

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

**COMMITTEE ROOM 204**  
**CITY HALL**

**3:00 P.M.**

**MARCH 1, 2017**

**MINUTES**

Confirmation of the minutes of the meeting held on February 1, 2017.

**PETITIONS AND COMMUNICATIONS**

**St. Anne's Community Festival - June 7-10, 2017**

Page 2

**St. Thomas-Elgin Children's Water Festival - May 15-19, 2017**

Page 11

**Oxford-Elgin Child & Youth Centre (OECYC) Run for Children's Mental Health - June 3, 2017**

Page 21

**Railway City Road Races - September 17, 2017**

Page 31

**Father's Day Car Show - June 18, 2017**

Page 40

**Iron Kids Triathlon - June 4, 2017**

Page 47

**2017 St. Thomas Mandarin MS Walk - May 7, 2017**

Page 54

**St. Thomas Optimist Children's Festival - September 16, 2017**

Page 61

**Big Bike Heart and Stroke - May 10, 2017**

Page 67

**St. Thomas Teddy Bear Picnic - June 14, 2017**

Page 73

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**ADJOURNMENT**



# *St. Anne's Community Festival*

*"Serving those in need since 1972"*

**20 Morrison Drive, St. Thomas, Ontario N5R 5Z4**

**Telephone 519-631-3640**

**Fax 519-631-7938**

**Email [stannesparish@dol.ca](mailto:stannesparish@dol.ca)**

January 24, 2017

City of St. Thomas  
Received

JAN 26 2017

City Clerks Dept.

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

Dear Sirs:

The 46<sup>th</sup> Annual St. Anne's Community Festival is to take place on June 7, 8, 9, & 10, 2017 on the grounds of St. Anne's Church.

The Festival features the renowned World's Finest Shows Midway. There is something for everyone at St. Anne's Community Festival, including:

Home-style meals served in The Centre every evening  
St. Anne's Bingo  
Restaurant Tent  
Bake Sale  
Games of Chance  
Festival Auction

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

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

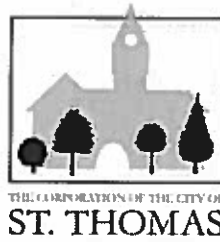
Sincerely,

Father Graham Keep,  
Pastor

/mmcl

Encl.

Councillor Wookey  
Chair



Special Events Committee  
c/o City Clerk's Dept, 545 Talbot St.,  
St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4100  
Fax: (519) 633-9019

## SPECIAL EVENT PERMIT APPLICATION

### INTRODUCTION

The City of St. Thomas Special Events Committee strives to help co-ordinate and maintain high standards, which are applicable and beneficial to all parties involved in a special event. Please complete the following steps in order to file this application:

1. Review the Festivals and Events Manual and ensure all requirements pertinent to your event are fulfilled prior to filing this application with the City Clerk's Department. There are further resources and guides under the Special Events Permits page on the City's website.
2. Complete the application. If you have any questions about a particular area, there is a Key Contacts section located below. **\*\*All information and materials submitted for the application shall be made available to the public. \*\***
3. Attach a site plan map or sketch showing the location of the event, identifying any associated activities, vendors, and required road closures if applicable, as well as standard and accessible washrooms, tents and parking.
4. Complete the Statement of Indemnification form and submit your Certificate of Insurance a minimum of two weeks prior to the start of the event.

**NOTE: Applications must be received in the City Clerk's Department a minimum of twelve (12) weeks prior to the event. The Special Events Committee meets monthly if required.**

### KEY CONTACTS

Alcohol and Gaming Commission of Ontario	416-326-8700
Smart Serve Ontario	1-877-620-6082
City Clerk's Department – Municipally Significant Event	519-631-1680 ext. 4100
Chamber of Commerce	519-631-1981
Downtown Development Board	519-633-5248
Electrical Safety Authority	1-877-372-7233
Elgin-St. Thomas Public Health	519-631-9900
Emergency Medical Services (Ambulance Services)	519-637-3098 ext. 30
Public Works Dept – Roads, Animals	519-631-1680 ext. 5130
Planning & Building Services	519-631-1680 ext. 4160
Environmental Services - Waste Management	519-631-1680 ext. 4258
Fire Department – Fireworks, Fire Prevention Officer	519-631-0210
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161
Parks and Recreation – Property Services, Hydro	519-631-1680 ext. 4180
Parks and Recreation Department	519-633-7112
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141
Railway City Tourism	519-631-1680 ext. 4132
St. John's Ambulance (First Aid)	519-633-2290
Treasury Department – Insurance	519-631-1680 ext. 4105

JAN 26 2017

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: St. Anne's Community Festival City Clerks Dept.

Date(s): June 7, 8, 9, 10, 2017

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

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

Organizing Group: St. Anne's Parish

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

Street Address: 20 Morrison Drive

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

Phone Number #1: 519-631-3640 #2: \_\_\_\_\_

Email Address: stannesparish@dol.ca

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

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

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

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

Please describe your specific event. Attach additional sheets as necessary. \_\_\_\_\_  
Midway with great selection of rides, games of chance, Nightly Dinners, Restaurant Tent,  
Bingo, Bake Sale, Silent & Live Auction, Free Live Entertainment, Free Admission,  
Free Parking, 4 Day of Fun for the Whole Family.  
St. Anne's Festival supports various charitable organizations in St. Thomas/Elgin County  
and various missions projects overseas

**SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event? Yes ☒ No ☐  
If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)

### **SECTION 3: TENTS**

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

Yes ☒ No ☐

If Yes, please specify the number and size of tents. 1 tent - 30' x 60'

If the tents are larger than 60m<sup>2</sup> cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: will apply

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

### **SECTION 4: 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 and Recreation 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. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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 and Recreation facilities.

### **SECTION 5: MUNICIPALLY SIGNIFICANT EVENT**

If 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 the request to the City Clerk's Department. Please note that such approval may take several weeks.

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

Yes ☒ No ☐

### **SECTION 6: MUSIC / NOISE**

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

(indoors)

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

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

## **SECTION 7: ANIMALS**

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

Yes ☐ No ☒

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

## **SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES**

Are you anticipating any road closures or traffic flow changes?

Yes ☐ No ☒

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 approval may take several weeks.

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

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

Do you require traffic control?

Yes ☐ No ☒

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

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

Have you contacted the Public Works Department for:

Barricades	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
No Parking Signs	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Detour Signing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

## **SECTION 9: MUNICIPAL FACILITIES**

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

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? Please note availability is at the discretion of the Parks and Recreation Department and that delivery/pick up is the responsibility of the event organizer.

Yes ☐ No ☐ N/A ☒

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

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 <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Hydro	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

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: \_\_\_\_\_

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒

If Yes, please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

#### **SECTION 10: 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 11: OTHER SERVICES/RESOURCES**

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

If Yes, what company and how many security officers will be present? ISM-2 guards

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 ☐

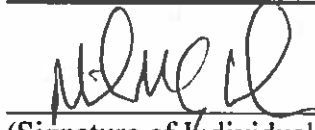
If Yes, please attach documentation providing proof that First Aid services have been retained. ISM Securities to provide

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 is required through the Fire Department.

#### **SECTION 12: SIGNATURE**



(Signature of Individual Completing this Application)

9/14/17  
(Date completed)

Office Use Only: Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_

### SECTION 13: INSURANCE

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

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

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

#### STATEMENT OF INDEMNIFICATION

St. Anne's Community Festival organized by St. Anne's Parish  
(Event Name) (Organizing Group)

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

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

St. Anne's Community Festival organized by St. Anne's Parish  
(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): Rev. Graham Keep

Signed: 

Name (Print): Mike McLaughlin

Address: 20 Morrison Dr., St. Thomas, ON

Telephone: 519-631-3640

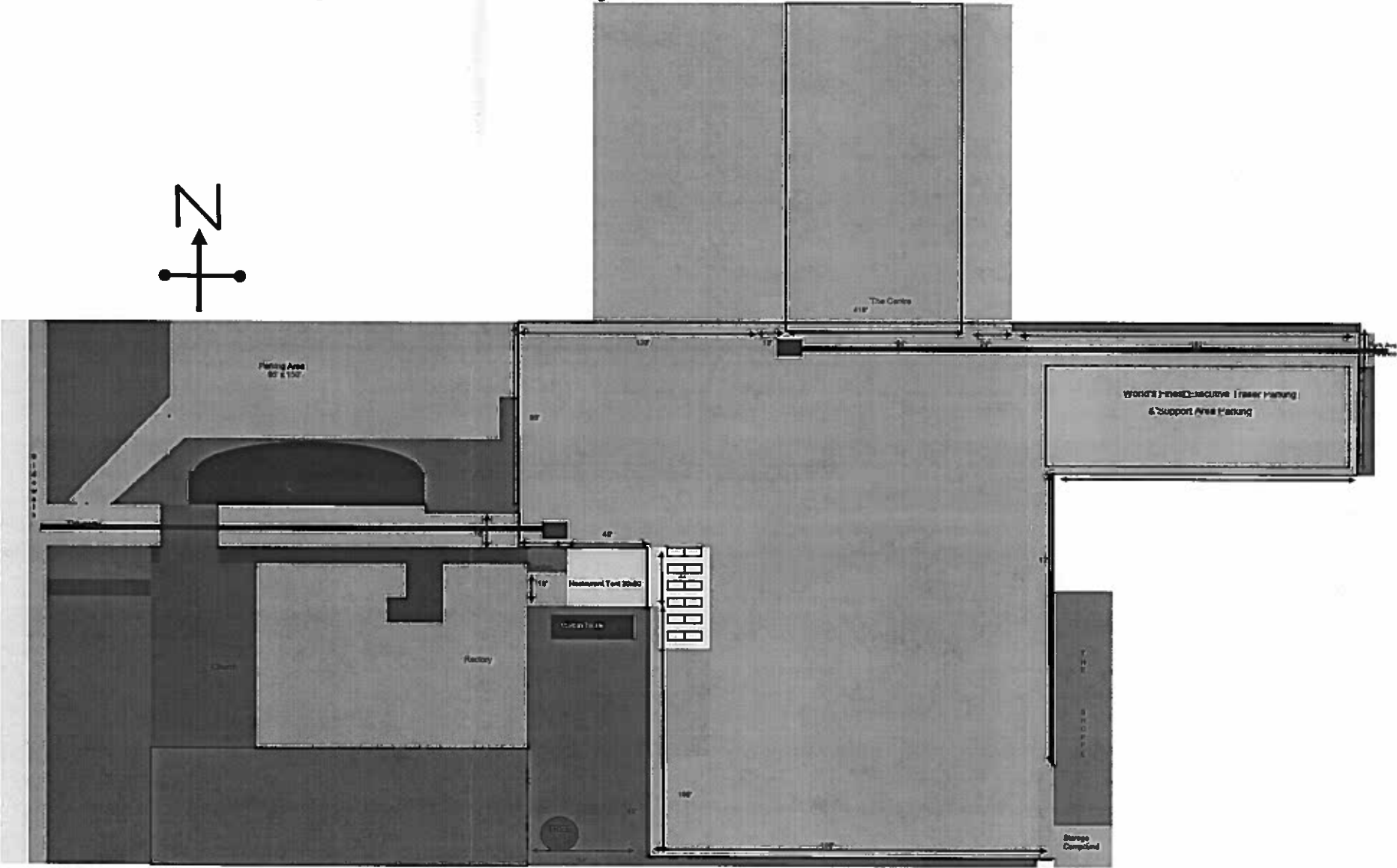
Date: January 24, 2017

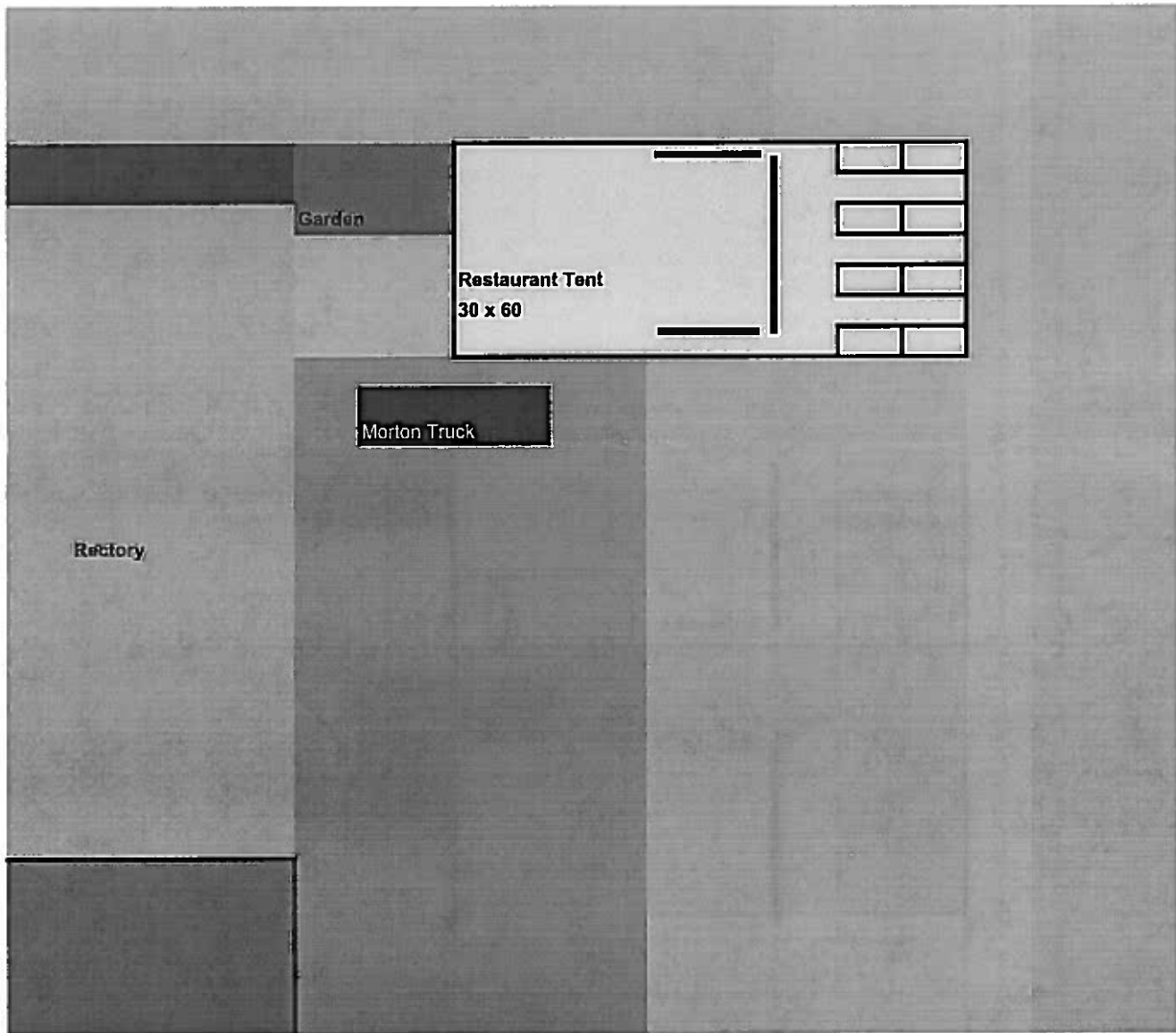
Event Name: St. Anne's Community Festival

Organizing Group: St. Anne's Parish

Event Dates: June 7, 8, 9, 10, 2017

St. Anne's Community Festival Grounds Layout





## St. Anne's Community Festival

### Restaurant Area

Rev. 1/2017

JAN 27 2017

City Clerks Dept.

**SECTION 1: EVENT AND ORGANIZER INFORMATION**Event Name: ST. THOMAS - ELGIN CHILDREN'S WATER FESTIVALDate(s): MAY 15 - MAY 19, 2017Start Time: 8 AM End Time: 3 PMLocation(s): DINAFORD PARKOrganizing Group: KETTLE CREEK CONSERVATION AUTHORITYContact Name #1: LUISA MOLZARSKI #2: ELIZABETH VANHOORENStreet Address: 44015 FERGUSON LINETown/City: ST. THOMAS Province: ON Postal Code: N5P 3T3Phone Number #1: 519 631 1270 ex 224 #2: \_\_\_\_\_Email Address: luiza@kettlecreekconservation.on.caExpected Attendance: 3600 Number of Event Personnel/Volunteers: 100 / PER DAYLocation and number of washrooms in place: WILL NEED PLACE FORVOLUNTEER PARKING + ALL WASHROOMS OPEN ATLocation and Number of Parking Spaces: THE PARK (BAND SITE &PAVILLION)Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: 2Please describe your specific event. Attach additional sheets as necessary. PLEASE SEEATTACHED SPONSORSHIP GUIDE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event?

Yes ☐No ☒If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)

### SECTION 3: TENTS

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

Yes ☒ No ☐

If Yes, please specify the number and size of tents. WAITING TO CONFIRM #S & SIZES

If the tents are larger than 60m<sup>2</sup> cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number:

WILL OBTAIN IF NEEDED

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

### SECTION 4: 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 and Recreation 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. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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 and Recreation facilities.

### SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

If 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 the request to the City Clerk's Department. Please note that such approval may take several weeks.

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

Yes ☐ No ☒

### SECTION 6: MUSIC / NOISE

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

Yes ☒ No ☐

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

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

## **SECTION 7: ANIMALS**

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

Yes ☐

No ☒

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

## **SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES**

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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 approval may take several weeks.

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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.

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Do you require traffic control?

Yes ☐

No ☒

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

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

Have you contacted the Public Works Department for:

Barricades	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
No Parking Signs	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Detour Signing	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>

## **SECTION 9: MUNICIPAL FACILITIES**

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

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? Please note availability is at the discretion of the Parks and Recreation Department and that delivery/pick up is the responsibility of the event organizer.

Yes ☐ No ☒ N/A ☐

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

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: \_\_\_\_\_

If required, have you obtained a Hydrant Connection Permit?

Yes ☐

No ☐

N/A ☒

If Yes, please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

## **SECTION 10: 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 11: OTHER SERVICES/RESOURCES**

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

Yes ☒

No ☐

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

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

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

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

Yes ☒

No ☐

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

Yes ☐

No ☒

If Yes, a permit for exhibition fireworks is required through the Fire Department.

## **SECTION 12: SIGNATURE**

  
(Signature of Individual Completing this Application)

January 27/17  
(Date completed)

Office Use Only: Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_

### SECTION 13: INSURANCE

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

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

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

#### STATEMENT OF INDEMNIFICATION

ST. THOMAS ELGIN  
CHILDREN'S WATER FESTIVAL organized by KETTLE CREEK CONSERVATION  
(Event Name) (Organizing Group) AUTHORITY

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

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

ST. THOMAS ELGIN  
CHILDREN'S WATER FESTIVAL organized by KETTLE CREEK CONSERVATION  
(Event Name) (Organizing Group) AUTHORITY

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): LUIZA MOCZARSKI

Address: 44015 FERGUSON LINE

Telephone: 519 631 1270 EXT 224

Date: JANUARY 27/17

Event Name: ST. THOMAS ELGIN CHILDREN'S  
WATER FESTIVAL

Organizing Group: KETTLE CREEK  
CONSERVATION AUTHORITY

Event Dates: MAY 15 SETUP  
MAY 16 - 19

# SPONSOR FORM

Yes! We want to support the St. Thomas-Elgin Children's Water Festival.

Our company will be participating in the sponsorship program as:

☐ Great Lakes (\$10,000 +)

☐ Watershed (\$5,000 - \$9,999)

☐ River (\$1,000 - \$4,999)

☐ Stream (\$500 - \$999)

☐ Wetland (up to \$499)

☐ I would like to volunteer and/or provide volunteers from my company/organization for the Festival.

☐ I would like to donate services, materials or educational resources.  
Please specify:

Please fill out the following information and return it with your donation.  
Please make cheques payable to: Kettle Creek Conservation Authority.

Company/Organization:

Contact Person:

Address:

City:

Postal Code:

Phone:

Fax:

Email:

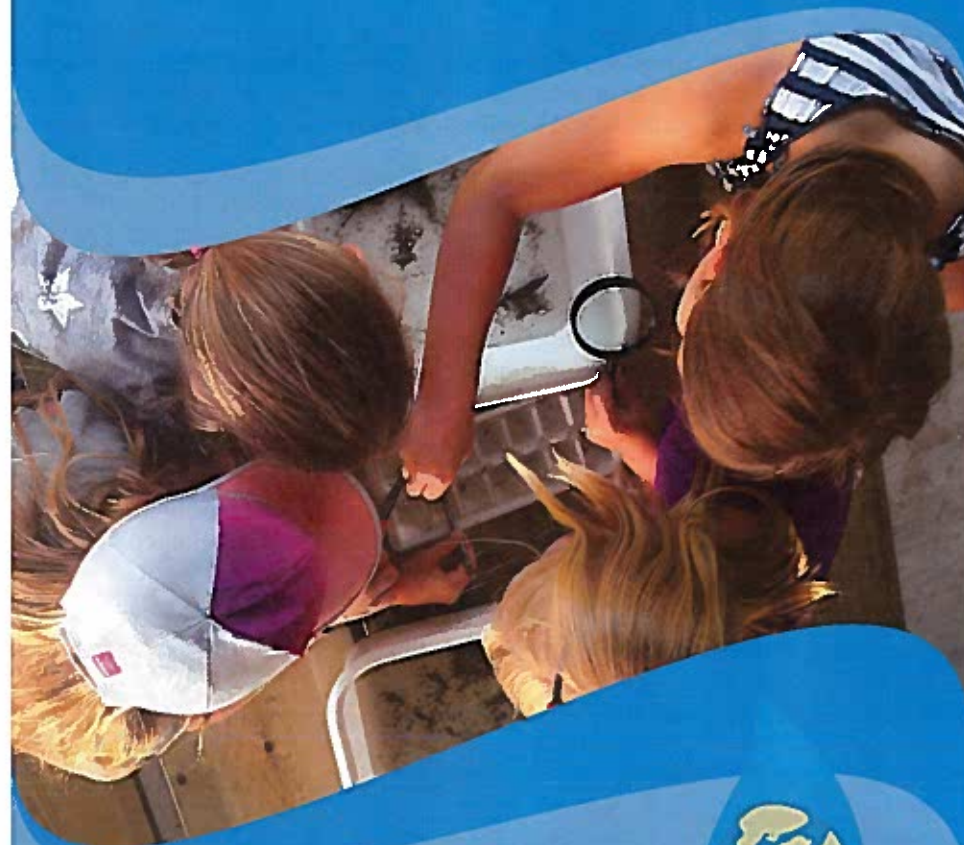
Website:

Donation: \$

☐ Charitable Receipt Request

Mail to: Luiza Moczarski, Festival Coordinator  
Kettle Creek Conservation Authority  
44015 Ferguson Line  
St. Thomas, ON N5P 3T3

# 2017 SPONSORSHIP GUIDE



ST. THOMAS-ELGIN  
CHILDREN'S WATER FESTIVAL

Providing a hands-on learning environment for students in grades 3-5 from the City of St. Thomas, Elgin County and surrounding areas to discover the importance of water in their classroom, home and community.

Pinafore Park, St. Thomas  
May 15 - 19, 2017  
[www.childrenswaterfestival.ca](http://www.childrenswaterfestival.ca)

# WE NEED YOUR SUPPORT!

The St. Thomas-Elgin Children's Water Festival is seeking sponsors who are interested in supporting a fun and important event that is totally focused around children, education, water and environment. The Festival will be held over a four-day period from May 15-19, 2017 at Pinafore Park in St. Thomas, Ontario.

Maintaining ground and surface water quality and quantity is extremely important for the future development of our community and for the health and enjoyment of its residents. To do this, we believe educating our youth about water and the environment of its residents. To do this, we believe educating our youth about water and the environment is the perfect place to start.

The St. Thomas-Elgin Children's Water Festival is looking for support to help cover costs related to the education program, volunteer support, busing for students and site needs.

In order for this Festival to succeed, we need YOU to consider assisting us in financing this program. We would appreciate support in the form of cash donations, products, in-kind services, or the dedication of volunteer time. Your support goes directly towards providing a unique educational experience for children focusing on water and the environment.

If you have any questions or need more information, please contact the Festival Coordinator, Luiza Moczarski at 519-631-1270 ext. 224 or [luiza@kettlecreekconservation.on.ca](mailto:luiza@kettlecreekconservation.on.ca)



The St. Thomas-Elgin Children's Water Festival will show its sincere appreciation for your generous donation in the following manner:

Great Lakes (\$10,000 +)					
Watershed (\$5,000 - \$9,999)					
River (\$1,000 - \$4,999)					
Stream (\$500 - \$999)					
Wetland (up to \$499)					
Certificate of Appreciation	•	•	•	•	•
Name Listed in Teacher Planning Guide	•	•			
Logo Listed in Teacher Planning Guide			•	•	•
Name Listed on Festival Website	•	•			
Logo Displayed on Festival Website			•	•	•
Name Listed on Festival Sponsor Board	•	•			
Logo Listed on Festival Sponsor Board			•	•	•
Name Listed on Volunteer T-shirt	•	•			
Logo Listed on Volunteer T-shirt			•	•	•
Invitation to VIP Reception	•	•	•	•	•
Recognition at VIP Reception			•	•	•
Recognition in Media Release					•

In order to properly recognize your contribution, please let us know your level of commitment by April 8, 2017. Commitments received after that date will still be greatly appreciated and recognized appropriately.

Your contribution is not only an investment in a worthwhile educational program, it is also an investment in ensuring a clean and safe water supply for future generations!

Please make your cheques payable to:  
Kettle Creek Conservation Authority

Please note on the memo line: St. Thomas-Elgin Children's Water Festival



## Certificate of Insurance

No.: 2016-858

Dated: October 24, 2016

This document supersedes any certificate previously issued under this number

This is to certify that the Policy(ies) of insurance listed below ("Policy" or "Policies") have been issued to the Named Insured identified below for the policy period(s) indicated. This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder named below other than those provided by the Policy(ies).

Notwithstanding any requirement, term, or condition of any contract or any other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the Policy(ies) is subject to all the terms, conditions, and exclusions of such Policy(ies). This certificate does not amend, extend, or alter the coverage afforded by the Policy(ies). Limits shown are intended to address contractual obligations of the Named Insured.

Limits may have been reduced since Policy effective date(s) as a result of a claim or claims.

**Certificate Holder:**

The City of St. Thomas  
545 Talbot St.  
St. Thomas, ON N5P 3V7

**Named Insured and Address:**

Kettle Creek Conservation Authority  
44015 Ferguson Line  
St. Thomas, ON N5P 3T3

Declaration of Insurance #CP131043

**This certificate is issued regarding:**

Children's Water Festival at Pinafore Park, St. Thomas, ON, May 15th-19th, 2017

Type(s) of Insurance	Insurer(s)	Policy Number(s)	Effective/ Expiry Dates	Sums Insured Or Limits of Liability	
COMMERCIAL GENERAL LIABILITY	Lloyd's Underwriters	CAGL10556	Apr 01, 2016 to Apr 01, 2017	Per Occurrence	CDN 1,000,000
				Aggregate Product / Completed Operations	CDN 1,000,000
UMBRELLA	Lloyd's Underwriters	UMBR10557	Apr 01, 2016 to Apr 01, 2017	Each Occurrence	CDN 4,000,000
				Each and every occurrence or claim but in the annual aggregate in respect of Products and Completed Operations and Errors and Omissions in respect of Toronto and Region Conservation Authority	CDN 4,000,000
				Self Insured Retention	CDN 10,000

**Additional Information:**

The City of St. Thomas is added as an Additional Insured on the above noted Commercial General Liability policy, but only with respect to liability arising out of the operations of the Named Insured regarding the above noted event.

**Notice of cancellation:**

Should any of the policies described herein be cancelled before the expiration date thereof, the insurer(s) affording coverage will endeavour to mail 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon the insurer(s) affording coverage, their agents or representatives, or the issuer of this certificate.

**Marsh Canada Limited**

120 Bremner Boulevard  
Suite 800  
Toronto, ON M5J 0A8  
Telephone: 416-349-4883  
Fax: 416-349-4551  
certificaterequests@marsh.com

Marsh Canada Limited

By:

Paul Speck

No.: 2016-858

Dated: October 24, 2016

This document supersedes any certificate previously issued under this number

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Limits may have been reduced since Policy effective date(s) as a result of a claim or claims.

**Certificate Holder:**

The City of St. Thomas  
545 Talbot St.  
St. Thomas, ON N5P 3V7

**Named Insured and Address:**

Kettle Creek Conservation Authority  
44015 Ferguson Line  
St. Thomas, ON N5P 3T3

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				Each and every occurrence or claim but in the annual aggregate in respect of Products and Completed Operations and Errors and Omissions in respect of Toronto and Region Conservation Authority	CDN 4,000,000
				Self Insured Retention	CDN 10,000

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**Marsh Canada Limited**

120 Bremner Boulevard  
Suite 800  
Toronto, ON M5J 0A8  
Telephone: 416-349-4883  
Fax: 416-349-4551  
certificaterequestscanada@marsh.com

Marsh Canada Limited

By:

Paul Speck



## Luiza Moczarski

---

**From:** Galyne Cini <Galyne.Cini@on.sja.ca>  
**Sent:** January-24-17 6:13 PM  
**To:** Luiza Moczarski  
**Subject:** Confirmation of Coverage by SJA-STEB

Dear Luiza Moczarski,

Please take this email as confirmation for coverage at your *event St Thomas Elgin Children's Water Festival* by the St. Thomas Elgin Branch of St. John Ambulance, on the following dates of Tuesday May 16th, Wednesday May 17th, Thursday May 18th and Thursday May 19th, 2017.

As per your request our Medical First Responders will be on site **May 16th-May 19th daily at 8:00 am-2:00 pm** at the *Pinafore Park*.

We are looking forward to serving your organization and being part of the successful event. Should you have any questions or concerns please feel free to contact myself or Raymond Ormerod by the contact details contained in this email.

Raymond Ormerod  
Cell: (519)673-9979  
Email: [ray.ormerod@on.sja.ca](mailto:ray.ormerod@on.sja.ca)

Galyne Cini  
Cell: (519)670-1920  
Email: [galyne.cini@on.sja.ca](mailto:galyne.cini@on.sja.ca)

Yours Truly,

Galyne Cini  
Deputy Unit Chief  
St. John Ambulance  
St. Thomas Elgin Branch

656 Talbot Street  
St. Thomas On N5P 1C8  
Office (519) 633-2290  
Fax (519) 631-3368  
Cell (519) 670-1920  
Office Email [st.thomas@on.sja.ca](mailto:st.thomas@on.sja.ca)  
Direct Email [Galyne.Cini@on.sja.ca](mailto:Galyne.Cini@on.sja.ca)  
Website [www.sja.ca](http://www.sja.ca)

Oxford-Elgin Child & Youth Centre  
c/o Karen Campbell  
31673 Aberdeen Line,  
Iona Station, Ontario N0L 1P0

## Facsimile transmittal

To: **Special Events Committee** Fax: **519-633-9019**  
From: **Karen Campbell** Date: **1/28/2017**  
Re: **OECYC's Run for Children's Mental Health** Pages: **9**

City of St. Thomas  
Received

JAN 30 2017

City Clerks Dept.

☐ Urgent ☒ For review ☐ Please comment ☐ Please reply ☐ Please recycle

I am submitting a completed Special Event Permit Application on behalf of Oxford-Elgin Child & Youth Centre (OECYC), 99 Edward Street, St. Thomas, Ontario.

The agency would like to hold their 1<sup>st</sup> annual *Run for Children's Mental Health* (Fundraiser) on June 3<sup>rd</sup> at Pinafore Park. Documentation exchanged between OECYC and Pinafore Park is attached.

The agency will obtain appropriate insurance and provide proof of insurance 2 weeks prior to the event. The Statement of Indemnification will be executed and returned at that time as well. Should you require it sooner, please advise.

If you require any additional information please do not hesitate to contact me at 519-762-5012 or 519-671-4935. I can also be reached by email at [karen@kolivestock.ca](mailto:karen@kolivestock.ca).

I understand that a public meeting will be held at which time approval will be given, assuming the agency's event is approved. Please advise me of the date of the meeting so I can attend on behalf of the agency.

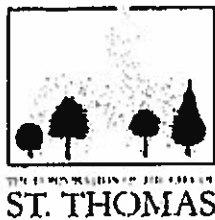
Thank-you.

Regards,

Karen Campbell

OECYC Board Member / Committee Chair of Run for Children's Mental Health

Councillor Wookey  
Chair



Special Events Committee  
c/o City Clerk's Dept, 545 Talbot St.,  
St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4100  
Fax: (519) 633-9019

## **SPECIAL EVENT PERMIT APPLICATION**

### **INTRODUCTION**

The City of St. Thomas Special Events Committee strives to help co-ordinate and maintain high standards, which are applicable and beneficial to all parties involved in a special event. Please complete the following steps in order to file this application:

1. Review the Festivals and Events Manual and ensure all requirements pertinent to your event are fulfilled prior to filing this application with the City Clerk's Department. There are further resources and guides under the Special Events Permits page on the City's website.
2. Complete the application. If you have any questions about a particular area, there is a Key Contacts section located below. **\*\*All information and materials submitted for the application shall be made available to the public. \*\***
3. Attach a site plan map or sketch showing the location of the event, identifying any associated activities, vendors, and required road closures if applicable, as well as standard and accessible washrooms, tents and parking.
4. Complete the Statement of Indemnification form and submit your Certificate of Insurance a minimum of two weeks prior to the start of the event.

**NOTE: Applications must be received in the City Clerk's Department a minimum of twelve (12) weeks prior to the event. The Special Events Committee meets monthly if required.**

### **KEY CONTACTS**

Alcohol and Gaming Commission of Ontario	416-326-8700
Smart Serve Ontario	1-877-620-6082
City Clerk's Department – Municipally Significant Event	519-631-1680 ext. 4100
Chamber of Commerce	519-631-1981
Downtown Development Board	519-633-5248
Electrical Safety Authority	1-877-372-7233
Elgin-St. Thomas Public Health	519-631-9900
Emergency Medical Services (Ambulance Services)	519-637-3098 ext. 30
Public Works Dept – Roads, Animals	519-631-1680 ext. 5130
Planning & Building Services	519-631-1680 ext. 4160
Environmental Services - Waste Management	519-631-1680 ext. 4258
Fire Department – Fireworks, Fire Prevention Officer	519-631-0210
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161
Parks and Recreation – Property Services, Hydro	519-631-1680 ext. 4180
Parks and Recreation Department	519-633-7112
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141
Railway City Tourism	519-631-1680 ext. 4132
St. John's Ambulance (First Aid)	519-633-2290
Treasury Department – Insurance	519-631-1680 ext. 4105

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: DECYC'S Run for Children's  
Date(s): June 3, 2017 Mental Health  
Start Time: 8:00 AM End Time: 12:00 PM  
Location(s): Pinafore Park  
Organizing Group: Oxford-Elgin Child + Youth Centre  
Contact Name #1: Karen Campbell #2: Georgina Blankenship  
Street Address: 99 Edward St.  
Town/City: St. Thomas Province: ON Postal Code: N5P 1Y8  
Phone Number #1: 519-671-4935 #2: 519-762-5012  
Email Address: karen@kglivestock.ca  
Expected Attendance: 100 Number of Event Personnel/Volunteers: 25  
Location and number of washrooms in place: we have rented all  
pavillions but for 1. Full access.  
Location and Number of Parking Spaces: All lots

Number of Accessible Washrooms: yes Number of Accessible Parking Spots: yes

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

- 1st Annual fun run to bring public  
awareness to the agency and raise  
funds to support programs for  
child + youth mental health.

**SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event?

Yes ☒

No ☐

If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)

### **SECTION 3: TENTS**

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

Yes ☐

No ☒

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

N/A

If the tents are larger than 60m<sup>2</sup> cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

### **SECTION 4: 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 and Recreation 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. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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 and Recreation facilities.

### **SECTION 5: MUNICIPALLY SIGNIFICANT EVENT**

If 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 the request to the City Clerk's Department. Please note that such approval may take several weeks.

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

Yes ☐

No ☒

### **SECTION 6: MUSIC / NOISE**

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

Yes ☐

No ☒

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

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

## SECTION 7: ANIMALS

Will there be a Petting Zoo or Animals at the event? Yes ☐ No ☒

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

## SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

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

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 approval may take several weeks.

N/A

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.

N/A

Do you require traffic control? Yes ☐ No ☒

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

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

Have you contacted the Public Works Department for:

N/A

Barricades	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
No Parking Signs	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Detour Signing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

## SECTION 9: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

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. Attached

Do you require picnic tables or garbage cans? Please note availability is at the discretion of the Parks and Recreation Department and that delivery/pick up is the responsibility of the event organizer.

If Yes, how many are you requesting? # of Picnic Tables: 20 Yes ☒ No ☐ N/A ☐ # of Garbage Cans: 5

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: \_\_\_\_\_

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒  
If Yes, please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

### SECTION 10: 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 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced 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? St. John's Yes ☒ No ☐

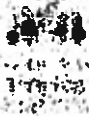
Fireworks: Will there be fireworks as part of your event? Yes ☐ No ☒  
If Yes, a permit for exhibition fireworks is required through the Fire Department.

### SECTION 12: SIGNATURE

  
(Signature of Individual Completing this Application)

28 Jan. 2017  
(Date completed)

Office Use Only: Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_



City of St. Thomas - Parks and Recreation  
P.O. Box 520, 545 Talbot Street  
St. Thomas, ON N5P 3V7  
Phone: (519) 633-7112 Fax: (519) 633-9272  
Scheduling Receipt

Creation Date: Mon Dec 19, 2016  
PAYEE: Karen Campbell  
99 Edward Street  
St. Thomas, Ontario, Canada  
N5P 1Y8

Receipt #: 12604  
Total Amount Due: \$530.74  
Amount Paid: \$530.74  
Balance Due: \$0.00

Client #: 9976  
Phone 1: (519) 762-5012  
Event: OECYC FUN RUN

Account #:  
Phone 2:

Email: karen@kglivestock.ca  
Fax:

10698 4131 RT0001

### Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections				
Daily Rate 2017 - \$156.56 Daily Rate				
		Sat Jun 3, 2017	08:00AM - 05:00PM	\$156.56 H
Facility Subtotal:				\$156.56
Pinafore Park - Picnic Shelters - Marshall Field Lakeside Pavilion - Both Sections				
2017 rate - \$156.56 Daily Rate				
		Sat Jun 3, 2017	08:00AM - 05:00PM	\$156.56 H
Facility Subtotal:				\$156.56
Pinafore Park - Picnic Shelters - Woodlot Shelter				
Daily Rate 2017 - \$78.28 Daily Rate				
		Sat Jun 3, 2017	08:00AM - 05:00PM	\$78.28 H
Facility Subtotal:				\$78.28
Pinafore Park - Picnic Shelters - North Shelter				
Daily Rate 2017 - \$78.28 Daily Rate				
		Sat Jun 3, 2017	08:00AM - 05:00PM	\$78.28 H
Facility Subtotal:				\$78.28
Total:				\$469.68

### Transactions

# 65262 Date: Jan 20, 2017 - 01:10PM Type: Payment (# 18236) Method: Cheque Amount: -\$530.74  
Cheque # 23551

### Comments

Booked by Karen December 20, 2016.

Subtotal:	\$469.68
13% HST:	\$61.06
Total:	\$530.74
Amount Paid:	\$530.74
Balance Due:	\$0.00

**Mailing Address:**  
Parks and  
Recreation  
P.O. Box 520



**Office Location:**  
Timken Community Centre  
2 Third Avenue  
St. Thomas, Ontario

**City of St. Thomas Parks and Recreation  
Outdoor Facility Permit**

---

1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
2. Wedding Receptions / Ceremonies booked in the park pavilions require a \$200.00 damage deposit at time of booking. Either a post dated chq (for date of event), cash, visa, MasterCard or debit will be refunded after the event provided there are no damages and that the property including picnic tables are in the same condition in which the property was found.
3. The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement.
4. It is the responsibility of the applicant to acquire the appropriate licenses and pay any applicable tariffs for their event. The individual that will obtain the Special Occasions Permit (if required) must review, sign and adhere to conditions set out in the Municipal Alcohol Policy. Parks and Recreation will assist with this process if needed.
5. No live coals permitted on any outdoor municipal property. CSA-approved propane barbecue ONLY.
6. Bouncy castles and dunk tanks are strictly prohibited.
7. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
8. All posted rules throughout the parks must be adhered to at all times.
9. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
10. Cancellation Policy for facilities other than pavilions/bandshell shall be 14 days notice. There will be no refund if cancelled within 14 days.
11. The Parks and Recreation Department reserves the right to cancel or alter the time or fees specified in this permit, due to change of policy or availability of facilities.

12. Unless otherwise noted, the invoice will be mailed to the person who has signed the facility permit. Please be sure to advise Parks and Recreation if the invoice is to be sent to another person.
13. The picnic pavilion permit fee shall include only the use of a pavilion, hydro, and water. Any additional use of facility space (e.g. hydro pedestals) must be requested and a separate fee will be associated on your facility permit.
14. The permit-holder acknowledges that the City has sole responsibility for booking any outdoor facilities. The permit-holder does not have the right to assign this permit or any related facilities associated with this permit to another group or individual.
15. Continued use of facilities named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing.
16. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
17. The City of St. Thomas By-law 111-2008 prohibits the use of tobacco within thirty (30) metres/90 feet of playground equipment, splash pads and players benches.
18. Consumption of alcoholic beverages is strictly prohibited in the facilities pertaining to this permit. (see below for infraction consequences)

This permit covers the time period specified below:

June 3, 2017

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

Marta Chail-Teves  
Name (please print)  
User Group

Marta Chail-Teves  
Signature

\_\_\_\_\_  
Group Name

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

[Signature]  
Signature

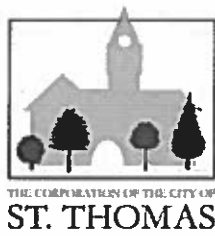
Jan. 20, 2017  
Date

Invoice #(s) 12604

**Payment Terms: Due at the time of booking.**

Updated on September 12, 2016

Councillor Wookey  
Chair



**Special Events Committee**  
c/o City Clerk's Dept, 545 Talbot St.,  
St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4100  
Fax: (519) 633-9019

City of St. Thomas  
Received

FEB 01 2017

City Clerks Dept.

## **SPECIAL EVENT PERMIT APPLICATION**

### **INTRODUCTION**

The City of St. Thomas Special Events Committee strives to help co-ordinate and maintain high standards, which are applicable and beneficial to all parties involved in a special event. Please complete the following steps in order to file this application:

1. Review the Festivals and Events Manual and ensure all requirements pertinent to your event are fulfilled prior to filing this application with the City Clerk's Department. There are further resources and guides under the Special Events Permits page on the City's website.
2. Complete the application. If you have any questions about a particular area, there is a Key Contacts section located below. **\*\*All information and materials submitted for the application shall be made available to the public. \*\***
3. Attach a site plan map or sketch showing the location of the event, identifying any associated activities, vendors, and required road closures if applicable, as well as standard and accessible washrooms, tents and parking.
4. Complete the Statement of Indemnification form and submit your Certificate of Insurance a minimum of two weeks prior to the start of the event.

**NOTE: Applications must be received in the City Clerk's Department a minimum of twelve (12) weeks prior to the event. The Special Events Committee meets monthly if required.**

### **KEY CONTACTS**

Alcohol and Gaming Commission of Ontario	416-326-8700
Smart Serve Ontario	1-877-620-6082
City Clerk's Department – Municipally Significant Event	519-631-1680 ext. 4100
Chamber of Commerce	519-631-1981
Downtown Development Board	519-633-5248
Electrical Safety Authority	1-877-372-7233
Elgin-St. Thomas Public Health	519-631-9900
Emergency Medical Services (Ambulance Services)	519-637-3098 ext. 30
Public Works Dept – Roads, Animals	519-631-1680 ext. 5130
Planning & Building Services	519-631-1680 ext. 4160
Environmental Services - Waste Management	519-631-1680 ext. 4258
Fire Department – Fireworks, Fire Prevention Officer	519-631-0210
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161
Parks and Recreation – Property Services, Hydro	519-631-1680 ext. 4180
Parks and Recreation Department	519-633-7112
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141
Railway City Tourism	519-631-1680 ext. 4132
St. John's Ambulance (First Aid)	519-633-2290
Treasury Department – Insurance	519-631-1680 ext. 4105

FEB 01 2017

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

City Clerks Dept

Event Name: Railway City Road Races

Date(s): Sunday Sept 17, 2017

Start Time: 0600 End Time: 1200

Location(s): CASO STATION, RAILWAY TRAIL, PINAFERE PARK <sup>SEE ROUTE</sup>

Organizing Group: RAILWAY CITY ROAD RACE COMMITTEE

Contact Name #1: ROB BROADBENT #2: NANCY LAWRENCE

Street Address: 13 Blossom Ridge

Town/City: St. Thomas Province: ON Postal Code: N5P 3S7

Phone Number #1: 519-773-7999 #2: 519-631-2030 x 2184

Email Address: rdbroadbent@gmail.com

Expected Attendance: 500 Number of Event Personnel/Volunteers: 100+

Location and number of washrooms in place: Along Running Route, 4 Porta Potties,  
CASO STATION, PINAFERE PARK WASHROOMS & POTTIES

Location and Number of Parking Spaces: CASO, RAILWAY MUSEUM, MCGILL LOT ON  
CASO CROSSING

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

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

5K 10K, 21.1K RUN/WALK THROUGH ST. THOMAS, PORT STANLEY  
& CENTRAL ELGIN. CHARITABLE EVENT FUNDRAISER FOR  
SKEGH FOUNDATION

**SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event?

Yes ☒

No ☐

If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)

### **SECTION 3: TENTS**

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

Yes ☒ No ☐

If Yes, please specify the number and size of tents. NO TENTS, ONLY CASO STATION

If the tents are larger than 60m<sup>2</sup> cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: N/A

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

### **SECTION 4: 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 and Recreation 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. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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 and Recreation facilities.

### **SECTION 5: MUNICIPALLY SIGNIFICANT EVENT**

If 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 the request to the City Clerk's Department. Please note that such approval may take several weeks.

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

Yes ☐ No ☒

### **SECTION 6: MUSIC / NOISE**

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

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

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

## SECTION 7: ANIMALS

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

Yes ☐ No ☒

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

## SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☒ No ☐

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 approval may take several weeks.

AS IN PAST YEARS, WE WILL WORK WITH  
STPD, ENGINEERING STAFF AND CENTRAL ELGIN STAFF AND OPP  
- A ROUTE MAP WITH CLOSURES IS 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.

SEE ATTACHED COPY OF  
REPORT E-47+15 FOR TRAFFIC CONTROL POINTS

Do you require traffic control?

Yes ☒ No ☐

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

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.

Have you contacted the Public Works Department for:

Barricades	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
No Parking Signs	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Detour Signing	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

## SECTION 9: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

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? Please note availability is at the discretion of the Parks and Recreation Department and that delivery/pick up is the responsibility of the event organizer.

If Yes, how many are you requesting? # of Picnic Tables: 6 Yes ☒ No ☐ N/A ☐ # of Garbage Cans: 10

Have you made arrangements with Environmental Services staff for recycling containers and collection? 5 bins at East End of CASO Station 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: \_\_\_\_\_

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒  
If Yes, please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

#### **SECTION 10: 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 11: OTHER SERVICES/RESOURCES**

Security: Has a privately licenced 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.

St. John's Ambulance  
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 is required through the Fire Department.

#### **SECTION 12: SIGNATURE**

[Signature]  
(Signature of Individual Completing this Application)

Jan 25, 2017  
(Date completed)

Office Use Only: Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_

### SECTION 13: INSURANCE

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

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

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

#### STATEMENT OF INDEMNIFICATION

Railway Canyon Road Races organized by Railway Canyon Road Race Committee  
(Event Name) (Organizing Group)

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

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

Railway Canyon Road Races organized by Railway Canyon Road Race Committee  
(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: Mary MacLeod

Name (Print): MARY MACLEOD

Signed: [Signature]

Name (Print): Robert Broadbent

Address: 18 Blossom Ridge


Telephone: (+1) 519-773-7999 (C) 519-777-5275

Date: Aug 25, 2017

Event Name: Railway Canyon Road Races

Organizing Group: RRC Committee

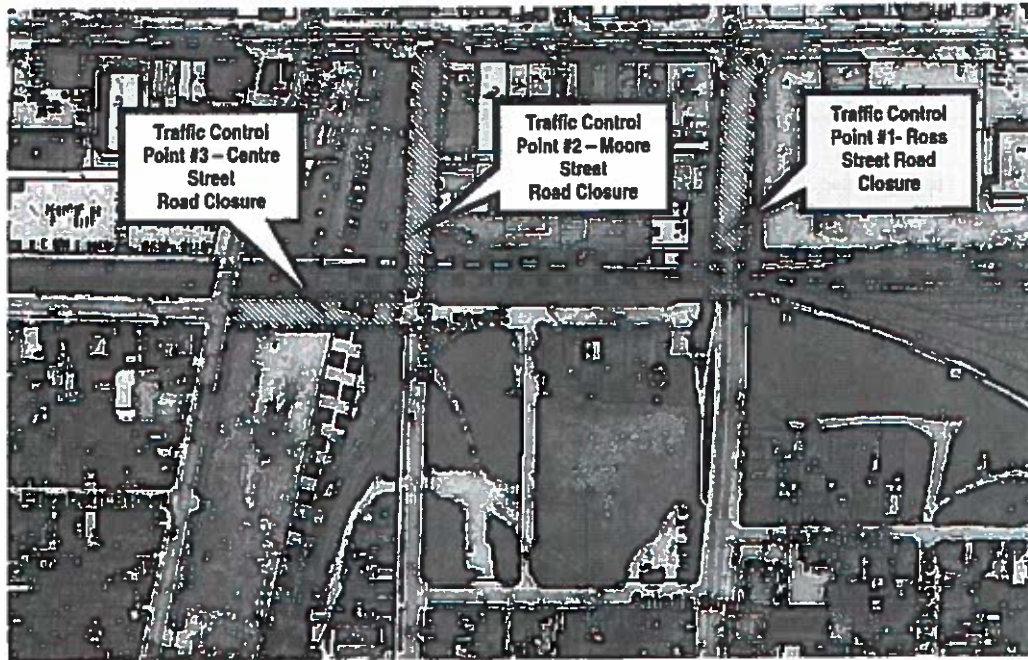
Event Dates: SUNDAY SEPT 17, 2017

 <p>Corporation of the <b>City of St. Thomas</b></p>	<p><b>Report No</b> ES47-15</p> <p><b>File No.</b></p>
<p><b>Directed to:</b> Mayor Jackson and Members of City Council</p>	<p><b>Meeting Date:</b> May 11, 2015 <b>Date Authored:</b> May 1, 2015</p>
<p><b>Department:</b> Environmental Services</p>	<p><b>Attachments</b></p>
<p><b>Prepared By:</b> Dave White, C. Tech, CRS Supervisor, Roads &amp; Transportation</p>	
<p><b>Subject:</b> Request for Road Closures and Traffic Control – Railway City Road Race</p>	
<p><b><u>Recommendation:</u></b></p> <p>THAT: Report ES47-15, Request for Road Closures &amp; Traffic Control – Railway City Road Race, be received for information; and further</p> <p>THAT: Council authorize the closure of Ross Street from Talbot Street to Centre Street, Moore Street between Talbot Street and Centre Street and Centre Street from Moore Street to Princess Street from 9:00 a.m. to 11:00 a.m. Sunday September 20, 2015 by the Railway City Road Race event organizers; and further</p> <p>THAT: The Railway City Road Race event organizers coordinate the safe operation of the traffic control points recommended in Report ES47-15.</p> <p><b><u>Origin:</u></b></p> <p>A Special Event Permit Application was received from the organizers of the Railway City Road Race Special Event. The event requires road closures and traffic control at certain points along the designated route. The Special Events Committee passed a resolution on April; 1, 2015 giving full support for the event subject to all requirements being met.</p> <p><b><u>Analysis:</u></b></p> <p>The Railway City Road Race will be held on Sunday September 20, 2015 and consist of a 10 km and 5 km run as well as a 2 km walk with all race registration fees directed to St. Thomas Elgin General Hospital Foundation. The race will start at 9:00 a.m. and finish at 11:00 a.m. at the CASO Station. All participants are to follow the existing rules of the road. St. Thomas Police Service and REACT traffic control persons will be present at all traffic control points.</p> <p>There are nine traffic control points along the 10 km race route that require road closure or traffic control for approximately 2 hours and the event organizers have arranged this service with St. Thomas Police Service and REACT to assist with all requirements. City staff will assemble and deliver the required traffic control signs and barricades to the traffic control points on Friday September 18, 2015.</p> <p>It is recommended that the effected road sections at traffic control points 1, 2 &amp; 3 be closed as the participants will be bunched up during the beginning and end of the race. For all other traffic control points there should be enough gaps in vehicular and participant traffic that traffic control will be adequate and event organizers have confirmed this will be provided by REACT.</p> <p>The traffic control points and recommended requirements are listed and shown as follows;</p>	

**Traffic Control Point #1 – Ross Street north of Centre Street,**  
The road race will run in both directions at this point. REACT to close Ross Street from Talbot Street to Centre Street with City provided signs and barricades,

**Traffic Control Point #2 – Moore Street north of Centre Street,**  
The road race will run in both directions at this point. REACT to close Moore Street from Talbot Street to Centre Street with City provided signs and barricades,

**Traffic Control Point #3 – Centre Street west of Moore Street,**  
The road race will run in both directions at this point. REACT to close Centre Street from Moore Street to Princess Street with City provided signs and barricades,

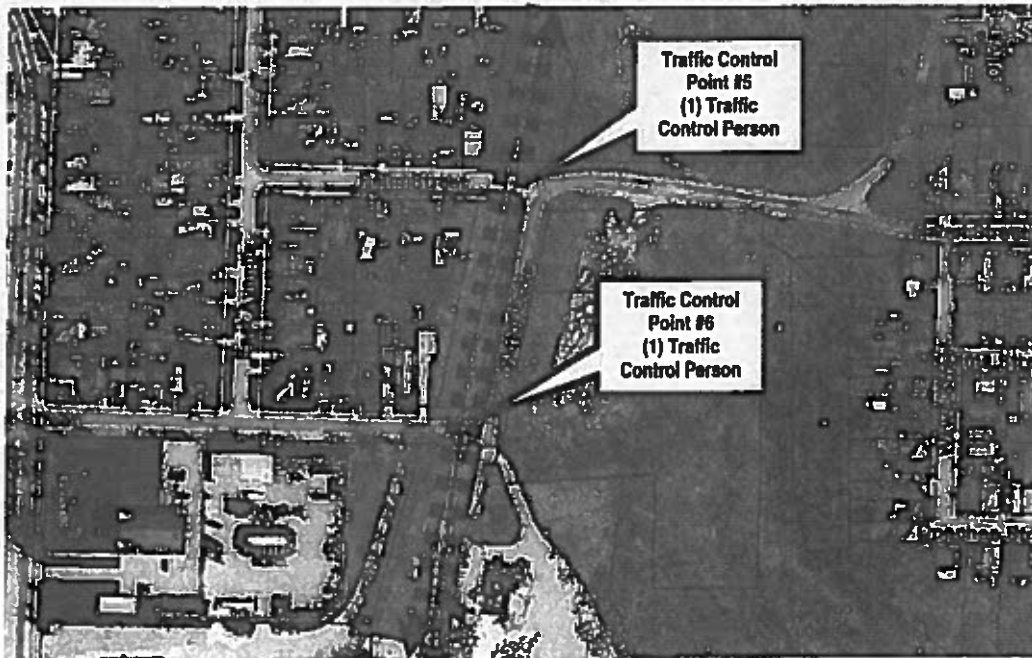


**Traffic Control Point #4 – Wellington Street between Princess Street and Moore Street,**  
The road race will run in both directions at this crossing point. St. Thomas Police Service to provide Traffic Control,

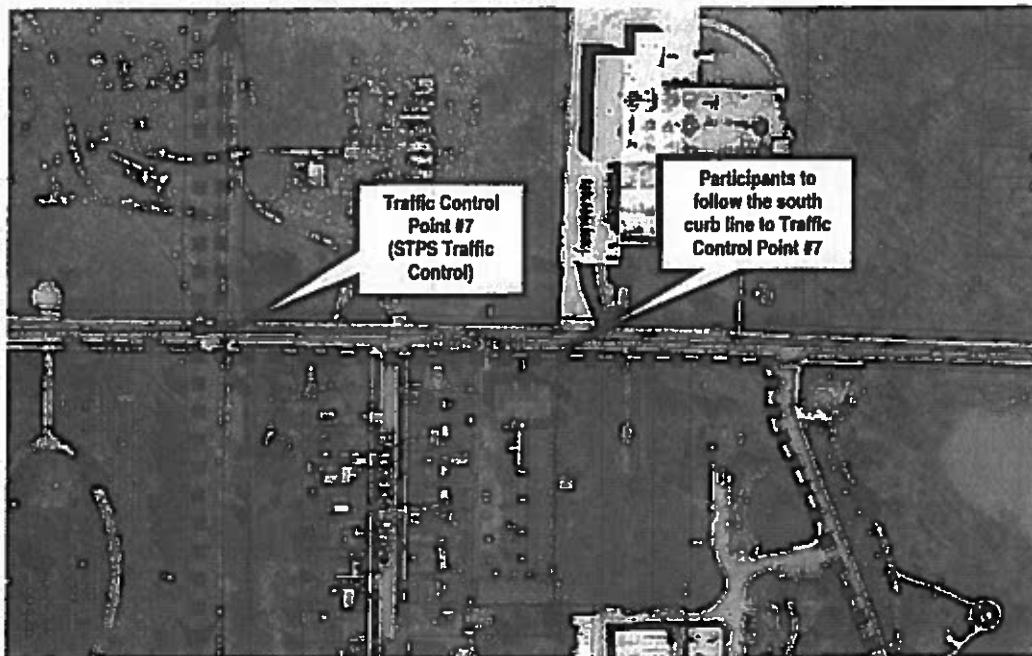


**Traffic Control Point #5 – Palm Street between East Avenue and Victor Street,**  
The road race will run in both directions at this crossing point. REACT to provide Traffic Control Person,

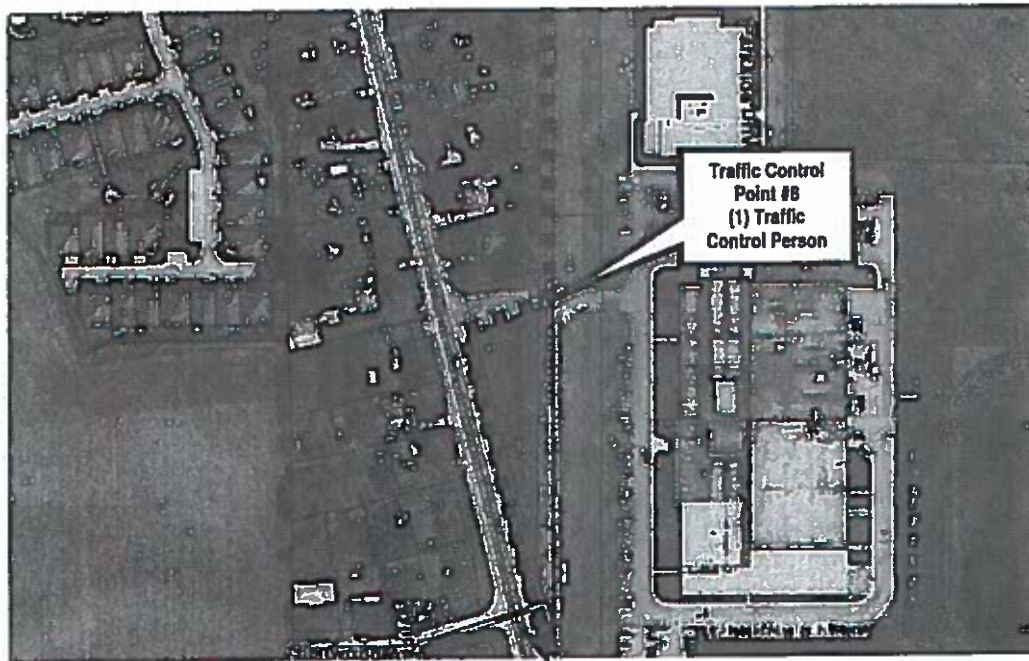
**Traffic Control Point #6 – Chester Street between East Avenue and Victor Street,**  
The road race will run in both directions at this crossing point. REACT to provide Traffic Control Person,



**Traffic Control Point #7 – Elm Street between Wilson Avenue and Parkside Drive,**  
The road race will run in both directions at this crossing point. St. Thomas Police Service to provide Traffic Control,



**Traffic Control Point #8 – School entrance between Sunset Drive and Parkside Drive,  
REACT to provide Traffic Control Person,**




**Traffic Control Point #9 – Southdale Line westbound lane,  
Westbound lane is to be closed. The Municipality of Central Elgin will provide lane closure and  
required signing as per event organizers.**

**Financial Considerations:**

The cost associated with the implementation of the recommendations within this report is included the Environmental Services Operating Budget (Roads and Transportation).

Respectfully Submitted,

For  Dave White, C. Tech, CRS  
Supervisor of Roads and Transportation

For  Michael Campbell, P. Eng.,  
Manager of Operations and Compliance

Reviewed By: Treasury Env. Services Planning City Clerk HR Other

- c. Corinne Roos, Lifemark Physiotherapy,  
Rob Broadbent, Fire Chief,  
Jeff Pallister, St. Thomas Police Department,

W.S. GILLES  
C.A. GILLES

FEB 07 2017

City Clerks Dept.

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: FATHERS DAY CAR SHOW  
Date(s): JUNE 18<sup>th</sup> 2017  
Start Time: 7 AM End Time: 4 PM  
Location(s): PINAFORE PARK  
Organizing Group: LIONS CLUB of ST THOMAS  
Contact Name #1: WAYNE CUDNEY #2: PETER CLINE  
Street Address: 33 LEGER AV  
Town/City: ST. THOMAS Province: ON Postal Code: N5R 5N8  
Phone Number #1: 519-631-2148 #2: 519-673-2148  
Email Address: wcudney@sympatico.ca  
Expected Attendance: 700 Number of Event Personnel/Volunteers: 15-20  
Location and number of washrooms in place: \_\_\_\_\_

Location and Number of Parking Spaces: \_\_\_\_\_

Number of Accessible Washrooms: \_\_\_\_\_ Number of Accessible Parking Spots: \_\_\_\_\_

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

THIS IS OUR 25<sup>th</sup> ANNUAL FATHERS DAY CAR SHOW  
TYPICALLY 300-400 CARS WITH 1-2 PASSENGERS PER  
CAR + SPECTATORS. MUSIC WILL BE PROVIDED BY A DISC  
JOCKEY - 2 FOOD TRAILERS. ALSO VENDORS WITH ART &  
RELATED ITEMS. ALL FUNDS RETURNED TO COMMUNITY PR.

**SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event? Yes ☒ No ☐  
If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)

### **SECTION 3: TENTS**

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

Yes ☐ No ☒

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

If the tents are larger than 60m<sup>2</sup> cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

### **SECTION 4: 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 and Recreation 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. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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 and Recreation facilities.

### **SECTION 5: MUNICIPALLY SIGNIFICANT EVENT**

If 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 the request to the City Clerk's Department. Please note that such approval may take several weeks.

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

Yes ☐ No ☒

### **SECTION 6: MUSIC / NOISE**

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

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

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

## **SECTION 7: ANIMALS**

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

Yes ☐

No ☒

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

## **SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES**

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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 approval may take several weeks.

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

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

Do you require traffic control?

Yes ☐

No ☒

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

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

Have you contacted the Public Works Department for:

Barricades

Yes ☐

No ☒

N/A ☐

No Parking Signs

Yes ☐

No ☒

N/A ☐

Detour Signing

Yes ☐

No ☒

N/A ☐

## **SECTION 9: MUNICIPAL FACILITIES**

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

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.

DANCE PAV.  
NORTH PAV.  
LAKE SIDE PAV.



**City of St. Thomas - Parks and Recreation**  
**P.O. Box 520, 545 Talbot Street**  
**St. Thomas, ON N5P 3V7**  
**Phone: (519) 633-7112 Fax: (519) 633-9272**  
**Scheduling Invoice**

**Creation Date:** Mon Jun 20, 2016

**Invoice #:** 11941

**PAYEE:** Wayne Cudney  
 St. Thomas Lions Club  
 33 Leger Ave  
 St. Thomas, Ontario, Canada  
 N5R 5M8

**Total Amount Due:** \$742.91  
**Amount Paid:** \$0.00  
**Balance Due:** **\$742.91**

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

**Account #:**  
**Phone 2:**

**Email:** wcudney@sympatico.ca  
**Fax:**

10698 4131 RT0001

### Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections				
Daily Rate 2017 - \$156.56 Daily Rate		Sun Jun 18, 2017	08:00AM - 08:00PM	\$156.56 H
				<b>Facility Subtotal:</b> \$156.56
Pinafore Park - Picnic Shelters - Marshall Field Lakeside Pavilion - Both Sections				
2017 rate - \$156.56 Daily Rate		Sun Jun 18, 2017	08:00AM - 08:00PM	\$156.56 H
				<b>Facility Subtotal:</b> \$156.56
Pinafore Park - Picnic Shelters - North Shelter				
Daily Rate 2017 - \$78.28 Daily Rate		Sun Jun 18, 2017	09:00AM - 08:00PM	\$78.28 H
4 hydro pedestals				
				<b>Facility Subtotal:</b> \$78.28
				<b>Total:</b> \$391.40

### Services

Service Name	Description	Qty	Date	Time	Price
Pinafore Park - All Services - Hydro Pedestal					
2017 rate - \$66.51 Flat Rate (Per Unit)					
Pinafore Park - Picnic Shelters - North Shelter		4	Sun Jun 18, 2017	09:00AM - 08:00PM	\$266.04 H
					<b>Service Subtotal:</b> \$266.04
					<b>Total:</b> \$266.04

### Payments

Date	Payment Type	Amount
		\$0.00

### Comments

Booked by Wayne June 20, 2016...ag

**Subtotal:** \$657.44

**13% HST:** \$85.47

**Total:** \$742.91

**Amount Paid:** \$0.00

**Balance Due:** **\$742.91**

Printed ☐ #: \_\_\_\_\_

Date: \_\_\_\_\_

Do you require picnic tables or garbage cans? Please note availability is at the discretion of the Parks and Recreation Department and that delivery/pick up is the responsibility of the event organizer.

Yes ☒ No ☐ N/A ☐

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

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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Hydro	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

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: \_\_\_\_\_

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒

If Yes, please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

#### **SECTION 10: 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 11: OTHER SERVICES/RESOURCES**

Security: Has a privately licenced 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 ☐

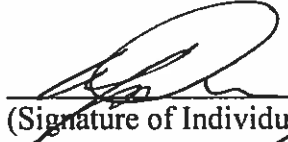
If Yes, please attach documentation providing proof that First Aid services have been retained.


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 is required through the Fire Department.

#### **SECTION 12: SIGNATURE**

  
(Signature of Individual Completing this Application)

  
(Date completed)

Office Use Only: Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_

### SECTION 13: INSURANCE

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

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

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

### STATEMENT OF INDEMNIFICATION

FATHERS DAY CAR SHOW organized by LIONS CLUB of ST. THOMAS  
(Event Name) (Organizing Group)

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

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

FATHERS DAY CAR SHOW organized by LIONS CLUB of ST. THOMAS  
(Event Name) (Organizing Group)

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

Witness:

Gayle Cudney

Name (Print):

GAYLE CUDNEY

Signed:

[Signature]

Name (Print):

LOLA CUDNEY

Address:

33 LEGER AV

Telephone:

519-631-2148

Date:

JUN 7/17

Event Name:

FATHERS DAY CAR SHOW

Organizing Group:

LIONS CLUB of ST. THOMAS

Event Dates:

JUNE 18<sup>th</sup>, 2017

FEB 08 2017

City Clerks Dept.

Councillor Wookey  
Chair



**Special Events Committee**  
c/o City Clerk's Dept, 545 Talbot St.,  
St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4100  
Fax: (519) 633-9019

## **SPECIAL EVENT PERMIT APPLICATION**

### **INTRODUCTION**

The City of St. Thomas Special Events Committee strives to help co-ordinate and maintain high standards, which are applicable and beneficial to all parties involved in a special event. Please complete the following steps in order to file this application:

1. Review the Festivals and Events Manual and ensure all requirements pertinent to your event are fulfilled prior to filing this application with the City Clerk's Department. There are further resources and guides under the Special Events Permits page on the City's website.
2. Complete the application. If you have any questions about a particular area, there is a Key Contacts section located below. **\*\*All information and materials submitted for the application shall be made available to the public. \*\***
3. Attach a site plan map or sketch showing the location of the event, identifying any associated activities, vendors, and required road closures if applicable, as well as standard and accessible washrooms, tents and parking.
4. Complete the Statement of Indemnification form and submit your Certificate of Insurance a minimum of two weeks prior to the start of the event.

**NOTE: Applications must be received in the City Clerk's Department a minimum of twelve (12) weeks prior to the event. The Special Events Committee meets monthly if required.**

### **KEY CONTACTS**

Alcohol and Gaming Commission of Ontario	416-326-8700
Smart Serve Ontario	1-877-620-6082
City Clerk's Department – Municipally Significant Event	519-631-1680 ext. 4100
Chamber of Commerce	519-631-1981
Downtown Development Board	519-633-5248
Electrical Safety Authority	1-877-372-7233
Elgin-St. Thomas Public Health	519-631-9900
Emergency Medical Services (Ambulance Services)	519-637-3098 ext. 30
Public Works Dept – Roads, Animals	519-631-1680 ext. 5130
Planning & Building Services	519-631-1680 ext. 4160
Environmental Services - Waste Management	519-631-1680 ext. 4258
Fire Department – Fireworks, Fire Prevention Officer	519-631-0210
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161
Parks and Recreation – Property Services, Hydro	519-631-1680 ext. 4180
Parks and Recreation Department	519-633-7112
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141
Railway City Tourism	519-631-1680 ext. 4132
St. John's Ambulance (First Aid)	519-633-2290
Treasury Department – Insurance	519-631-1680 ext. 4105

FEB 08 2017

City Clerks Dept.

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Iron Kids Triathlon  
Date(s): June 4, 2017  
Start Time: 8:00 am End Time: 1:30 pm  
Location(s): St. Thomas YMCA  
Organizing Group: Family YMCA of St. Thomas-Elgin  
Contact Name #1: Jerald Henderson #2: Katie Dayler  
Street Address: #20 High St.  
Town/City: St. Thomas Province: ON Postal Code: N5R5V2  
Phone Number #1: (519) 631-2418 #2: \_\_\_\_\_  
Email Address: jhenderson@ymcawo.ca  
Expected Attendance: 150 Number of Event Personnel/Volunteers: 40  
Location and number of washrooms in place: Washrooms in the Y.

Location and Number of Parking Spaces: Over 100 @ the Y.

Number of Accessible Washrooms: 8 Number of Accessible Parking Spots: 10

Please describe your specific event. Attach additional sheets as necessary. Similar to the last several years, we would like to host this triathlon event. Kids register to swim, bike, & run in a race against one another. Map is attached showing our oldest age groups bike route.

**SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event?

Yes ☐No ☒

If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)

### **SECTION 3: TENTS**

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

Yes ☐

No ☒

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

If the tents are larger than 60m<sup>2</sup> cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

### **SECTION 4: 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 and Recreation 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. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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 and Recreation facilities.

### **SECTION 5: MUNICIPALLY SIGNIFICANT EVENT**

If 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 the request to the City Clerk's Department. Please note that such approval may take several weeks.

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

Yes ☐

No ☒

### **SECTION 6: MUSIC / NOISE**

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

Yes ☐

No ☒

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

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

## SECTION 7: ANIMALS

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

Yes ☐

No ☒

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

## SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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 approval may take several weeks. Please see the attached

bike route map. Note that we do not  
need these roads closed, rather we set  
up cones on the side of the road to

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

create a route/track under supervision of volunteers

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.

\* See attached map.

Do you require traffic control?

Yes ☐

No ☒

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

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

Have you contacted the Public Works Department for:

Barricades

Yes ☐

No ☒

N/A ☒

No Parking Signs

Yes ☐

No ☐

N/A ☒

Detour Signing

Yes ☐

No ☐

N/A ☒

## SECTION 9: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

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.

### SECTION 13: 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

Iron Kids Triathlon organized by YMCA of St. Thomas - Elgin  
(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

Iron Kids Triathlon organized by YMCA of St. Thomas - Elgin  
(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: Jelena Storic  
Name (Print): Jelena Storic

Signed: Susan McGowan  
Name (Print): Susan McGowan  
Address: 165 Elmwood Ave E, London  
Telephone: 519-907-5500  
Date: Feb 3, 2017  
Event Name: Iron Kids Triathlon  
Organizing Group: YMCA of St. Thomas - Elgin  
Event Dates: June 4, 2017



# Bike Route

Park Avenue

**Y** IRON KIDS  
TRIATHLON

Central Track

Elm  
Street

Morrison Drive

Chestnut  
Street

Phillip  
Street

High Street

St. Joseph  
Street

First Avenue

**Ref. No. 320007430278**

**CERTIFICATE OF INSURANCE**

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

Re: Iron Kids Triathlon

The Corporation of the City of St. Thomas  
545 Talbot Street  
P.O. Box 520 City Hall  
St Thomas, ON N5P 3V7

Insurance as described herein has been arranged on behalf of the Insured named herein under the following policy(ies) and as more fully described by the terms, conditions, exclusions and provisions contained in the said policy(ies) and any endorsements attached thereto.

**Insured**

YMCA of Western Ontario  
382 Waterloo Street  
London, ON N6B 2N8

**Coverage**

<b>Commercial General Liability</b>	<b>Insurer</b>	Ecclesiastical Insurance Office PLC	
<b>Policy #</b>	0018876QA13-13		
<b>Effective</b>	01-Jun-2016	<b>Expiry</b>	01-Jun-2017
<b>Limits of Liability</b>	Bodily Injury & Property Damage, Each Occurrence \$2,000,000 Policy may be subject to a general aggregate and other aggregates where applicable		
<b>Umbrella Liability</b>	<b>Insurer</b>	Certain Underwriters At Lloyd's	
<b>Policy #</b>	UMB00353		
<b>Effective</b>	01-Jun-2016	<b>Expiry</b>	01-Jun-2017
<b>Limits of Liability</b>	Each Occurrence \$3,000,000 Policy may be subject to a general aggregate and other aggregates where applicable		

**Additional Insured**

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

The Corporation of the City of St. Thomas where required by written contract or written agreement with respect to Commercial General Liability

The Corporation of the City of St. Thomas where required by written contract or written agreement with respect to Umbrella Liability

**Cancellation / Termination**

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

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

**THE POLICY CONTAINS A PARTIAL PAYMENT OF LOSS CLAUSE**

**Ref. No. 320007430278**

**CERTIFICATE OF INSURANCE**

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

**Aon Reed Stenhouse Inc.**

Dated : 18-May-2016  
Issued By : Fernandes Tracy  
Tel : 416-868-5550



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

**THE POLICY CONTAINS A PARTIAL PAYMENT OF LOSS CLAUSE**

2 of 2

**AON**

FEB 08 2017

City Clerks Dept

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: 2d7 St Thomas Menclain MS Walk  
Date(s): Sunday May 7, 2017  
Start Time: 8am End Time: 2pm  
Location(s): Parkside Collegiate Institute  
Organizing Group: MS Society of Canada  
Contact Name #1: Sabrina Porter #2: Amanda Traunicek  
Street Address: 1100 Dearness Dr Unit 20  
Town/City: London Province: ON Postal Code: N6E 1N9  
Phone Number #1: 519-680-7878 ext 3306 #2: 519-680-7878 x 3304  
Email Address: Sabrina.Porter@mssociety.ca

Expected Attendance: 100 Number of Event Personnel/Volunteers: 15

Location and number of washrooms in place: We will have access to

both a men's & women's washroom with more than 1 stall in each.

Location and Number of Parking Spaces: We will have access to all

Parking at the School - approx 200 spots.

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: Several

Please describe your specific event. Attach additional sheets as necessary. The MS walk

is a fundraising event that is for all ages and ability levels. It is a day of celebration as well as unity. Participants follow a scenic route and then enjoy a BBQ lunch.

**SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event?

Yes ☒No ☐

If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)

### **SECTION 3: TENTS**

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

Yes ☐

No ☒

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

If the tents are larger than 60m<sup>2</sup> cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

### **SECTION 4: 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 and Recreation 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. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off-premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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 and Recreation facilities.

### **SECTION 5: MUNICIPALLY SIGNIFICANT EVENT**

If 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 the request to the City Clerk's Department. Please note that such approval may take several weeks.

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

Yes ☐

No ☒

### **SECTION 6: MUSIC / NOISE**

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

Yes ☒

No ☐

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

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

### SECTION 7: ANIMALS

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

Yes ☐

No ☒

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

### SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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 approval may take several weeks.

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

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

Do you require traffic control?

Yes ☐

No ☒

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

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

Have you contacted the Public Works Department for:

Barricades

Yes ☐

No ☐

N/A ☒

No Parking Signs

Yes ☐

No ☐

N/A ☒

Detour Signing

Yes ☐

No ☐

N/A ☒

### SECTION 9: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

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? Please note availability is at the discretion of the Parks and Recreation Department and that delivery/pick up is the responsibility of the event organizer.

If Yes, how many are you requesting? # of Picnic Tables: \_\_\_\_\_ Yes ☐ No ☒ N/A ☐ # of Garbage Cans: \_\_\_\_\_

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: \_\_\_\_\_

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒  
If Yes, please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

#### SECTION 10: 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 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced 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 is required through the Fire Department.

#### SECTION 12: SIGNATURE



(Signature of Individual Completing this Application)

  
(Date completed)

Office Use Only: Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_

### SECTION 13: 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

2017 St Thomas Mandarin MS Walk organized by the MS Society of Canada  
(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

2017 St Thomas Mandarin MS Walk organized by the MS Society of Canada  
(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:

S.P.

Signed:

DA

Name (Print):

Sabrina Poirier

Name (Print):

David Arbuthnot

Address:

1100 Dearness Dr Unit 20

Telephone:

519-680-7878

Date:

Feb 1, 2017

Event Name:

2017 St Thomas Mandarin MS Walk

Organizing Group:

MS Society of Canada

Event Dates:

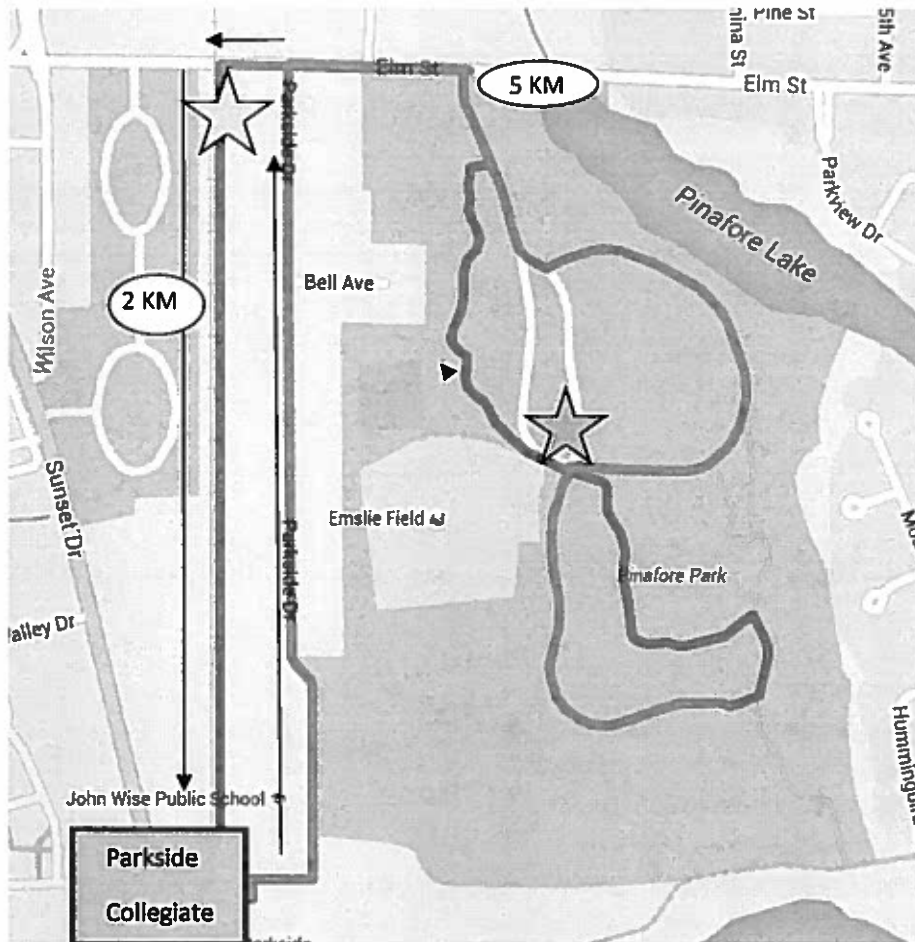
May 7/17

For questions regarding this  
Contract, Please contact  
Sabrina Poirier at 519-680-7878  
x 3306

# MANDARIN<sup>®</sup> MS. WALK

EVERY STEP MATTERS.

## St Thomas Mandarin MS Walk



Snack Stop— Corner of Elm and  
Walking Trail—NO WASHROOMS



Rest Stop — Public Washrooms  
& Snacks

The MS Society cannot be  
held responsible for  
Walkers who begin the  
route before the official  
start time of 10:00 a.m.

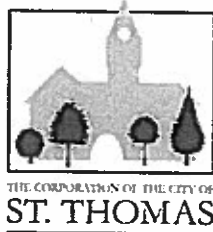
### Tips of the Trail

- ◇ For your safety, please stay on the route
- ◇ Follow the signs along the route and use your map as a reference if in doubt.
- ◇ In case of accident or fatigue, please remain on the spot; a marshal or comfort van will assist you.
- ◇ Please do not block the sidewalk or boardwalk by walking more than two a-breast.
- ◇ Please do not litter. There will be garbage containers at the checkpoints.
- ◇ Washroom facilities are available at each checkpoint.

Proudly sponsored by:



Councillor Wookey  
Chair



**Special Events Committee**  
c/o City Clerk's Dept, 545 Talbot St.,  
St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4122  
Fax: (519) 633-9019

## **SPECIAL EVENT PERMIT APPLICATION**

### **INTRODUCTION**

The City of St. Thomas Special Events Committee strives to help co-ordinate and maintain high standards, which are applicable and beneficial to all parties involved in a special event. Please complete the following steps in order to file this application:

1. Review the Festivals and Events Manual and ensure all requirements pertinent to your event are fulfilled prior to filing this application with the City Clerk's Department. There are further resources and guides under the Special Events Permits page on the City's website.
2. Complete the application. If you have any questions about a particular area, there is a Key Contacts section located below.
3. Attach a site plan map or sketch showing the location of the event, identifying any associated activities, vendors, and required road closures if applicable, as well as standard and accessible washrooms and parking.
4. Complete the Statement of Indemnification form and submit your Certificate of Insurance a minimum of two weeks prior to the start of the event.

**NOTE: Applications must be received in the City Clerk's Department a minimum of twelve (12) weeks prior to the event. The Special Events Committee meets monthly if required.**

### **KEY CONTACTS**

Alcohol and Gaming Commission of Ontario	416-326-8700
Smart Serve Ontario	1-877-620-6082
City Clerk's Department – Municipally Significant Event	519-631-1680 ext. 4122
Chamber of Commerce	519-631-1981
City Animal Services	519 631-0368 ext 5135
Downtown Development Board	519-633-5248
Electrical Safety Authority	1-877-372-7233
Elgin-St. Thomas Public Health	519-631-9900
Emergency Medical Services (Ambulance Services)	519-637-3098 ext. 30
Environmental Services – Roads and Transportation Division	519-631-1680 ext. 5130
Planning Department – Building Division	519-631-1680 ext. 4168
Environmental Services - Waste Management	519-631-1680 ext. 4258
Fire Department – Fireworks, Fire Prevention Officer	519-631-0210
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161
Parks and Recreation – Property Services, Hydro	519-631-1680 ext. 4180
Parks and Recreation Department	519-633-7112
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141
Railway City Tourism	519-631-1680 ext. 4132
St. John's Ambulance (First Aid)	519-633-2290
Treasury Department – Insurance	519-631-1680 ext. 4105

FEB 13 2017

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

City Clerks Dept.

Event Name: ST. THOMAS OPTIMIST CHILDRENS FESTIVAL  
Date(s): SATURDAY SEPTEMBER 16, 2017  
Start Time: 10:00 AM End Time: 2:00 PM  
Location(s): OPTIMIST PARK 330 CHESTNUT ST.  
Organizing Group: ST. THOMAS OPTIMIST CLUB  
Contact Name #1: RITCHIE STEWART #2: JIM WAKEFIELD  
Street Address: 7 IDSARDI AVE  
Town/City: ST. THOMAS Province: ON Postal Code: N5R 5P5  
Phone Number #1: 519-633-0453 #2: 519-852-2125  
Email Address: ritchardjan@rogers.com  
Expected Attendance: 400 Number of Event Personnel/Volunteers: 50  
Location and number of washrooms in place: PORTA POTTIES

Location and Number of Parking Spaces: OPTIMIST PARK LOT AND  
SURROUNDING STREETS

Number of Accessible Washrooms: 0 Number of Accessible Parking Spots: 0

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

FOUR HOURS OF ACTIVITIES FOR ELEMENTARY  
SCHOOL AGE CHILDREN INCL. DISPLAYS BY  
ALL EMERGENCY SERVICE, SPORTS ORGANIZATIONS  
AND CULTURAL CLUBS. ENTERTAINMENT BY  
THE SWAKE LAKE AND FREE HOT DOGS AND JUICE.

**SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event?

Yes ☒No ☐

If Yes, you must submit the Special Events Notification Form to Elgin St. Thomas Public Health and attach a copy to this permit application.

### **SECTION 3: TENTS**

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

If Yes, please specify the number and size of tents. Yes ☒ No ☐  
3 TENTS EACH 8' x 20'

If the tents are larger than 60m<sup>2</sup> cumulatively, a building permit is required through the Building Division. Please attach a copy of the Permit and provide the Permit Number: N/A

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

### **SECTION 4: 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 and Recreation 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. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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 and Recreation facilities.

### **SECTION 5: MUNICIPALLY SIGNIFICANT EVENT**

If 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 the request to the City Clerk's Department. Please note that such approval may take several weeks.

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

Yes ☐

No ☒

### **SECTION 6: MUSIC / NOISE**

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

Yes ☐

No ☒

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

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

## **SECTION 7: ANIMALS**

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

Yes ☒

No ☐

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

## **SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES**

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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 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 at [www.stthomas.ca/content/official-plan-0](http://www.stthomas.ca/content/official-plan-0). Describe the event and attach a map or sketch.

Do you require traffic control?

Yes ☐

No ☒

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

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

Have you contacted the Roads and Transportation Division for:

Barricades	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
No Parking Signs	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Detour Signing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

## **SECTION 9: MUNICIPAL FACILITIES**

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

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? Please note that availability and potential costs are at the discretion of the Parks and Recreation Department.

If Yes, how many are you requesting? # of Picnic Tables: 20 Yes ☒ No ☐ N/A ☐ # of Garbage Cans: 20

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: \_\_\_\_\_

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒  
If Yes, please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

#### **SECTION 10: 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, while an event organized and run entirely by volunteers is not required to comply under the AODA. 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 11: OTHER SERVICES/RESOURCES**

Security: Has a privately licenced 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 is required through the Fire Department.

#### **SECTION 12: SIGNATURE**

  
(Signature of Individual Completing this Application)

FEB 13 2017  
(Date completed)

Office Use Only: Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_

### SECTION 13: INSURANCE

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

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

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

#### STATEMENT OF INDEMNIFICATION

ST. THOMAS OPTIMIST CHILDREN'S organized by ST. THOMAS OPTIMIST CLUB  
(Event Name) FESTIVAL (Organizing Group)

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

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

ST. THOMAS OPTIMIST CHILDREN'S organized by ST. THOMAS OPTIMIST CLUB  
(Event Name) FESTIVAL (Organizing Group)

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

Witness:

D. Wakefield

Name (Print):

D. Wakefield

Signed:

Jim Wakefield

Name (Print):

JIM WAKEFIELD

Address:

48 RHONDA CT

Telephone:

514-852-2125

Date:

FEB. 13, 2017

Event Name:

ST THOMAS OPTIMIST  
CHILDREN'S FESTIVAL

Organizing Group:

ST THOMAS OPTIMIST CLUB

Event Dates:

SATURDAY SEPT. 16, 2007

## Special Events Notification Form Fundraiser BBQ

1230 Talbot Street  
St. Thomas, ON N5P 1G9  
Phone: (519) 631-9900  
1-800-922-0096  
Fax: (519) 633-0468  
[www.elginhealth.on.ca](http://www.elginhealth.on.ca)

**Note:** Every person who intends to sell food to the public must notify the Health Unit in accordance with Section 16(2) of the HPPA. Please complete and submit this form at least 2 weeks prior to the event date. Retain a copy of this form for your records; you will **NOT** be mailed/faxed a copy. **If there are concerns, the public health inspector will call the person(s) responsible to clarify.**  
**Note:** Contact **MUST** be made with the Tobacco Enforcement Officer (TEO) to ensure compliance with the Smoke Free Ontario Act. Contact the TEO at [smokefree@elginhealth.on.ca](mailto:smokefree@elginhealth.on.ca) or 519-631-9900 Ext. 1325 before submitting this form.

### Event Information

Name of Event: OPTIMIST CHILDRENS FESTIVAL Event Location: OPTIMIST PARK  
(Address): 330 CHESTNUT STREET  
Event Date(s): SATURDAY SEPT. 16 2017 Set Up Date: SEPT 16 2017  
Organization Name: OPTIMIST CLUB Person Responsible: RITCHIE STEWART  
Bus. Phone: (519) 633 0453 Home Phone: (519) 633 0453 Email: RITCH AND JAND ROBERTS. com

### Site where fundraiser will be held:

☒ Park ☐ Public Street ☐ In front of business establishment ☐ Other

### How is the water supplied?

☐ Municipally Supplied ☒ Commercial Bottled Water

### Describe handwashing station: must be equipped with liquid soap in a dispenser & paper towels

☐ Coffee urn or portable supply with basin to catch waste water ☒ Other (please describe) FOOD TRAILER

### How will you dispose of waste water?

☐ Plumbed to municipal sewer ☒ collect for disposal in sanitary facility

### How will you keep food hot?

☒ on BBQ ☐ Other: (please describe)

### How will you keep food cold?

☐ Ice chests/coolers ☐ Other explain: FREEZER IN FOOD TRAILER

### How will you dispose of garbage?

☒ Municipal ☐ Other explain:

### Is any of the food prepared in a kitchen inspected by a health unit? If yes, where?

☒ Yes ☐ No ☐ Name of establishment and location: FOOD TRAILER

Food items to be served: (please list)	Food supplier or store/business where purchased	Address	Phone
---	--	---------	-------

**Note: All food cooked on BBQ must be pre-cooked (e.g., burgers, sausages)**

1. <u>HOT DOGS</u>	<u>METRO</u>	<u>ST. THOMAS</u>	( )
2.			( )
3.			( )
4.			( )
5.			( )

**Note: The use and/or sale of uninspected meats & unpasteurized milk/milk products are strictly prohibited.**

Signature of Person Responsible for Event: [Signature]

Date: FEB 12, 2017

EHU 519C (May-16)

The Personal Information on this Special Events Notification Form (Fundraiser BBQ) is collected under the authority of the Health Protection and Promotion Act and applicable privacy legislation. This information will be used for delivery of public health programs and services and may be used for evaluation or statistical/research purposes. Any questions about the collection of this information should be directed to: ESTPH Privacy Officer, 1230 Talbot Street, St. Thomas, ON N5P 1G9; (519) 631-9900; Fax: (519) 631-3745; E-mail: [estph@elginhealth.on.ca](mailto:estph@elginhealth.on.ca)

FEB 13 2017

City Clerks Dept.

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Big Bike Heart and Stroke  
 Date(s): May 10, 2017  
 Start Time: 12:00 pm End Time: 8:00 pm  
 Location(s): Boston Pizza 860 Talbot St  
 Organizing Group: Heart and Stroke Foundation  
 Contact Name #1: Dajana Dragicevic #2: Jennifer Hassan  
 Street Address: 633 Colborne St Unit 150  
 Town/City: London Province: ON Postal Code: N6B 2V3  
 Phone Number #1: 519 679 0641 x3311 #2: \_\_\_\_\_  
 Email Address: dajana.dragicevic@heartandstroke.ca  
 Expected Attendance: 150 Number of Event Personnel/Volunteers: 6  
 Location and number of washrooms in place: 2 inside Boston Pizza

Location and Number of Parking Spaces: 50-100 between Boston Pizza and Starwood

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: 50-100

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

Every 1/2 hour teams of 29 ride the Big Bike around a 2 kms route to raise money for heart and stroke research.

**SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event? Yes ☐ No ☒  
 If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)

### **SECTION 3: TENTS**

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

Yes ☐

No ☒

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

If the tents are larger than 60m<sup>2</sup> cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: NA

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

### **SECTION 4: 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 and Recreation 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. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off-premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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 and Recreation facilities.

### **SECTION 5: MUNICIPALLY SIGNIFICANT EVENT**

If 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 the request to the City Clerk's Department. Please note that such approval may take several weeks.

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

Yes ☐

No ☒

### **SECTION 6: MUSIC / NOISE**

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

Yes ☐

No ☒

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

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

## SECTION 7: ANIMALS

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

Yes ☐

No ☒

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

## SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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 approval may take several weeks.

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

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

Do you require traffic control?

Yes ☐

No ☒

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

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

Have you contacted the Public Works Department for:

Barricades

Yes ☐

No ☐

N/A ☒

No Parking Signs

Yes ☐

No ☐

N/A ☒

Detour Signing

Yes ☐

No ☐

N/A ☒

## SECTION 9: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

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? Please note availability is at the discretion of the Parks and Recreation Department and that delivery/pick up is the responsibility of the event organizer.

If Yes, how many are you requesting? # of Picnic Tables: NA Yes ☐ No ☒ N/A ☐ # of Garbage Cans: NA

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: NA

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒  
If Yes, please attach a copy of the Permit and provide the Permit Number: NA

#### SECTION 10: 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 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced 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 is required through the Fire Department.

#### SECTION 12: SIGNATURE

  
(Signature of Individual Completing this Application)

Feb 2 / 2017  
(Date completed)

Office Use Only: Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_

### SECTION 13: 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

Big Bike organized by Heart and Stroke Foundation  
(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

Big Bike organized by Heart and Stroke Foundation  
(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):

Address:

Telephone:

Date:

Event Name:

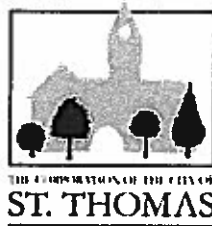
Organizing Group:

Event Dates:

[Signature]  
Dajana Dragicevic  
633 Colborne St  
519 679 0641 x3311  
Feb 2, 2017  
Big Bike  
Heart and Stroke  
May 10, 2017

FEB 15 2017

Councillor Wookey  
Chair



City Clerks Dept.  
**Special Events Committee**  
c/o City Clerk's Dept, 545 Talbot St.,  
St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4122  
Fax: (519) 633-9019

## **SPECIAL EVENT PERMIT APPLICATION**

### **INTRODUCTION**

The City of St. Thomas Special Events Committee strives to help co-ordinate and maintain high standards, which are applicable and beneficial to all parties involved in a special event. Please complete the following steps in order to file this application:

1. Review the Festivals and Events Manual and ensure all requirements pertinent to your event are fulfilled prior to filing this application with the City Clerk's Department. There are further resources and guides under the Special Events Permits page on the City's website.
2. Complete the application. If you have any questions about a particular area, there is a Key Contacts section located below.
3. Attach a site plan map or sketch showing the location of the event, identifying any associated activities, vendors, and required road closures if applicable, as well as standard and accessible washrooms and parking.
4. Complete the Statement of Indemnification form and submit your Certificate of Insurance a minimum of two weeks prior to the start of the event.

**NOTE: Applications must be received in the City Clerk's Department a minimum of twelve (12) weeks prior to the event. The Special Events Committee meets monthly if required.**

### **KEY CONTACTS**

Alcohol and Gaming Commission of Ontario	416-326-8700
Smart Serve Ontario	1-877-620-6082
City Clerk's Department – Municipally Significant Event	519-631-1680 ext. 4122
Chamber of Commerce	519-631-1981
City Animal Services	519 631-0368 ext 5135
Downtown Development Board	519-633-5248
Electrical Safety Authority	1-877-372-7233
Elgin-St. Thomas Public Health	519-631-9900
Emergency Medical Services (Ambulance Services)	519-637-3098 ext. 30
Environmental Services – Roads and Transportation Division	519-631-1680 ext. 5130
Planning Department – Building Division	519-631-1680 ext. 4168
Environmental Services - Waste Management	519-631-1680 ext. 4258
Fire Department – Fireworks, Fire Prevention Officer	519-631-0210
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161
Parks and Recreation – Property Services, Hydro	519-631-1680 ext. 4180
Parks and Recreation Department	519-633-7112
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141
Railway City Tourism	519-631-1680 ext. 4132
St. John's Ambulance (First Aid)	519-633-2290
Treasury Department – Insurance	519-631-1680 ext. 4105

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: St. Thomas Teddy Bear Picnic  
Date(s): Wednesday, June 14, 2017  
Start Time: 9:00am End Time: 2:00 pm  
Location(s): Pinatore Park - Dance Pavillion  
Organizing Group: Elgin Teddy Bear Picnic Committee  
Contact Name #1: Ben Fellows #2: Marilyn Heffren  
Street Address: 7 Morrison Drive  
Town/City: St. Thomas Province: ON Postal Code: N5R 4S5  
Phone Number #1: 519-631-9496 ext 810 #2: same ext 809  
Email Address: b.fellows@communitylivingelgin.com  
Expected Attendance: 500 Number of Event Personnel/Volunteers: 30

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. Teddy Bear Picnic  
for children 0-6 yrs and their parents/caregivers. We  
set up 10 zones around the pavillion with activities. Each  
Zone is hosted by a different agency that supports children 0-6.  
Fire/Police/Ambulance are on site at the safety zone.  
The idea of the picnic is to celebrate young children, get them  
comfortable with caring adults & encourage play.

**SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event?

Yes ☒ No ☐

If Yes, you must submit the Special Events Notification Form to Elgin St. Thomas Public Health and attach a copy to this permit application.

Public Health provide the snack & are  
part of the planning Partnership.

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### **SECTION 3: TENTS**

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

Yes ☐

No ☒

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

If the tents are larger than 60m<sup>2</sup> cumulatively, a building permit is required through the Building Division. Please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

### **SECTION 4: 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 and Recreation 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. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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 and Recreation facilities.

### **SECTION 5: MUNICIPALLY SIGNIFICANT EVENT**

If 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 the request to the City Clerk's Department. Please note that such approval may take several weeks.

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

Yes ☐

No ☒

### **SECTION 6: MUSIC / NOISE**

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

Yes ☒

No ☐

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

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

## SECTION 7: ANIMALS

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

Yes ☒

No ☐

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

\* *Matthew Kennedy - Kennedy's Knitters - Bid, turtle*

## SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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 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 at [www.stthomas.ca/content/official-plan-0](http://www.stthomas.ca/content/official-plan-0). Describe the event and attach a map or sketch.

Do you require traffic control?

Yes ☐

No ☒

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

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

Have you contacted the Roads and Transportation Division for:

Barricades

Yes ☐

No ☐

N/A ☒

No Parking Signs

Yes ☐

No ☐

N/A ☒

Detour Signing

Yes ☐

No ☐

N/A ☒

## SECTION 9: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

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? Please note that availability and potential costs are at the discretion of the Parks and Recreation Department.

If Yes, how many are you requesting? # of Picnic Tables: 15 Yes ☒ No ☐ N/A ☐  
# of Garbage Cans: 3

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: \_\_\_\_\_

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☒ N/A ☐  
If Yes, please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

#### **SECTION 10: 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, while an event organized and run entirely by volunteers is not required to comply under the AODA. 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 11: OTHER SERVICES/RESOURCES**

Security: Has a privately licenced 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 is required through the Fire Department.

#### **SECTION 12: SIGNATURE**

  
(Signature of Individual Completing this Application)

Feb 14/17  
(Date completed)

Office Use Only: Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_

### SECTION 13: 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.

\*Copy of insurance will be sent after April 1/17 (renewal)

#### STATEMENT OF INDEMINIFICATION

St. Thomas Teddy Bear Picnic organized by Elgin Teddy Bear Picnic Committee  
(Event Name) (Organizing Group)

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

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

St. Thomas Teddy Bear Picnic organized by Elgin Teddy Bear Picnic Committee  
(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:

Amadea Eveland

Name (Print):

A. Eveland

Signed:

Bruce Fellows

Name (Print):

Bruce Fellows

Address:

7 Morrison Drive.

Telephone:

519-631-9496 ext 810

Date:

Feb 14/17

Event Name:

St. Thomas Teddy Bear Picnic

Organizing Group:

Elgin Teddy Bear Picnic

Event Dates:

Wed June 14/17

**Mailing Address:**

Parks and  
Recreation  
P.O. Box 520



**Office Location:**  
Timken Community Centre  
2 Third Avenue  
St. Thomas, Ontario

**City of St. Thomas Parks and Recreation  
Outdoor Facility Permit**

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1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
2. Wedding Receptions / Ceremonies booked in the park pavilions require a \$200.00 damage deposit at time of booking. Either a post dated chq (for date of event), cash, visa, MasterCard or debit will be refunded after the event provided there are no damages and that the property including picnic tables are in the same condition in which the property was found.
3. The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement.
4. It is the responsibility of the applicant to acquire the appropriate licenses and pay any applicable tariffs for their event. The individual that will obtain the Special Occasions Permit (if required) must review, sign and adhere to conditions set out in the Municipal Alcohol Policy. Parks and Recreation will assist with this process if needed.
5. No live coals permitted on any outdoor municipal property. CSA-approved propane barbecue ONLY.
6. Bouncy castles and dunk tanks are strictly prohibited.
7. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
8. All posted rules throughout the parks must be adhered to at all times.
9. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
10. Cancellation Policy for facilities other than pavilions/bandshell shall be 14 days notice. There will be no refund if cancelled within 14 days.
11. The Parks and Recreation Department reserves the right to cancel or alter the time or fees specified in this permit, due to change of policy or availability of facilities.

12. Unless otherwise noted, the invoice will be mailed to the person who has signed the facility permit. Please be sure to advise Parks and Recreation if the invoice is to be sent to another person.
13. The picnic pavilion permit fee shall include only the use of a pavilion, hydro, and water. Any additional use of facility space (e.g. hydro pedestals) must be requested and a separate fee will be associated on your facility permit.
14. The permit-holder acknowledges that the City has sole responsibility for booking any outdoor facilities. The permit-holder does not have the right to assign this permit or any related facilities associated with this permit to another group or individual.
15. Continued use of facilities named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing.
16. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
17. The City of St. Thomas By-law 111-2008 prohibits the use of tobacco within thirty (30) metres/90 feet of playground equipment, splash pads and players benches.
18. **Consumption of alcoholic beverages is strictly prohibited in the facilities pertaining to this permit. (see below for infraction consequences)**

This permit covers the time period specified below:

June 14, 2017

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

Bev Fellows  
 Name (please print)  
 User Group

[Signature]  
 Signature

Elgin Teddy Bear  
 Group Name Committee

Martin [Signature]  
 Name (please print)  
 City of St. Thomas

[Signature]  
 Signature

Feb 14/17  
 Date

Invoice #(s) 12396

**Payment Terms: Due at the time of booking.**

Updated on September 12, 2016