Box	
If Yes and you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commissic Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipall significant", by submitting a separate letter to the City Clerk's Department. Please note that such approvemay take several weeks.	У
SECTION 7: MUSIC / NOISE	
Will there be a concert or musical entertainment as part of the event? Yes \square No \square	
If Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00 a and 11:00 p.m. so long as the Police are satisfied that said devices are being "used in a reasonable mann 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.	er"

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

SECTION 8: ANIMALS

Will there be a Petting Zoo or Animals at the event?		Yes 🗆	No 🗆
If Yes, Southwestern Public Health must be notified of the event de not permitted in the Animal Control By-Law 71-2011, an Application must be approved by City Council and can be found on the City Anim Please attach a copy of the application to this permit application an approval may take several weeks.	n for Tempoi mal Services	rary Exemption t page of the City	o the By-Law website.
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES			
Are you anticipating any road closures or traffic flow changes?		Yes 🗆	No 🗆
If Yes, please contact the Roads and Transportation Department at	(519) 631-16	580 ext. 5130.	
If Yes, please describe the road closure requirement and attach a mof Way Occupancy Permit and City Council approval is required for a fee for the permit and approval may take several weeks.	all road closi	ures. Please note	_
Please attach a copy of the Right of Way Occupancy Permit and pro If the event is a Parade / Run / Walk / Pass through Sporting Event, under the Special Events page on the City website. Describe the eve	please refer	to the city roads	•
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-12	224 ex 4276.	Yes □	 No □
PLEASE NOTE: Marshalls, volunteers and special event staff are not can direct traffic pursuant to the Highway Traffic Act.	allowed to c	lirect traffic. Onl	y the police
SECTION 10: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to arraand Property Management staff once the Special Events Permit Applif your special event expected attendance is 300 or more you must into the overflow parking lot.	olication has	been approved.	Please note
Have you contacted Parks and Recreation staff about your event?	Yes □	No 🗆	N/A □
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy of	Yes □ the permit.	No 🗆	N/A 🗆

Do you require pichic tables or garbage of		Yes 🗆		•
If Yes, how many are you requesting?				
If Yes, please provide pick-up/return dat	e and time			
Please note availability is at the discretic delivery/pick up is the responsibility of the returned no later than 48 hours after you must obtain an equipment rental permit prior to your event.	he event organizer. A ur event. All applican	Il picnic tables and ts requesting picni	l garbage bins m c tables and gar	nust be bage bins
Have you made arrangements with Envir	ronmental Services sta	off for recycling co	ntainers and col	lection?
		Yes □	No □	N/A □
Will you require municipal cuppert for	Water	Voc 🗆	No. 🗆	NI/A □
Will you require municipal support for:	Water Hydro	Yes □ Yes □		N/A □ N/A □
	Tiyuro	163	NO 🗆	N/A 🗆
Please note that all equipment and exter certification body under the Ontario Ele Authority. If required, please attach the Number:	ectrical Safety Code o	r have been insp	ected by the El	ectrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your respondancessibility for Ontarians with Disability requirements to meet for accessibility displayed throughout the event venue washrooms and parking. Although not replan to the Municipal Accessibility Advisor	lities Act (AODA). Or y. Please note that to indicate the barrie equired, the Special Ev	ganizations with directional signag r-free path of tra vents Committee i	at least one enge needs to be vel and location recommends su	mployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURG	<u>CES</u>			
Security: Has a privately licensed security	y firm been contacted	/retained?	Yes □	No □
If Yes, what company and how many sec	curity officers will be p	resent?		
First Aid: For events with an anticipated to be retained. Have you confirmed First		than 200 people, Yes □	First Aid service No □	s are required N/A □
If Yes, please attach documentation prov	viding proof that First	Aid services have	been retained.	
Ambulance: Has Emergency Medical Serplanned emergency access to the site?	rvices (Ambulance Ser	vice) been contac	ted regarding y Yes □	our event and \Box
Fireworks: Will there be fireworks as par If Yes, a permit for exhibition fireworks r	•	the Fire Departme	Yes □ nt.	No 🗆

SECTION 13: SIGNATURE

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

Taylor Walker	June 2, 2023	
(Signature of Individual Completing this Application)	(Date completed)	
Office Use Only: Application Received:	Committee Approval:	

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION		
	organized by	
(Event Name)		(Organizing Group)
•	The Corporation of the City of St. Thoublities, damages, costs, claims, suits	·
	oss of use thereof, and any injury to som, occasioned by any act or omission	
	organized by	
(Event Name)	organized by	(Organizing Group)
Witness:	Signed:	
Name (Print):		
	Address:	
	Telephone:	
	Date:	
	Event Name:	
	Organizing Group	:
	Fvent Dates:	

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	Horton Christmas After Dark							
Date(s):	November 25, 2023							
Start Time:	7pm	End Time:	11pm					
Cleanup Start Time:	11pm	Cleanup End Time:	12pm					
Location(s):	Horton Farmers' Market							
Organizing Group:	St. Thomas EDC + Chamber	of Commerce						
Contact Name #1:	Sarah Noble	#2:_ ^{Megai}	n Pickersgill					
Street Address:	lbot St.							
Town/City:	t. Thomas	Province: On	Postal Code:	N5P 3V7				
Phone Number #1:	226.545.0520	#2:_ ^{(519) 63}	31-1680					
Email Address:	snoble@stthomas.ca mpicke	ersgill@stthomas.ca	.,					
Expected Attendance:	Expected Attendance: Number of Event Personnel/Volunteers:							
Location and number of	of washrooms in place: $\frac{5}{1}$	in the building						
	of Parking Spaces: onsite page							
Number of Accessible	Washrooms: 1	Number of Accessik	ole Parking Spots: .	2				
Please describe your s	pecific event. Attach additi	ional sheets as necessa	ry					
	hing of the Chamber of Commo			ard games				
SECTION 2: FOOD AND) BEVERAGE							
•	any kind be available at th Southwestern Public Healt		Yes east 2 weeks prior					

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 AND TEMPORARY STRUCTURES

Will there be an indoor or tent covered area used for public assembly as part of the	e event? Yes √	No
If Yes, please specify the number and size of tents. 1 - 50x 32		
If the tents are larger than 60m^2 cumulatively, a building permit is required through Services. Please attach a copy of the Permit and provide the Permit Number: pend	_	Building
Will there be a temporary stage, lighting or sound structure installed as part of the		
	Yes √	No
If utilizing a temporary stage structure, a resource document for event organizers of Event Permits page on the City of St. Thomas website.	can be found	on the Special
Smoking and vaping is generally prohibited on City property under the terms of Bylaw to establish smoke free municipal places in the City of St. Thomas. Please note covered areas for public assembly must also comply with Smoke Free Ontario Act of Southwestern Public Health.	that Indoor	or Tent
Please note that there is a no staking policy in all of the City's Parks, Recreation an facilities.	d Property M	anagement
SECTION 5: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Policy available and Property Management Department for Special Events taking place on mur		
You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO) responsible to notify and provide any pertinent information required under the AG obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and ensure access is given to the Police and AGCO Inspectors for the purposes of inspec	CO guideline d its Regulation	s for

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT - (Pertains to Events Where Alcohol is Served)

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

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.

The area where alcohol is being served has to have a 36" (0.9m) high barrier/partition. Please note that there

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

Yes **√**

No

SECTION 7: MUSIC / NOISE

If Yes, please note that the use of sound reproduction devices is authorized between the hours of 10:00 a.m. and 11:00 p.m. so long as City staff 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 foun and Safety Act and enforced by the Ministry of Labour. A resource document 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 vent permitted in the Animal Control By-Law 71-2011 as amended, an Applicative By-Law must be approved by City Council and can be found on the City Awebsite. Please attach a copy of the application to this permit application and that such approval may take several weeks.	tion for Temporal nimal Services pa	ry Exemption to ge of the City	
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 ske of Way Occupancy Permit and City Council approval is required for all road cl a fee for the permit and approval may take several weeks.	osures. Please no	_	
Please attach a copy of the Right of Way Occupancy Permit and provide the p	permit #:		
If the event is a Parade / Run / Walk / Pass through Sporting Event, please reunder the Special Events page on the City website. Describe the event and at			
Do you require traffic control?	Vos	No 1	

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.

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 4276.

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? If yes, please provide the location of the rental and attach a copy o	Yes f the permit	No 	N/A √
Do you require picnic tables or garbage cans? If Yes, how many are you requesting? # of Picnic Tables: If Yes, please provide pick-up/return date and time.	Yes _ # of Ga	No rbage Cans:	N/A √
Please note availability is at the discretion of the Parks, Rec and Pro	operty Mana	gement Departn	nent and tha

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: ACCESSIBILITTY

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

SECTION 12: OTHER SERVICES/RESOURCES

Security: Has a privately licensed security firm been contacted/re	tained?	Yes	No ✓
If Yes, what company and how many security officers will be pres	ent?		
First Aid: For events with an anticipated attendance of more tha	n 200 people,	First Aid service	es 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 \checkmark

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.

Sarah Noble	2023-06-28
(Signature of Individual Completing this Application)	(Date completed)
Office Lice 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.

	organized by	
(Event Name)	(Organizing Group)	
	The Corporation of the City of St. Thomas and all persons for wall bilities, damages, costs, claims, suits or actions arising out of:	hom it is a
	oss of use thereof, and any injury to any person or persons, incom, occasioned by any act or omissions of	luding
	organized by	
(Event Name)	(Organizing Group)	
Witness:	Signed:	-
Name (Print):	Name (Print):	
	Address:	
	Telephone:	
	Date:	
	Event Name:	
	Organizing Group:	. <u> </u>
	Event Dates	

SECTION 1: EVENT ANI	D ORGANIZER INFORMATION			
Event Name:	John Wise P.S	Cross Cou	untry Mee	t
Date(s):	September 28,	2023		
Start Time:	8:00 am	End Time:	3:00 pm	
Cleanup Start Time:	2:30 pm	 Cleanup End Time:	4:00 pm	
Location(s):	Pinafore Park	·		
Organizing Group:	John Wise P.S.			
Contact Name #1:	Erika Didham	_{#2:} Dar	ne Rice	
	Parkside Drive			
Town/City:	St. Thomas	Province: ON	Postal Code:	N5R 3T9
Phone Number #1:	519-633-1611		-494-4984	
Email Address:	e.didham@tvdsb	 ca		
Expected Attendance:	500 Number of	Event Personnel/V	olunteers: 50	
		idoor, 2 pc		
Location and Number of				
Number of Accessible	Washrooms: 4	Number of Accessik	ole Parking Spots:	
Please describe your sp	pecific event. Attach additiona	l sheets as necessa	ry	
Elementy Cross Country Mee	t for children grades 3 to 8. Up to 10 St.	Thomas Schools invited	for up to approximatly 5	00 runners.
Course to use park and	woodlot trails, with day closure	of one park roadway	/ section. Map atta	ched.
SECTION 2: FOOD AND	BEVERAGE		_	
•	any kind be available at this ev Southwestern Public Health at		Yes east 2 weeks prioi	✓ No No to the event.
SECTION 3: PERSONAL	<u>SERVICES</u>			
•	services of any kind offered to Southwestern Public Health at	•	L	No ✓ to the event.
Personal services inclupiercing.	de but are not limited to barbo	ering, manicures, p	edicures, esthetic	s, tattooing and

SECTION 4: TENTS			
Will there be an indoor or tent covered area used for public assembly as part of the event? Yes 🚺 No			
If Yes, please specify the number and size of tents. One gazebo tent used near finish line potentially.			
If the tents are larger than 60m ² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number:			
Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Southwestern Public Health.			
Please note that there is a no staking policy in all of the City's Parks, Recreation and Property Management facilities.			
SECTION 5: SERVING OF ALCOHOL			
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.			
You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections.			
The area where alcohol is being served has to have a 36" (0.9m) high barrier/partition. Please note that there is a no staking policy in all of the City's Parks, Recreation and Property Management facilities.			
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT			
Will you be requesting that City Council declare your event a "Municipally Significant Event"? Yes No ✓			
If Yes and you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.			
SECTION 7: MUSIC / NOISE			
Will there be a concert or musical entertainment as part of the event? Yes 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 denot permitted in the Animal Control By-Law 71-2011, an Applicatio must be approved by City Council and can be found on the City Ani Please attach a copy of the application to this permit application arapproval may take several weeks.	n for Temporary mal Services pag	Exemption to e of the City w	the By-Law ebsite.
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 nof Way Occupancy Permit and City Council approval is required for a fee for the permit and approval may take several weeks.	•	_	_
Closure of one section of Pinafore Park road way.	Map attache	d.	
Please attach a copy of the Right of Way Occupancy Permit and pro- If the event is a Parade / Run / Walk / Pass through Sporting Event, under the Special Events page on the City website. Describe the ev	please refer to t	he city roads r	map located
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1.	224 ex 4276.	Yes	No 🗸
PLEASE NOTE: Marshalls, volunteers and special event staff are not can direct traffic pursuant to the Highway Traffic Act.	allowed to direc	t traffic. Only	the police
SECTION 10: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to arr and Property Management staff once the Special Events Permit Ap If your special event expected attendance is 300 or more you must into the overflow parking lot.	plication has bee	n approved.	Please note:
Have you contacted Parks and Recreation staff about your event?	Yes	No	N/A
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy o	Yes ✓ f the permit. Pina	No afore Dance Pav	N/A ilion

Do you require picnic tables or garbage car If Yes, how many are you requesting? # of Yes, please provide pick-up/return date a	of Picnic Tables: _	Yes ✓ # of Garba	No 🗸 nge Cans:	N/A
Please note availability is at the discretion of delivery/pick up is the responsibility of the returned no later than 48 hours after your must obtain an equipment rental permit from to your event.	event organizer. event. All applica	All picnic tables and g ants requesting picnic t	arbage bins m ables and garl	ust be bage bins
Have you made arrangements with Enviror	nmental Services	staff for recycling cont Yes	ainers and coll	ection? N/A
Will you require municipal support for:	Water Hydro	Yes Yes	No ✓ No ✓	N/A N/A
Please note that all equipment and extensi certification body under the Ontario Elect Authority. If required, please attach the ENUMBER:	rical Safety Code	e or have been inspec	ted by the Ele	ectrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsi Accessibility for Ontarians with Disabilition requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not requiplan to the Municipal Accessibility Advisory	es Act (AODA). Please note tha indicate the bar uired, the Special	Organizations with at it directional signage rier-free path of trave Events Committee rec	least one en needs to be I and location commends sub	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES	<u>5</u>			
Security: Has a privately licensed security f	irm been contact	ed/retained?	Yes	No 🗸
If Yes, what company and how many secur	ity officers will be	e present?		
First Aid: For events with an anticipated at to be retained. Have you confirmed First Ai		re than 200 people, Fir Yes	st Aid services	are required
If Yes, please attach documentation provid	ing proof that Fir	st Aid services have be	en retained.	
Ambulance: Has Emergency Medical Servion planned emergency access to the site?	ces (Ambulance S	Service) been contacte	d regarding yo	our event and No
Fireworks: Will there be fireworks as part of the second s	•	to the Fire Department	Yes	No 🗸

SECTION 13: SIGNATURE

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

including copying and disclosing the application and its their request.	supporting documentation to any third parties up
The lill	June 15, 2023
(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		
John Wise P.S Cross Country Meet organi	Thames Va	lley District School Board
(Event Name)	,	(Organizing Group)
shall indemnify and save harmless The Corporation law responsible from any and all liabilities, damage	•	•
any damage to property including loss of use there death resulting at any time there from, occasioned	• • • •	
John Wise P.S Cross Country Meet organize	Thames Val	ley District School Board
(Event Name)	,	(Organizing Group)
its officers, agents, servants, employees, contractor the premises or any part thereof arising from or occ damage or injury is due to the act, default or neglig officers, agents, servants, employees, contractors, of Witness: Name (Print): Jennifer Faubert	casioned by any cause ence of The Corporati	e whatsoever, except where such ion of the City of St. Thomas, its
	Address:	1250 Dundas Street, London
	Telephone:	519-452-2000
	Date:	lune 12, 2023
	Event Name:	John Wise PS Cross County Meet
	Organizing Group:	Thames Valley District School Board
	Event Dates:	September 28, 2023

