

THE CORPORATION OF THE CITY OF ST. THOMAS
A G E N D A
THE SIXTH MEETING OF THE SPECIAL EVENTS COMMITTEE

COMMITTEE ROOM 204
CITY HALL

3:00 P.M.

July 2, 2015

MINUTES

Confirmation of the minutes of the meeting held on June 3, 2015.

PETITIONS AND COMMUNICATIONS

Permit Applications

Toys for Tots Toy Ride – August 30, 2015 Pages 2-4

Knox Presbyterian Church Kirkin 'O' The Tartan Parade – September 20, 2015 Pages 5-7

Walk a Mile in Her Shoes 2015 – September 27, 2015 Pages 8-11

Seniors' Picnic in the Park – July 8, 2015 Pages 12-14

UNFINISHED BUSINESS

Festivals and Events Manual and Application – Proposed Changes

Permit Applications

Holiday Fantasy of Lights – Nov 28-Dec 31, 2015

NEW BUSINESS

NEXT MEETING

To be determined.

ADJOURNMENT

Alderman Dave Warden
Chairman

Melanie Knapp
Secretary

City of St. Thomas
Received



JUN 08 2015

ST. THOMAS

Special Events Committee
c/o Clerk's Dept, 545 Talbot St.
P.O. Box 520, City Hall
St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4125
Fax: (519) 633-9019
Email: mknapp@city.st-thomas.on.ca

City Clerks Dept.
SPECIAL EVENT PERMIT APPLICATION

**THIS FORM TO BE FILLED IN AND RETURNED TO THE CLERK'S DEPARTMENT
APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO
THE EVENT**

**NOTE: AN APPLICATION MUST BE SUBMITTED TO THE SPECIAL EVENTS COMMITTEE
EVEN IF IT IS AN ANNUAL EVENT.**

Please refer to the City of St. Thomas Special Events Policy and Procedure Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

The Organization must meet the requirements of the Special Events Policy & Procedure Manual.

I have received/reviewed the City of St. Thomas Special Events Policy & Procedure Manual.

Russell R. Robinson

(Signature of Individual completing this application)

Event Name: Toys for Tots Toy Ride

Date(s): Aug. 30, 2015 Start Time: _____ End Time: _____

Location(s): London to St. Thomas

Organizing Group: B/R/O Elgin/Middlesex

Contact Name: Russell R. Robinson

Address: 364 Thompson Rd.

Town/City: London Postal Code: N5Z 2Z7

Phone Number: 519-686-4446 Cell Phone Number: 519-933-5518

Fax Number: _____ Email Address: christianarider1@hotmail.ca

Sponsorship commitments (include alcohol): _____

Expected Attendance: 50

Will Alcohol be consumed at this Event? Yes ☐ No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy.

-3-

Will you be requesting your event to be deemed a Community Festival?

(Council approval required)

Yes ☐ No ☒

Are you anticipating any road closures/traffic flow changes?

Yes ☐ No ☒

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

If the event is a Parade/Run/Walk/Pass through Sporting Event:

Route Details (Use a separate sheet if required)

Highway #3 past Centennial to Elgin St.
 → left on Elgin/Wilson to Elm St → left on
 Elm to Pinetree Park

Number of Event Personnel: _____ Number of Bands in the Event: _____

Number of Vehicles: _____ Number of Tractor Trailers: _____

Number of Animals in the Event: _____ Number and Size of Tents: _____

Event Details (List all activities. Use a separate sheet if required)

Do you require Municipal Support:

Labour: Yes ☐ No ☒ Site Meeting: Yes ☐ No ☒ Water: Yes ☐ No ☒
 Barricades: Yes ☐ No ☒ Traffic Control: Yes ☒ No ☐ Hydro: Yes ☐ No ☐
 No Parking Signs: Yes ☐ No ☒ Detour Signing: Yes ☐ No ☒
 Other: _____

Has the St. Thomas Fire Department been contacted?

Yes ☒ No ☐

Has the St. Thomas Police Service been contacted?

Yes ☒ No ☐

Has the Elgin-St. Thomas Public Health been contacted?

Yes ☒ No ☐

Has the Parks and Recreation Department been contacted?

Yes ☒ No ☐

Have you obtained an Electrical Safety Authority permit (if required)?
 If yes, Permit # _____

Yes ☐ No ☐
 not required

Have you obtained a Fire Hydrant connection permit (if required)?
 If yes, Permit # _____

Yes ☐ No ☐
 not required

-4-

Have you obtained a Building Permit for tents larger than 60m² (if required)? Yes ☐ No ☒

If yes, Permit # _____

Have you obtained a Right of Way occupancy permit (if required)?

Yes ☐ No ☒

If yes, Permit # _____

Have you submitted a location or site map with the application?

Yes ☐ No ☒

Has a privately licensed security firm been contacted/retained?

Yes ☐ No ☒

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

Have you considered providing First Aid?

Yes ☒ No ☐

If yes, how do you intend on providing that service? _____

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐

Describe: _____

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☒

If yes, how many? _____

Other types of volunteers: _____

If yes, how many? _____

Russell R. Robinson
 (Print name of individual completing this application)

[Signature]
 (Signature of individual completing this application)

June 07/15
 Date of Application

Contacts:

- Environmental Services – Roads & Transportation 631-0368 Ext. 5130
- Environmental Services – Building Division 631-1680 Ext. 4168
- Environmental Services – Property Services 631-1680 Ext. 4180
- Corporate Services (Insurance) 631-1680 Ext. 4133
- Fire Department – Fire Prevention Officer 631-0210
- Police Services 631-1224 Ext. 113
- Parks & Recreation Services 633-7112
- Elgin-St. Thomas Public Health – Inspections Dept 631-9900

OFFICE USE ONLY

Application Received: _____

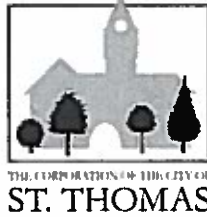
Special Events Committee Approval: _____

 Council Approval: Road Closure _____
 Community Festival _____
 Grant Request _____

City of St. Thomas
Received

JUN 12 2015

City Clerks Dept.



Special Events Committee
c/o CAO/Clerk's Dept, 545 Talbot
St., St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4007
Fax: (519) 633-9019

SPECIAL EVENT PERMIT APPLICATION

**THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT
APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO
THE EVENT**

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

The Organization must meet the requirements of the Special Events Manual.

Event Name: KNOX PRESBYTERIAN CHURCH KIRKIN'O'THE TARTAN PARADE
Date(s): SUN. SEPT. 20/15 Start Time: 10AM End Time: 10:15AM
Location(s): MARCHING PARADE - AS DESCRIBED ON PAGE 2
Organizing Group: KNOX PRESBYTERIAN CHURCH KIRKIN'O'THE TARTAN COMMITTEE
Contact Name: MARY-ELLEN BOLT
Address: 910 KNOX CHURCH 55 HINCKS ST
Town/City: ST. THOMAS Postal Code: N5R 3N9
Phone Number: 519 633-6435 Cell Phone Number: 519 631-2414 CHURCH OFFICE
Fax Number: 519 631-3366 Email Address: boltfam@rogers.com
Expected Attendance: 100

Location and number of washrooms in place: N/A

Will food of any kind be available at this Event? Yes ☐ No ☒

If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.

Will there be a Petting Zoo or Animals at this Event? Yes ☐ No ☒

If Yes, please contact Elgin St. Thomas Public Health for health requirements.

If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.

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

Yes ☐ No ☐ If yes, please contact Elgin St. Thomas Public Health for *Smoke Free Ontario Act* and pertinent local by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?

Yes ☐ No ☐ N/A ☒ If yes, Permit # _____

Will Alcohol be consumed at this Event?

Yes ☐ No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes ☐ No ☒

If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

Are you anticipating any road closures/traffic flow changes? Yes ☒ No ☐

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

ROLLING MARCHING PARADE. PARTICIPANTS CAN BE EASILY
MOVED ASIDE IF THE ROADWAY IS REQUIRED FOR EMERGENCIES.

If the event is a Parade/Run/Walk/Pass through Sporting Event:

Route Details (Use a separate sheet if required)

PARADE FORMS UP ON THE NORTH EAST CORNER OF CENTRE ST. AND PRINCESS AVE.
(SOUTH LEGENDS PARKING LOT). PARADE MOVES SOUTH ON PRINCESS AVE.
TO WELLINGTON ST., WEST ON WELLINGTON ST. TO HINCKS ST. AND KNOX CHURCH

Number of Event Personnel: 8 Number of Bands in the Event: ONE

Number of Vehicles: 0 Number and Size of Tents: 0

Event Details (List all activities. Use a separate sheet if required)

SHORT WALKING PARADE

Do you require Municipal Support:

Labour: Yes ☐ No ☒ Site Meeting: Yes ☐ No ☒ Water: Yes ☐ No ☒

Barricades: Yes ☐ No ☒ Traffic Control: Yes ☒ No ☐ Hydro: Yes ☐ No ☒

No Parking Signs: Yes ☐ No ☒ Detour Signing: Yes ☐ No ☒ Portable Hydro Panel Yes ☐ No ☒

Other: ST. THOMAS POLICE HAVE PROVIDED A POLICE CAR AND OFFICER TO DRIVE
AHEAD OF THE PARADE IN THE PAST. THIS IS WHEN THERE ARE NO EMERGENCY
POLICE NEEDS.

Has the St. Thomas Fire Department been contacted? Yes ☒ No ☐ N/A ☐ B. LEVERTON

Has the St. Thomas Police Service been contacted? Yes ☒ No ☐ N/A ☐ M. TRACHEVIC

Has Emergency Medical Services been contacted? Yes ☐ No ☐ N/A ☒

Has the Elgin-St. Thomas Public Health been contacted? Yes ☐ No ☐ N/A ☒

Has the Parks and Recreation Department been contacted? Yes ☐ No ☐ N/A ☒

If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

Have you obtained an Electrical Safety Authority permit (if required)? Yes ☐ No ☐ N/A ☒
If yes, Permit # _____

Have you obtained a Fire Hydrant connection permit (if required)? Yes ☐ No ☐ N/A ☒
If yes, Permit # _____

Have you obtained a Right of Way occupancy permit (if required)? Yes ☐ No ☐ N/A ☒
If yes, Permit # _____

Have you submitted a location or site map with the application? Yes ☐ No ☐ N/A ☒

Has a privately licensed security firm been contacted/retained? Yes ☐ No ☐ N/A ☒
If yes, what company and how many security officers will be present? _____

Have you considered providing First Aid? Yes ☒ No ☐ N/A ☐
If yes, how do you intend on providing that service? FIRST AID EQUIPMENT AT CHURCH

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: PARKING, WASHROOMS AT CHURCH. PARADE IS APPROXIMATELY 15 MINS. AND IS A SHORT ROUTE.

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☒ N/A ☐

If yes, how many? _____

Other types of volunteers and number: 8

Wesley Allen Ball
(Signature of individual completing this application)

June 12, 2015
Date of application

Contacts:

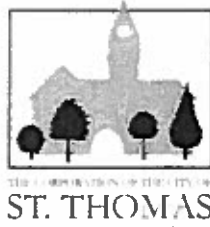
- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • Environmental Services – Building Division | 631-1680 Ext. 4168 |
| • Environmental Services – Property Services | 631-1680 Ext. 4180 |
| • Environmental Services – Waste Management | 631-1680 Ext. 4258 |
| • Fire Department – Fire Prevention Officer | 631-0210 |
| • Police Services | 631-1224 Ext. 141 |
| • Parks & Recreation Services | 633-7112 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received: _____

Special Events Committee Approval: _____

City of St. Thomas
Received
JUN 22 2015
City Clerks Dept



Special Events Committee
c/o CAO/Clerk's Dept, 545 Talbot
St., St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4007
Fax: (519) 633-9019

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The Organization must meet the requirements of the Special Events Manual.

Event Name: Walkamile in Her Shoes 2015
Date(s): Sept 27 Start Time: 1:30 End Time: 3:00
Location(s): Pinafore Park
Organizing Group: Violence Against Women Services Elgin County
Contact Name: Pam Dyck
Address: 300 Talbot St, Suite 26
Town/City: St. Thomas Postal Code: N5P 4E2
Phone Number: 519-633 0155 Cell Phone Number: _____
Fax Number: 519-633 6575 Email Address: info@vawsec.on.ca
Expected Attendance: 100 +
Location and number of washrooms in place: Main washrooms open (beside West Pavilion)
Will food of any kind be available at this Event? Yes ☐ No ☒
If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.
Will there be a Petting Zoo or Animals at this Event? Yes ☐ No ☒
If Yes, please contact Elgin St. Thomas Public Health for health requirements.
If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.
Will there be an indoor/tent covered area used for public assembly as part of the event?
Yes ☐ No ☐ If yes, please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act and pertinent local by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?

Yes ☐ No ☐ N/A ☒ If yes, Permit # _____

Will Alcohol be consumed at this Event?

Yes ☐ No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes ☐ No ☒

If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

Are you anticipating any road closures/traffic flow changes? Yes ☐ No ☒

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

If the event is a Parade/Run/Walk/Pass through Sporting Event:

Route Details (Use a separate sheet if required)

6th annual walk - See attached route

Number of Event Personnel: 10+ Number of Bands in the Event: N/A

Number of Vehicles: ? Number and Size of Tents: N/A

Event Details (List all activities. Use a separate sheet if required)

Walk around designated route as per previous events

Do you require Municipal Support:

Labour: Yes ☐ No ☒ Site Meeting: Yes ☐ No ☒ Water: Yes ☒ No ☐

Barricades: Yes ☐ No ☒ Traffic Control: Yes ☐ No ☒ Hydro: Yes ☒ No ☐

No Parking Signs: Yes ☐ No ☒ Detour Signing: Yes ☐ No ☒ Portable Hydro Panel Yes ☐ No ☒

Other: _____

Has the St. Thomas Fire Department been contacted?

Yes ☐ No ☐ N/A ☒

Has the St. Thomas Police Service been contacted?

Yes ☐ No ☐ N/A ☒

Has Emergency Medical Services been contacted?

Yes ☐ No ☐ N/A ☒

Has the Elgin-St. Thomas Public Health been contacted?

Yes ☐ No ☐ N/A ☒

Has the Parks and Recreation Department been contacted?

Yes ☒ No ☐ N/A ☐

If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

West pavilion

Have you obtained an Electrical Safety Authority permit (if required)? Yes ☐ No ☐ N/A ☒
If yes, Permit # _____

Have you obtained a Fire Hydrant connection permit (if required)? Yes ☐ No ☐ N/A ☒
If yes, Permit # _____

Have you obtained a Right of Way occupancy permit (if required)? Yes ☐ No ☐ N/A ☒
If yes, Permit # _____

Have you submitted a location or site map with the application? Yes ☐ No ☐ N/A ☒

Has a privately licensed security firm been contacted/retained? Yes ☐ No ☐ N/A ☒
If yes, what company and how many security officers will be present? _____

Have you considered providing First Aid? Yes ☐ No ☐ N/A ☐
If yes, how do you intend on providing that service? _____

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: Parking at designated spots around park have washrooms open

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☐ N/A ☒
If yes, how many? _____

Other types of volunteers and number: Registration, direction, info to participants. 10+ volunteers


(Signature of Individual completing this application)

June 22/15
(Date of application)

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • Environmental Services – Building Division | 631-1680 Ext. 4168 |
| • Environmental Services – Property Services | 631-1680 Ext. 4180 |
| • Environmental Services – Waste Management | 631-1680 Ext. 4258 |
| • Fire Department – Fire Prevention Officer | 631-0210 |
| • Police Services | 631-1224 Ext. 141 |
| • Parks & Recreation Services | 633-7112 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received: _____

Special Events Committee Approval: _____



Pinafore Park

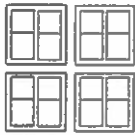
95 Elm St.

Elm St.

Pinafore Office and Shop



Tennis Courts



Emslie Ball Field



Woodlot Pavilion

Pinafore Woodlot

North Pavilion

East Pavilion

West Pavilion

South Pavilion

Playground and Splash pad

Morris F Jones Bandshell



Celebration Pavilion

Legend

- Paved Walking Trail
- Un-Paved Walking Trail
- Building



Lake Margret

Councillor Wookey
Chairman
City of St. Thomas
Received

JUN 24 2015

City Clerks Dept



-12-

Special Events Committee
c/o CAO/Clerk's Dept, 545 Talbot
St., St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4007
Fax: (519) 633-9019

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The Organization must meet the requirements of the Special Events Manual.

Event Name: Seniors' Picnic in the Park
Date(s): July 8/15 Start Time: 8:00 a.m. End Time: 4:00 p.m.
Location(s): Pinafore Park, St. Thomas
Organizing Group: Seniors' Picnic in the Park
Contact Name: Ken Verrill
Address: 10 Wilson Ave.
Town/City: St. Thomas Postal Code: N5B 3P8
Phone Number: 631-0335 Cell Phone Number: _____
Fax Number: _____ Email Address: _____
Expected Attendance: 1500

Location and number of washrooms in place: portable washrooms

Will food of any kind be available at this Event? Yes ☒ No ☐

If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.

Will there be a Petting Zoo or Animals at this Event? Yes ☐ No ☒

If Yes, please contact Elgin St. Thomas Public Health for health requirements.

If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.

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

Yes ☒ No ☐ If yes, please contact Elgin St. Thomas Public Health for *Smoke Free Ontario Act* and pertinent local by-law requirements. City Pavilion.

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?

Yes ☐ No ☐ N/A ☐ If yes, Permit # N/A -13-

Will Alcohol be consumed at this Event?

Yes ☐ No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes ☐ No ☒

If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

Are you anticipating any road closures/traffic flow changes? Yes ☐ No ☒

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

/

If the event is a Parade/Run/Walk/Pass through Sporting Event:

Route Details (Use a separate sheet if required)

/

Number of Event Personnel:

8

Number of Bands in the Event:

/

Number of Vehicles:

/

Number and Size of Tents:

5000 Gwinings

Event Details (List all activities. Use a separate sheet if required)

for vendors

/

Do you require Municipal Support:

Labour: Yes ☐ No ☐ Site Meeting: Yes ☐ No ☐ Water: Yes ☐ No ☐
Barricades: Yes ☒ No ☐ Traffic Control: Yes ☐ No ☐ Hydro: Yes ☒ No ☐ For vendors
No Parking Signs: Yes ☐ No ☐ Detour Signing: Yes ☐ No ☐ Portable Hydro Panel Yes ☐ No ☐

Other:

pylons

Has the St. Thomas Fire Department been contacted?

Yes ☒ No ☐ N/A ☐

Has the St. Thomas Police Service been contacted?

Yes ☒ No ☐ N/A ☐

Has Emergency Medical Services been contacted? St. Johns

Yes ☒ No ☐ N/A ☐

Has the Elgin-St. Thomas Public Health been contacted?

Yes ☒ No ☐ N/A ☐

Has the Parks and Recreation Department been contacted?

Yes ☒ No ☐ N/A ☐

If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

/

Have you obtained an Electrical Safety Authority permit (if required)? Yes ☐ No ☐ N/A ☒
If yes, Permit # _____

Have you obtained a Fire Hydrant connection permit (if required)? Yes ☐ No ☐ N/A ☒
If yes, Permit # _____

Have you obtained a Right of Way occupancy permit (if required)? Yes ☐ No ☐ N/A ☒
If yes, Permit # _____

Have you submitted a location or site map with the application? Yes ☐ No ☐ N/A ☒

Has a privately licensed security firm ^{as previous year} been contacted/retained? Yes ☐ No ☒ N/A ☐
If yes, what company and how many security officers will be present? _____

Have you considered providing First Aid? ^{St. John's} Yes ☒ No ☐ N/A ☐
If yes, how do you intend on providing that service? ^{ambulance} _____

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: parking parking + wash rooms.

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☒ N/A ☐

If yes, how many? _____

Other types of volunteers and number: _____


(Signature of Individual completing this application)

June 24/15
Date of application

Contacts:

- | | |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • Environmental Services – Building Division | 631-1680 Ext. 4168 |
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| • Environmental Services – Waste Management | 631-1680 Ext. 4258 |
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| • Police Services | 631-1224 Ext. 141 |
| • Parks & Recreation Services | 633-7112 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

Application Received:

Special Events Committee Approval:

June 24/15