

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

MICROSOFT TEAMS

3:30 P.M.

SEPTEMBER 6, 2023

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on August 2, 2023.

PETITIONS AND COMMUNICATIONS

The Olde Made Sunday Market - September 24 and October 22, 2023 **Pages 2-7**

Remembrance Day Ceremony - November 11, 2023 **Page 8-15**

Light Up Talbot Street - November 17, 2023 **Pages 16-25**

Tree Lighting Celebration - November 17, 2023 **Pages 26-34**

Downton Oktoberfest - October 14, 2023 **Pages 35-43**

UNFINISHED BUSINESS

Upcoming Events

- 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
- 3M Harvest Lunch and United Way Elgin Middlesex Campaign Launch - September 21, 2023
- Railway City Road Races - September 24, 2023
- John Wise P.S. Cross Country Meet – September 28, 2023
- Optimist Club Santa Claus Parade – November 18, 2023
- Christmas After Dark – November 25, 2023

NEW BUSINESS

ADJOURNMENT

SECTION 1: EVENT AND ORGANIZER INFORMATION

2

Event Name: _____

Date(s): _____

Start Time: _____ End Time: _____

Cleanup Start Time: _____ Cleanup End Time: _____

Location(s): _____

Organizing Group: _____

Contact Name #1: _____ #2: _____

Street Address: _____

Town/City: _____ Province: _____ Postal Code: _____

Phone Number #1: _____ #2: _____

Email Address: _____

Expected Attendance: _____ Number of Event Personnel/Volunteers: _____

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 barbering³, 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 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: _____

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 can be found on the Special Event Permits page on the City of St. Thomas website.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also 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 - (Pertains to Events Where Alcohol is Served)

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 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 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 as amended, 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. 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: _____ # of Garbage Cans: _____

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

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

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

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

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

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

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

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

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

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

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

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

SECTION 13: SIGNATURE

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



(Signature of Individual Completing this Application)

(Date completed)

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

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

_____ organized by _____
 (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

_____ organized by _____
 (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): _____

Address: _____

Telephone: _____

Date: _____

Event Name: _____

Organizing Group: _____

Event Dates: _____

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Remembrance Day Ceremony

Date(s): Nov 11 2023

Start Time: 8 AM End Time: 1 PM

Cleanup Start Time: _____ Cleanup End Time: _____

Location(s): Victoria's Memorial Gardens

Organizing Group: Royal Canadian Legion London Br 41

Contact Name #1: Adrian Williams #2: _____

Street Address: 216 Inverman St

Town/City: St. Thomas Province: ON Postal Code: N5P3H4

Phone Number #1: 226 985-1632 #2: 519-631-9840

Email Address: ANDY.WOSSER@GMAIL.COM

Expected Attendance: 250+ Number of Event Personnel/Volunteers: 25

Location and number of washrooms in place: NONE. Ba will be open at 10 AM

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. Remembrance

Day Parade and Ceremony with Laying of Wreaths

Prayers and Notices

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 AND TEMPORARY STRUCTURES

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: _____

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 can be found on the Special Event Permits page on the City of St. Thomas website.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also 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 - (Pertains to Events Where Alcohol is Served)

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 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 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 as amended, 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. MAP ATTACHED.

JOHN ST. FROM #24 TO TALBOT ST. TALBOT ST. TO
MOORE ST. MOORE ALSO CLOSED AT CONINE ST.

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. 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: _____ # of Garbage Cans: _____
If Yes, please provide pick-up/return date and time. _____

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

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

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

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

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

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

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

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

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

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

Yes ☐

No ☒

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

SECTION 13: SIGNATURE

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

(Signature of Individual Completing this Application)

(Date completed)

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

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

Romombarico DAY organized by ROYAL CANADIAN LIGION.
(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

_____ organized by _____
(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: Matt Smale

Name (Print): Matt Smale

Signed: [Signature]

Name (Print): ADAM WILLIAMS

Address: 24 JOHN ST. ST. THOMAS.

Telephone: 519 631-9840

Date: AUGUST 21/23

Event Name: ROMOMBARICO DAY

Organizing Group: R.C.L.

Event Dates: NOV. 11/23.



1700 - 181 University Avenue Toronto, ON M5H3M7
T. (416) 599-5530 | 1 (800) 668-5901 | F. (416) 599-5458

CERTIFICATE OF INSURANCE.

2023 No. 335

THIS IS TO CERTIFY TO: **City of St. Thomas**
PO Box 520, 545 Talbot Street
St Thomas, ON N5P 3V7

that the following described policy(ies) or cover note(s) in force at this date have been effected to cover as shown below:

NAMED INSURED: Royal Canadian Legion Lord Elgin (ONT No. 41) Branch

ADDRESS: 24 John Street
St. Thomas, ON N5P 2X3

Description of operations and/or activities and/or locations and/or vehicles to which this certificate applies:

Remembrance Day Ceremony

TYPE	INSURER	POLICY NO.	POLICY PERIOD (mm/dd/yyyy)	LIMIT OF INSURANCE
Commercial General Liability	Echelon Insurance / Lloyd's of London	TOR-22-20438/ BFL448	04/01/2023 to 04/01/2024	\$5,000,000 Bodily Injury and Property Damage Liability Per Occurrence \$5,000,000 Products and Completed Operations Aggregate \$5,000,000 Personal and Advertising Injury, Limit per any one person \$ 10,000 Medical Payments, Limit per any one person \$1,000,000 Tenants Legal Liability, Limit per any one premises \$1,000,000 Standard Non-Owned Auto Liability, SPF #6 \$ 50,000 Legal Liability for damaged to Hired Automobile, SEF #94 Includes: Employers Bodily Injury Liability Coverage Voluntary Compensation – (Excluded)

Additional Information:

It is understood and agreed that **City of St. Thomas** is added to the General Liability Insurance Policy noted above as **Additional Insured(s)**, but only with respect to liability arising out of the operations of the Named Insured as it relates to the activity to which this certificate applies.

This certificate is issued as a matter of information only and is subject to all the limitations, exclusions and conditions of the above-listed policy(ies) as they now exist or may hereafter be endorsed.

Should one of the above noted policy(ies) be cancelled before the expiry date shown, the insurer(s) will endeavor to provide **30 days** of written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Limits shown above may be reduced by Claims or Expenses paid.

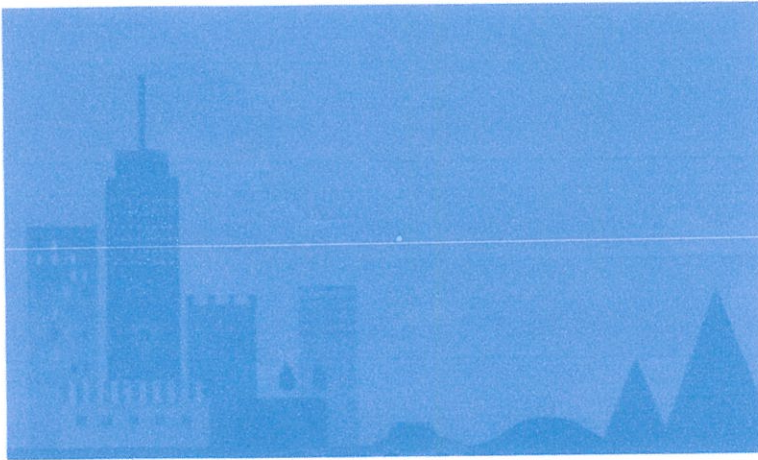
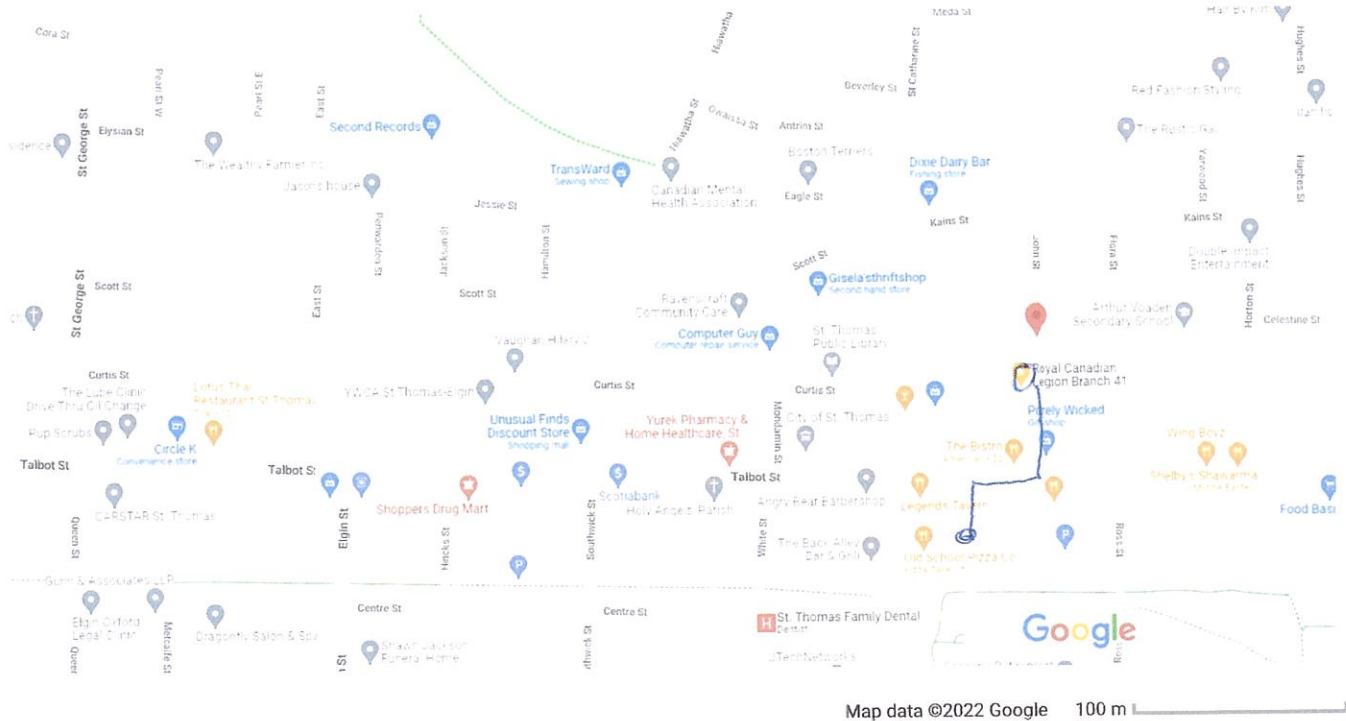
BFL CANADA Risk and Insurance Services Inc.

Per: Kerry McDonald

Signed in Toronto on August 16, 2023


Authorized Representatives

Google Maps

John St
Remembrance Day Parade

John St



Directions



Saved



Nearby

Send to
phone

Share



Saved in Favorites



BARRIER AT MOORE ST
AND TALBOT SHOULD
ALLOW FOR ACCESS BY
THE PARADE. (LAST YEAR
WONS UNMOVABLE CAUSING
THE PARADE TO DIVIDE)
IN ADDITION TWO BARRIERS
REQUIRED TO SEPARATE MOBILE

BARRIER- NORTH TO SOUTH
ON MOORE STREET APPROX
IN THE CENTER OF STREET
ENSURE DROPPING HYDRO
AT VETERANS MONUMENT
GARDEN

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Light Up Talbot

Date(s): Friday November 17, 2023

Start Time: 5:00pm End Time: 9:00pm

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

Location(s): John St to Elgin

Organizing Group: St. Thomas Downtown Development Board

Contact Name #1: Suzanne Faris #2: _____

Street Address: 545 Talbot St.

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

Phone Number #1: 519-690-0424 (S/F) #2: 519-633-5248 (ddb)

Email Address: suzannefaris@gmail.com

Expected Attendance: 200 Number of Event Personnel/Volunteers: 15

Location and number of washrooms in place: 0

Location and Number of Parking Spaces: Local Parking lots.

Number of Accessible Washrooms: — Number of Accessible Parking Spots: —

Please describe your specific event. Attach additional sheets as necessary. See attached page.

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 AND TEMPORARY STRUCTURES

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. 4 - 1 10'x10' At each rest stop

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:

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 can be found on the Special Event Permits page on the City of St. Thomas website.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also 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 - (Pertains to Events Where Alcohol is Served)

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 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 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 as amended, 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 ext. 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: 4 # of Garbage Cans: 4

If Yes, please provide pick-up/return date and time. Typically picked up and delivered by city staff.

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 ☐

Hepburn Parkette + Tourism Office

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

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

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

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

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


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

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

SECTION 13: SIGNATURE

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


(Signature of Individual Completing this Application)


(Date completed)

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

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

Light Up Talbot organized by St. Thomas Downtown Dev. 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

Light Up Talbot organized by St. Thomas Downtown Dev. 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:

Name (Print):

[Signature]
ERIC TAYLOR

Signed:

Name (Print):

[Signature]
Suzanne Farris

Address:

545 Talbot St.

Telephone:

519-633-5248 (DOB)

Date:

August 3, 2023

Event Name:

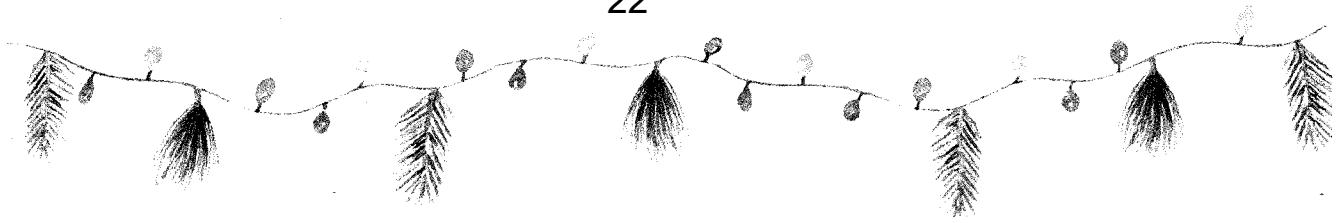
Light Up Talbot.

Organizing Group:

Downtown Dev. Board.

Event Dates:

November 17, 2023



LIGHT UP TALBOT

This holiday season is a perfect time to highlight the shops on Talbot and encourage locals and visitors to come down and re-discover our downtown. During the annual Tree Lighting Celebration event on Friday, November 17th, we (the DDB and a collective of shop owners) are planning to host a street event called "Light up Talbot".

Engaging Downtown Businesses

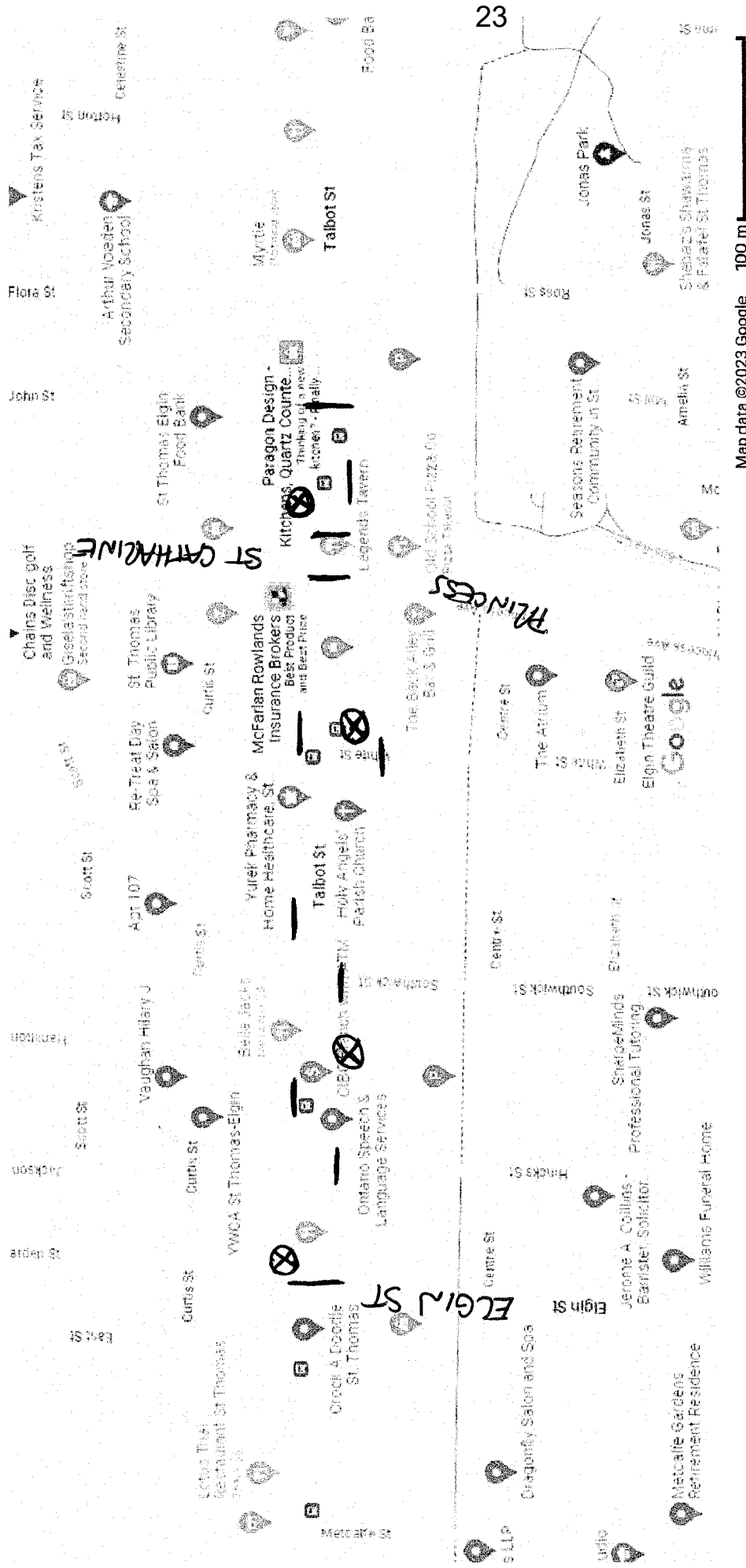
Over the coming week, we will be approaching restaurant and shop owners all along Talbot Street to join the event from 5 – 9 p.m., by staying open late, lighting up their storefronts with festive lights and participating in our shopping incentive program that will last through December

Attracting Shoppers

To attract shoppers downtown, we will also set up three rest stations in parkettes along Talbot to offer hot drinks, snacks, live music, and a gas warmer with seating. Between these rest stations, a wagon will run up and down Talbot to provide easy transportation. We know that the length of our downtown and the distance between stores can be prohibitive to walking and shopping, the wagon provides an easy and fun solution to help attendees make the whole loop.

Where possible, we will be inviting artists and artisans to set up shop on the sidewalk for the night close to existing storefronts. This is important to provide more shopping options for visitors to support existing shops and give us all a new vision of what our downtown can be.

We ask for your support for this event. The DDB does so much to support us as business owners and we want to build upon that foundation and work together to create a successful holiday season for our downtown. The tree lighting is well known and a great launching point for encouraging exploration all the way up and down Talbot Street. We have a beautiful historic downtown and we want to begin to build a new vision and identity for our city.



NOTE: TREE LIGHTING CELEBRATION
HAPPENING CONCURRENTLY

⊗ REST AREA → 1 PICNIC TABLE AND
1 GARBAGE CAN REQUIRED
AT EACH OF THE 4
LOCATIONS

— → ROAD BARRIERS REQUIRED FOR
5:00PM START

Certificate of Insurance

This is to confirm to: **St Thomas Downtown Development Board**

**545 Talbot St, PO Box 520
St Thomas, Ontario, N5P 1C5**

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.

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 ST THOMAS	Province ON		Postal Code N5P 3V7	
Policy Operations	Operations to which this certificate applies: Description Civic,community, special interest (non-medical) associations or groups - Member Org.				
Location 2 Information	Location to which this certificate applies:				
	Address 155 SOUTH EDGEWARE RD				
	City ST THOMAS	Province ON		Postal Code N5P 4C4	
Building 3 Coverages	Property Coverages to which this certificate applies:				
	Standard Mortgage Clause Excluded	Co-insurance	Deductible	Limit	
Building 3 Equipment Stock Contents	Property Coverages to which this certificate applies:				
	Property Equipment - Commercial Broad Form / Replacement Cost Endorsement	Co-insurance 90%	Deductible \$1,000	Limit \$62,600	
Location 2 Coverages	Location Coverages to which this certificate applies:				
	Location Equipment Breakdown (Incl Product Machinery)	Co-insurance	Deductible \$1,000	Limit \$62,600	
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
CGL Included Coverages	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: • 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			

Representative of the Insurer	Date: March 24, 2023
	Authorized Representative of the Insurer: DEBBIE HAMILTON & ASSOCIATES LTD AO72162 Agency Office: DEBBIE HAMILTON & ASSOCIATES LTD AO72162

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

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: TREE LIGHTING CELEBRATION

Date(s): FRIDAY NOVEMBER 17, 2023

Start Time: 5:30 pm End Time: 7:30 pm

Cleanup Start Time: 7:30 pm Cleanup End Time: 8:00 pm

Location(s): CITY HALL CHRISTMAS TREE

Organizing Group: ST THOMAS DOWNTOWN DEVELOPMENT BOARD

Contact Name #1: EARL TAYLOR #2: _____

Street Address: 545 TACBOT STREET

Town/City: ST THOMAS Province: ON Postal Code: N5P 3V7

Phone Number #1: 519-670-9223 #2: 519-633-5248

Email Address: 1earl.taylor@gmail.com

Expected Attendance: 100 Number of Event Personnel/Volunteers: 8

Location and number of washrooms in place: CITY HALL WASHROOM ACCESS REQUIRED

Location and Number of Parking Spaces: LOCAL PARKING LOTS

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: 1
AT CITY HALL IN LOCAL PARKING LOTS

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

SANTA WILL ARRIVE AT 5:45 pm VIA STFD AND GREET CHILDREN
RETURNING TO STFD STATION AT APPROX 7:30 pm

SECTION 2: FOOD AND BEVERAGE

Will food/beverage of any kind be available at this event? Yes ☒ No ☐
 If Yes, you must notify Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.

SECTION 3: PERSONAL SERVICES

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

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

SECTION 4: TENTS AND TEMPORARY STRUCTURES

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

Yes ☒

No ☐

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

1 10' x 10' FOLK BAND OR SANTA
DEPENDING ON WEATHER

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: _____

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 can be found on the Special Event Permits page on the City of St. Thomas website.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also 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 - (Pertains to Events Where Alcohol is Served)

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 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 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 as amended, 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. _____

CLOSURE OF MONDAMIN STREET FROM TACBOT TO CURTIS
REQUIRED BY 5:00pm TO 8:00pm - SEE MAP ATTACHED

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

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

Do you require traffic control?

Yes ☐No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 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: 3 # of Garbage Cans: 2

If Yes, please provide pick-up/return date and time. TYPICALLY DELIVERED & PICKED UP BY CITY STAFF - THANKS

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 ☐

CITY HALL OUTLETS ON WEST & SOUTH SIDE (REQUIRED)

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? LYNDON x 1

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 ☐

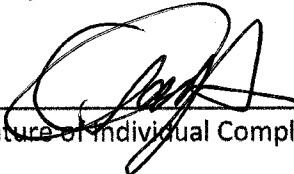
If Yes, please attach documentation providing proof that First Aid services have been retained.

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)

AUGUST 4 / 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

TREE LIGHTING CELEBRATION organized by ST THOMAS DOWNTOWN DEVELOPMENT
(Event Name) (Organizing Group) BOARD

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

TREE LIGHTING CELEBRATION organized by ST THOMAS DOWNTOWN DEVELOPMENT
(Event Name) (Organizing Group) BOARD

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]

Signed:

[Signature]

Name (Print):

Suzanne Farib

Name (Print):

EARL TAYLOR

Address:

545 TALBOT ST

Telephone:

519-633-5248

Date:

AUGUST 4, 2023

Event Name:

TREE LIGHTING CELEBRATION

Organizing Group:

ST THOMAS D.D.B.

Event Dates:

FRIDAY NOVEMBER 17, 2023

Certificate of Insurance

This is to confirm to: **St Thomas Downtown Development Board**

**545 Talbot St, PO Box 520
St Thomas, Ontario, N5P 1C5**

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.

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

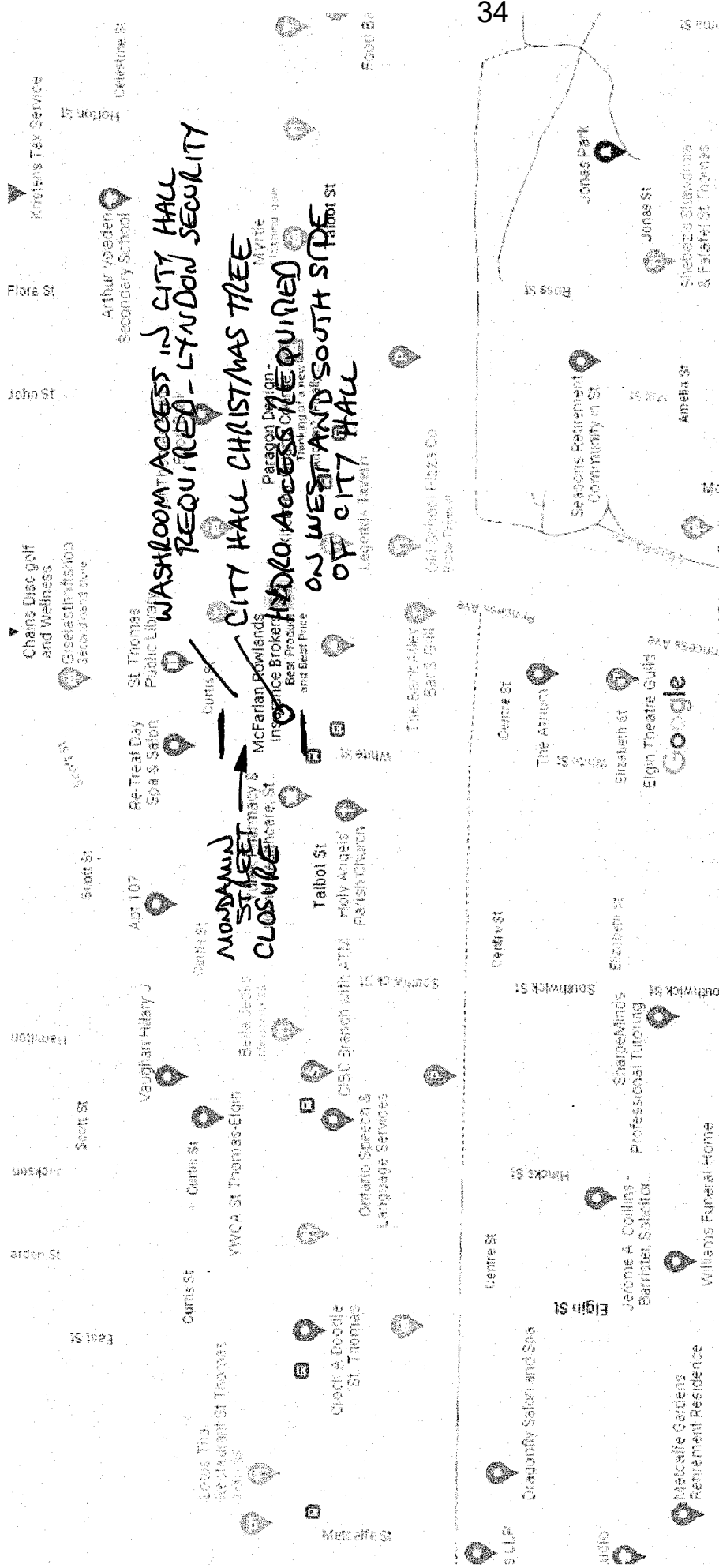
The limits shown below may have been reduced by paid claims and are in Canadian dollars.

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.			
Location 2 Information	Location to which this certificate applies:			
	Address			
	155 SOUTH EDGEWARE RD			
	City	Province	Postal Code	
	ST THOMAS	ON	N5P 4C4	
Building 3 Coverages	Property Coverages to which this certificate applies:			
		Co-insurance	Deductible	Limit
	Standard Mortgage Clause Excluded			
Building 3 Equipment Stock Contents	Property Coverages to which this certificate applies:			
	Property	Co-insurance	Deductible	Limit
	Equipment - Commercial Broad Form / Replacement Cost Endorsement	90%	\$1,000	\$62,600
Location 2 Coverages	Location Coverages to which this certificate applies:			
	Location	Co-insurance	Deductible	Limit
	Equipment Breakdown (Incl Product Machinery)		\$1,000	\$62,600
Liability Information	Liability Coverages to which this certificate applies:			
	Commercial General Liability Policy - Occurrence Basis			
	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:			
	• 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			

Representative of the Insurer	Date: March 24, 2023
	Authorized Representative of the Insurer: DEBBIE HAMILTON & ASSOCIATES LTD AO72162
	Agency Office: DEBBIE HAMILTON & ASSOCIATES LTD AO72162

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



NOTE: LIGHT UP TACBOT EVENT
HAPPENING CONCURRENTLY

MONDAMIN STREET ROAD CLOSURE
REQUIRED BY 5:00pm FOR SETUP

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: DOWNTOWN OKTOBERFEST

Date(s): SATURDAY OCTOBER 14, 2023

Start Time: 1:00 End Time: 8:00

Cleanup Start Time: 8:00 Cleanup End Time: 10:00

Location(s): TALBOT STREET - MUNDAMIN TO JOHN ST

Organizing Group: ST THOMAS DOWNTOWN DEVELOPMENT BOARD

Contact Name #1: EARL TAYLOR #2: DAVE THOMSON

Street Address: 545 TALBOT STREET

Town/City: ST THOMAS Province: ON Postal Code: N5P 3V7

Phone Number #1: 519-670-9223 #2: _____

Email Address: 1earltaylor@gmail.com

Expected Attendance: 500 Number of Event Personnel/Volunteers: 15

Location and number of washrooms in place: 6

Location and Number of Parking Spaces: MUNICIPAL PARKING LOTS

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: MUNICIPAL PARKING LOTS

Please describe your specific event. Attach additional sheets as necessary. A CELEBRATION FOR THE OPENING OF THE NEWLY CONSTRUCTED TALBOT STREET

SECTION 2: FOOD AND BEVERAGE

ORGANIZED ST THOMAS OPTIMIST CLUB

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 AND TEMPORARY STRUCTURES

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. 30' x 60' TENT SUPPLIED BY REDEMPTION TENT EVENTS

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: _____

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 can be found on the Special Event Permits page on the City of St. Thomas website.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also 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

ORGANIZED BY ST THOMAS KINSMEN CLUB

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 - (Pertains to Events Where Alcohol is Served)

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 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 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 as amended, 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. _____

MAP ATTACHED

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

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

Do you require traffic control?

Yes ☐No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 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: 40 # of Garbage Cans: 15

If Yes, please provide pick-up/return date and time. SEE APPLICATION ATTACHED

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 - CITY HALL Yes ☒ No ☐ N/A ☐
+ SUTHERLAND PRESS SITE

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? PALADIN / 1

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 ☐

ST JOHN

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)

AUGUST 31, 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

DOWNTOWN OKTOBERFEST organized by ST THOMAS DOWNTOWN DEVELOPMENT
(Event Name) (Organizing Group) BOARD

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

DOWNTOWN OKTOBERFEST organized by ST THOMAS DDB
(Event Name) (Organizing Group)

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

Witness: _____

Name (Print): _____

Signed: _____

Name (Print): RAUL TAYLOR

Address: 545 TACBOT STREET

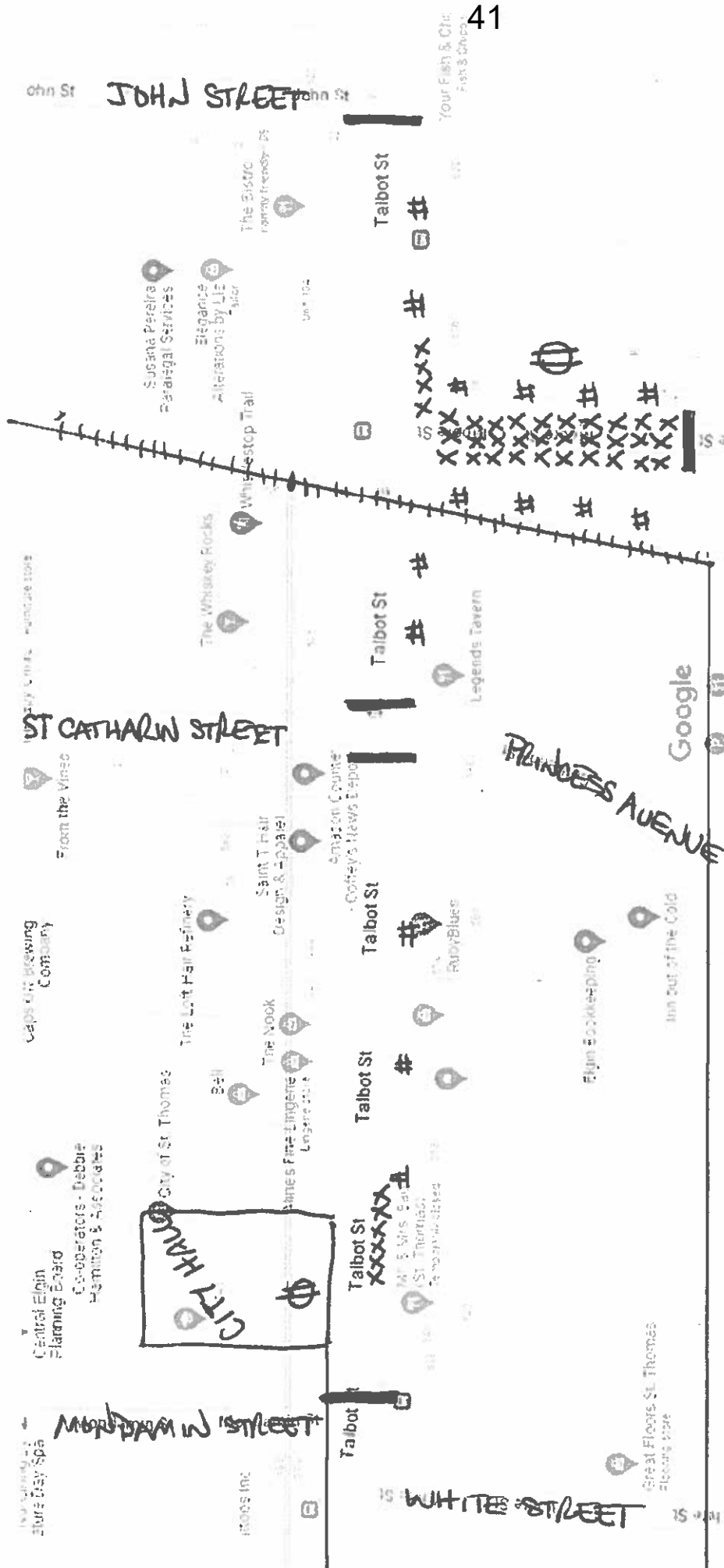
Telephone: 519-633-5248

Date: AUGUST 31, 2023

Event Name: DOWNTOWN OKTOBERFEST

Organizing Group: ST THOMAS DDB

Event Dates: OCTOBER 14, 2023



- X = PICNIC TABLES
 - # = GARBAGE CANS
 - = ROAD CLOSURE BARRIERS
 - ⊕ = ACCESS TO HYDRO SERVICE
- a) CITY HALL EXTENSION + b) OLD SUTHERLAND PRESS SITE

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 1C9**

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:					
	• 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					

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



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

**City of St. Thomas Parks, Recreation and Property Management Department
Equipment Rental Permit**

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

This permit covers the following equipment:

40 PICNIC TABLES AND 15 GARBAGE CANS

Equipment rental pick up date and time:

DELIVERY BY CITY STAFF

Equipment rental return date and time:

PICKUP BY CITY STAFF

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

EARL TAYLOR
Name (please print) User Group

[Signature]
Signature

ST THOMAS DDB
Group Name

Name (please print)
City of St. Thomas

Signature

Date

Rental Agreement #(s) _____