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	<u>3:00 P.M.</u>	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

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 46th 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,

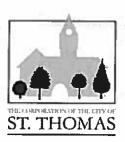
FSCho

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	416 226 9700
	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

JAN 26 507

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:	<u>519-631-3640</u> #2:
Email Address:	stannesparish@dol.ca
Expected Attendance	e: 100's per day Number of Event Personnel/Volunteers: 100 per day
Location and numbe	r of washrooms in place: 8 regular & 1 Spec portable units and washrooms
at St. Anne's C	Centre
Location and Number	er of Parking Spaces:
St. Anne's S	chool, 100 parking spots
Number of Accessib	le 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 Fe	estival supports various charitable organizations in St. Thomas/Elgin County
and various	missions projects overseas
SECTION 2: FOO	D AND BEVERAGE
Will food of any kin	nd be available at this event? Yes 🗵 No 🗆 tify Elgin St. Thomas Public Health at 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^2 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
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 [X No []

SECTION 6: MUSIC / NOISE

Will there be a concert or musical entertainment as part of the event? Yes $\square x$ No \square

(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? If Yes, the Elgin-St. Thomas Public Health must be notified of the eanimals are not permitted in the Animal Control By-Law 71-2011, a Exemption to the By-Law must be approved by City Council. Pleas this permit application. Please note that such approval may take several services.	an Application e attach a copy	for Tempor	rary
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANG	<u>ES</u>		
Are you anticipating any road closures or traffic flow changes?	Yes □	No	(X)
If Yes, please describe the road closure requirement and attach a market of Way Occupancy Permit and City Council approval is required that approval may take several weeks.	ired for all road	d closures.	elosure. A Please note
Please attach a copy of the Right of Way Occupancy Permit and pr	ovide the perm	it #:	
If the event is a Parade / Run / Walk / Pass through Sporting Event located under the Special Events page on the City website. Describ	, please refer to e the event and	the city roll attach a m	ads map ap or sketch.
Do you require traffic control?	Yes □	No) (X
If Yes, please contact the St. Thomas Police Services at (519) 631-			
PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.	not allowed to	direct traffi	c. Only the
Have you contacted the Public Works Department for: Barricades No Parking Signs Detour Signing	Yes □ Yes □ Yes □	No 🗆 No 🗅	N/A D N/A D N/A D
SECTION 9: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to an and Recreation staff once the Special Events Permit Application has	rrange an onsite as been approv	e meeting w	vith Parks
Have you contacted Parks and Recreation staff about your event?	Yes □	No □	N/A 🗷
Have you rented a pavilion/facility and signed a permit? If we please provide the location of the rental and attach a copy of	Yes □ If the permit.	No 🗆	N/A DX

Do you require picnic tables or garbage Recreation Department and that delivery/				e Parks and
	Yes	□ No	□ N/	A Dx
If Yes, how many are you requesting?	# of Picnic Tables:	# of	f Garbage Cans	3:
Have you made arrangements with Envi	ironmental Services staff	for recycling	containers and	l collection?
		Yes □	No □	N/A Dx
Will you require municipal support for:	Water	Yes □	No □	N/A 🕏
	Hydro	Yes □	No 🗆	N/A □
Please note that all equipment and exaccredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Safe please attach the Electrical	ty Code or h	ave been insp	ected by the
If required, have you obtained a Hydran If Yes, please attach a copy of the Permi			No 🗆	N/A 🕏
SECTION 10: ACCESSIBILITTY				
displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility ASECTION 11: OTHER SERVICES/R	equired, the Special Ever Advisory Committee for	nts Committe	e recommends	submitting a
Security: Has a privately licenced securit If Yes, what company and how many sec			Yes 🛚	No 🗆
First Aid: For events with an anticipat	ed attendance of more	than 200 peo	ple, First Aid	services are
required to be retained. Have you confirm If Yes, please attach documentation prov	med First Aid services?	Yes 🗓	No □	N/A □ d. ISM Securiti
Ambulance: Has Emergency Medical Se	ervices (Ambulance Serv	ica) haan con	tantad ragardin	to provide
and planned emergency access to the site		ice) been con	Yes 🛭	No 🗆
Fireworks: Will there be fireworks as par If Yes, a permit for exhibition fireworks		ire Departme	Yes □ nt.	No Dx
SECTION 12: SIGNATURE (Signature of Individual Completing this	Application)	_	Of 14/j	ted)
Office Use Only: Application Received:	Com	mittaa Annrovol		

SECTION 13: INSURANCE

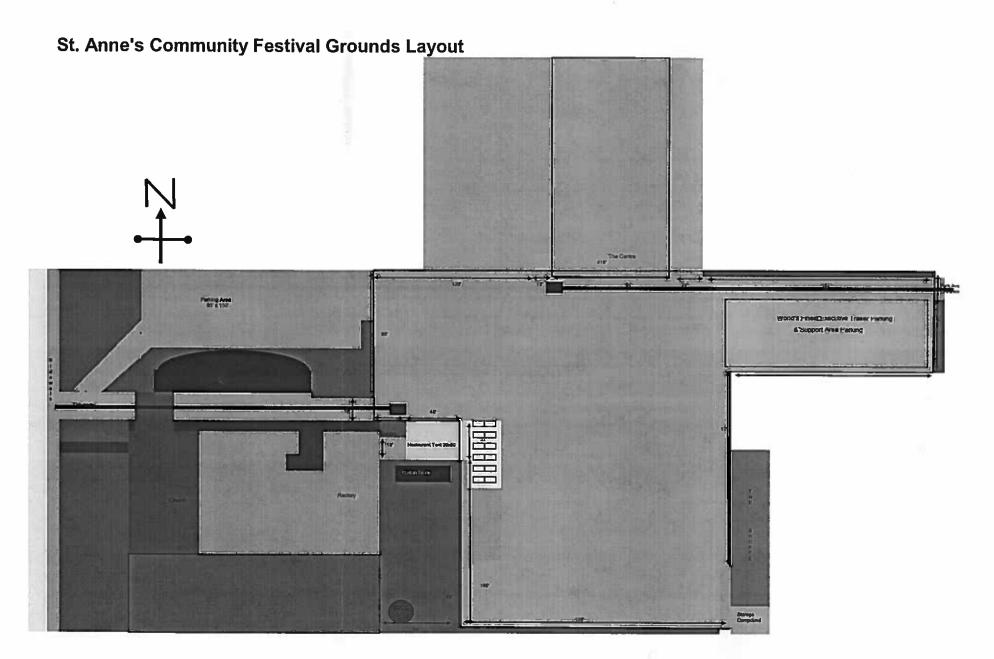
STATEMENT OF INDEMNIFICATION

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.

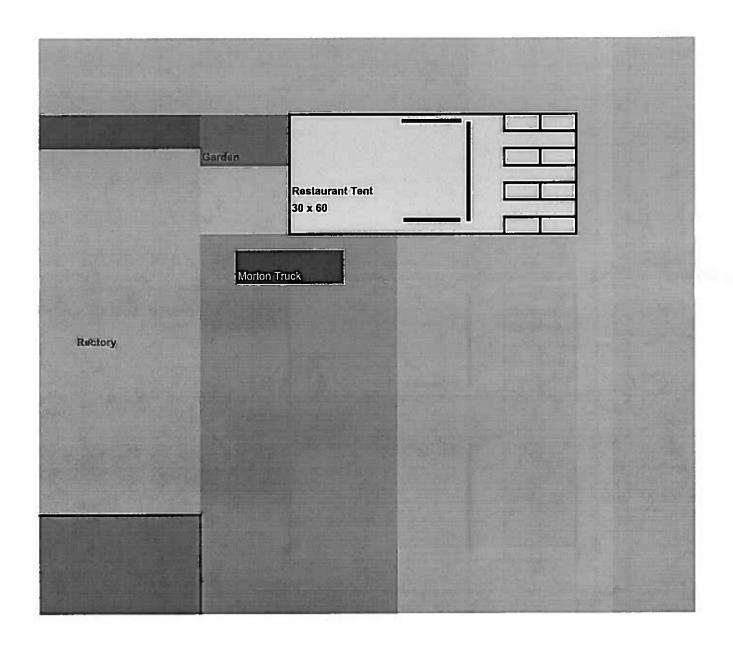
The provision of the completed and signed Statement of Indemnification below is also required.

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.

St. Anne's Community Festival organic	zed by St. Anne	's Parish (Organizing Group)
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, dar	of the City of St. Th mages, costs, claims,	omas and all persons for whom it suits or actions arising out of:
any damage to property including loss of use thereo death resulting at any time there from, occasioned b	f, and any injury to a y any act or omission	ny person or persons, including ns of
St. Anne's Community Festival organiz	ed by St. Anne	e's Parish (Organizing Group)
its officers, agents, servants, employees, contractors on the premises or any part thereof arising from or of such damage or injury is due to the act, default or no Thomas, its officers, agents, servants, employees, contractors	occasioned by any ca egligence of The Cor	use whatsoever, except where poration of the City of St.
Witness: F. L. C.	Signed:	Meling Cl
Name (Print): Rev. Graham Keep	Name (Print):	Mike McLaughlin
	Address:	20 Morrison Dr., St. Thomas,
	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



Hev. Ulizuti



St. Anne's Community Festival

Restaurant Area

Rev. 1/2017

SECTION 1: EVENT AND ORGANIZER INFORMATION

City Clerks Dept

Event Name: ST. THOMAS - ELGIN CHILDREN'S WATER FESTIVA	: Z
Date(s): MAY 15 - MAY 19, 2017	
Start Time: End Time: 3 Pm	
Location(s): PINAFORE PARK	
Organizing Group: KETILE CREEK CONSERVATION AUTHORITY	
Contact Name #1: LUIZA MOCZARSKI #2: ELIZABETH VANHOOREN	
Street Address: 44015 FECGUSON LINE	
Town/City: ST. THOMAS Province: ON Postal Code: N5P 373	
Phone Number #1: 39 631 1270 ex 224 #2:	
Email Address: luiza @ kettlecreek conservation.on.ca	
Expected Attendance: 3600 Number of Event Personnel/Volunteers: 100 / PER DAY	
Location and number of washrooms in place: WILL NOOD PLACE FOR	
WULLINTEEN PARKING + ALL WASINGOUNS ODEN AT	
Location and Number of Parking Spaces: THE PARK (BM) SITELL &	
PANLLION	
Number of Accessible Washrooms: Number of Accessible Parking Spots:	
Please describe your specific event. Attach additional sheets as necessary. PLEASE SEE	
ATTACHED SPONSURSHIP GUIDE	
SECTION 2: FOOD AND BEVERAGE	
WELL CO. 12 11 2111 ALT OF THE PARTY OF THE	

Will food of any kind be available at this event?

Yes [

No D

If Yes, you must notify Elgin St. Thomas Public Health at 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. WATNA TO CONFIRM #5 8512 ES
The state of the s
If the tents are larger than 60m^2 cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number:
WILL OBTAIN IE 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 No No No No No No N
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.
r and a real real real real real real real re
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.
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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

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

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Are you anticipating any road closures or traffic flow changes?	 Yes	i D N	0
If Yes, please describe the road closure requirement and attach a na Right of Way Occupancy Permit and City Council approval is requirement and take several weeks.	uired for all	road closures.	closure. A . Please note
Please attach a copy of the Right of Way Occupancy Permit and p If the event is a Parade / Run / Walk / Pass through Sporting Even located under the Special Events page on the City website. Descri	t, please refe	r to the city re	oads map
Do you require traffic control?	Yes		0 1
If Yes, please contact the St. Thomas Police Services at (519) 631- PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.			ic. Only the
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 an and Recreation staff once the Special Events Permit Application has	range an ons	site meeting v	vith Parks
Have you contacted Parks and Recreation staff about your event?	Yes D	No 🗆	N/A □
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy o	Yes defined the permit.	No 🗓	N/A □

Recreation Department and that delivery/	pick up is the responsibi		nt organizer.	Parks and
If Yes, how many are you requesting?	# of Picnic Tables:	# of	Garbage Cans	
Have you made arrangements with Envi	ronmental Services staff	f for recycling o		collection?
Will you require municipal support for:	Water Hydro	Yes O	No 🗆 No	N/A □ N/A □
Please note that all equipment and exaccredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Safe please attach the Electr	ety Code or ha	ave been insp	ected by the
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permi	t Connection Permit? t and provide the Permit	Yes 🗆 t Number:	No 🗆	N/A V
SECTION 10: ACCESSIBILITTY				
requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility ASECTION 11: OTHER SERVICES/R	indicate the barrier-free equired, the Special Eve Advisory Committee for	e path of travel ents Committee	and location recommends	of accessible submitting a
Security: Has a privately licenced securit If Yes, what company and how many sec			Yes I	No 11
First Aid: For events with an anticipate required to be retained. Have you confirm If Yes, please attach documentation proversists.	med First Aid services?	Yes T	No 🗆	N/A
Ambulance: Has Emergency Medical Se and planned emergency access to the site		vice) been cont	acted regardin Yes 🖫	g your event No 🗆
Fireworks: Will there be fireworks as par If Yes, a permit for exhibition fireworks		Fire Departmer	Yes ☐ nt.	No 🗆
SECTION 12: SIGNATURE				
			Jmun	242711
(Signature of Individual Completing this	,		(Date comple	<u>cy 2</u> 7]1 ted)
Office Use Only: Application Received:	Con	nmittee Approval:		

SECTION 13: INSURANCE

STATEMENT OF INDEMNIFICATION

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.

ST. THOWAS ELGIN
CHILDREN'S WHER FESTI Vorganized by KETTE CREEK CONSERVATION
(Event Name) (Organizing Group) MIT TURITY

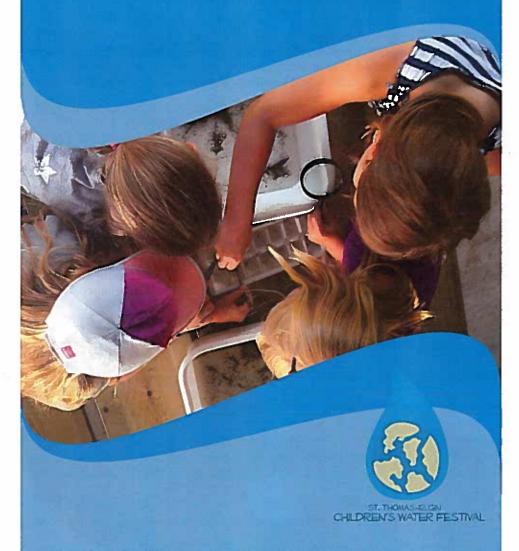
shall indemnify and save harmless The Corpor is at law responsible from any and all liabilitie		
any damage to property including loss of use to death resulting at any time there from, occasion of the new section.	ned by any act or omiss	sions of
CHILDREN'S WARSE FESTIVE OF	ganized by FENE	
(Event Name)		(Organizing Group)
its officers, agents, servants, employees, contra on the premises or any part thereof arising from such damage or injury is due to the act, default Thomas, its officers, agents, servants, employe	n or occasioned by any t or negligence of The (cause whatsoever, except where Corporation of the City of St.
₽.		
Witness:	_ Signed:	
Name (Print):	Name (Print):	MILA MOCRATSICI
	Address:	49015 FERRUSON LINE
	Telephone:	519 631 1270 EXTZZY
	Date:	JANUARY 27/17
	Event Name:	ST. THOMPASECGIN CHICDERUS
	Organizing Grou	p: KETTLE CHLIEK CONSERUMON AUTITORIA
	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



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

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.



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 +					00 +)
Watersh	Watershed (\$5,000 - \$9,999)				
River (\$	River (\$1,000 - \$4,999)				
Stream (\$50	0 - \$9	999)			
Wetland (up to \$4	199)				
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 NSP 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	Lloyd's Underwriters	CAGL10556	Apr 01, 2016 to	Рег Осситенсе	CDN 1,000,000
LIABILITY			Apr 01, 2017	Aggregate Product / Completed Operations	CDN 1,000,000
UMBRELLA	1.loyd's Underwriters	UMBR10557	Apr 01, 2016 to	Each Occurrence	CDN 4,000,000
*			Apr 01, 2017	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

<u>Additional Information:</u>

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

certificaterequestscanada@marsh.com

Marsh Canada Limited

By:

Paul Speck



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	Lloyd's Underwriters	CAGL10556	Apr 01, 2016 to	Per Occurrence	CDN 1,000,000
LIABILITY			Apr 01, 2017	Aggregate Product / Completed Operations	CDN 1,000,000
UMBRELLA	Lloyd's Underwriters	UMBR10557	Apr 01, 2016 to	Each Occurrence	CDN 4,000,000
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				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:

Galynne Cini <Galynne.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

Galynne Cini

Cell: (519)670-1920

Email: galynne.cini@on.sja.ca

Yours Truly,

Galynne 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
Direct Email Galynne.Cini@on.sja.ca
Website www.sja.ca

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

Karen Campbell

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

Fac	simile transmitta	المنظمة المنظمة المنظمة المنظمة						
To: From: - Re:	Special Events Committee Karen Campbell OECYC's Run for Children's Mental Health	Fax: Date: Pages:	519-633-9019 1/28/2017 9	City of St. Thomas Received JAN 3 n 2017 City Clerks Dept.				
□ Urgen	t 🗷 For review 🗆 Pleas	e comment	□ Please reply	☐ Please recycle				
Street, St. The agen	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 1st annual Run for Children's Mental Health (Fundraiser) on June 3rd at Pinafore Park. Documentation exchanged between OECYC and Pinafore Park is attached.							
The agen Indemnific	ncy will obtain appropriate insurance and provide cation will be executed and returned at that time as	proof of ins well. Should	urance 2 weeks prior to you require it sooner, ple	the event. The Statement of ase 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@kglivestock.ca .								
	and that a public meeting will be held at which time a e of the date of the meeting so I can attend on behal			ency's event is approved. Please				
Thank-you	u.							
Regards,								

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
7 1 06	

SECTION 1: EVENT AND ORGANIZER INFORMATION
Event Name: OFCYC'S Run for Childrens
Date(s): June 3, 3017 Mental Heat
Start Time: 8:00 Am End Time: 12:00 PM
Location(s):
Organizing Group: Oxford-Flgin Child+Youth Gentre
Contact Name #1: Karen Compose 1 #2: Georgina Blankon
Street Address: 99 Edward St.
Town/City: Postal Code: 15P Y8
Phone Number #1: 519-17-1-4935 #2: 519-762-5012-
Email Address: Karen a kglivestock ca
Expected Attendance: Number of Event Personnel/Volunteers: 25
Location and number of washrooms in place: WE HOVE PETTED TO
pavilions but for 1. Full access.
Location and Number of Parking Spaces: All 1015
Number of Accessible Washrooms: Number of Accessible Parking Spots: 155
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 I If Yes, you must notify Elgin St. Thomas Public Health at www.elginhealth.on.ca

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as I		3	
If Yes, please specify the number and size of tents.	Yes 🗆	No 🔽	
If the tents are larger than $60m^2$ cumulatively, a building permit is require Services. Please attach a copy of the Permit and provide the Permit Num		ming & Build	ing
Please note that Indoor or Tent covered areas for public assembly must of Act requirements enforced by Elgin St Thomas Public Health. Please con Officer for information on how to meet these requirements.			
SECTION 4: SERVING OF ALCOHOL		1	
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Parks and Recreation Department for Special Events taking place on must			;
You must also comply with the Alcohol and Gaming Commission of One are responsible to notify and provide any pertinent information required to obtaining a Special Occasion Permit. You must adhere to the Liquor Lice ensure access is given to the Police and AGCO Inspectors for the purpose a copy of the liquor permit with this application. If utilizing the services endorsements to provide off — premises beverage services, organizers shalicensee confirming date/time/location/services as well as a copy of the endorsements.	under the AGC cance Act and its can of inspection of a caterer with all supply a letter	O guidelines is Regulations is. Please substitution all the requier from the	for and mit ired
The area where alcohol is being served has to have a 36" (0.9m) high bar there is a no staking policy in all of the City's Parks and Recreation facilities.	•	lease note tha	ıt
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT			
If you wish to apply for a "Special Occasion Permit," through the Alcoho Ontario (AGCO), you must obtain a letter of approval from City Council "municipally significant", by submitting the request to the City Clerk's E approval may take several weeks.	, declaring you	r event	5.
Will you be requesting that City Council declare your event a "Municipal	•	1 -	
SECTION 6: MUSIC / NOISE	Yes □	No 🗹	
Will there be a concert or musical entertainment as part of the event?	Yes 🛘	No	3

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? If Yes, the Elgin-St. Thomas Public Health must be notified of t animals are not permitted in the Animal Control By-Law 71-201 Exemption to the By-Law must be approved by City Council. Please note that such approval may take	he event detai l 1, an Applica lease attach a several weeks	tion for Ter copy of the	nporary
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHAI	<u> 1GES</u>		
Are you anticipating any road closures or traffic flow changes?	Ye	s 🗆	No D
If Yes, please describe the road closure requirement and attach a Right of Way Occupancy Permit and City Council approval is rethat approval may take several weeks.	equired for all	road closur	
N/A-			
	·		
Places attach a consumption Dight of Way Occupancy Barreit and	neorrida tha e	amoit H	
Please attach a copy of the Right of Way Occupancy Permit and	brovide me b	ermit #:	
If the event is a Parade / Run / Walk / Pass through Sporting Events page on the City website. Desc		-	•
N/A			
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 63			ио р
PLEASE NOTE: Marshalls, volunteers and special event staff at police can direct traffic pursuant to the Highway Traffic Act.	re not allowed	to direct tra	affic. Only the
Have you contacted the Public Works Department for:			
Barricades	Yes □	No 🗆	N/A 🗆
No Parking Signs	Yes □	No 🗆	N/A D
Detour Signing	Yes 🗆	No □	N/A D
SECTION 9: MUNICIPAL FACILITIES	*		
For events taking place in Pinafore Park, organizers will need to and Recreation staff once the Special Events Permit Application	7	· · · · · · · · · · · · · · · · · · ·	g with Parks
Have you contacted Parks and Recreation staff about your event	? Yes 🗹	No 🗆	N/A □
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy	Yes & of the permit.	No []	N/A 0

Do you require picnic tables or garbage Recreation Department and that delivery	cans? Please note ava pick up is the respons	ilability is at the d sib l ity of the eve	discretion of the ont organizer.	Parks and
If Yes, how many are you requesting?	7	es M No		¹ 0 –
If Yes, how many are you requesting?	# of Picnic Tables:	# of	f Garbage Cans	:
Have you made arrangements with Envi	ironmental Services s	taff for recycling Yes 🏻	containers and	collection? N/A □
			\	
Will you require municipal support for:	Water Hydro	Yes □ Yes □	No D	N/A □ N/A □
Please note that all equipment and exaccredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical S please attach the Ele	Safety Code or I	nave been inspe	ected by the
If required, have you obtained a Hydran If Yes, please attach a copy of the Perm	t Connection Permit?	Yes □ mit Number:	No 🗆	N/A T
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your respon Accessibility for Ontarians with Disabil requirements to meet for accessibility displayed throughout the event venue to washrooms and parking. Although not a site plan to the Municipal Accessibility SECTION 11: OTHER SERVICES/F	lities Act (AODA). On Please mote that die indicate the barrier-required, the Special 1 Advisory Committee	rganizations with rectional signag free path of trave Events Committe	at least one en e needs to be el and location e recommends	ployee have prominently of accessible submitting a
Security: Has a privately licenced securify Yes, what company and how many se				No/A
First Aid: For events with an anticipa required to be retained. Have you confin If Yes, please attach documentation pro	med First Aid service	s? Yes □	No D	N/A 🗆
Ambulance: Has Emergency Medical S and planned emergency access to the sit		Service) been con H.John E		g your event No □
Fireworks: Will there be fireworks as partial If Yes, a permit for exhibition fireworks		he Fire Departme	Yes □ ent.	No b
SECTION 12: SIGNATURE				
(Signature of Individual Completing thi	s Application)	ć	(Date comple	10.001-
Office Use Only: Application Received:		Committee Approva	1:	



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

Creation Date:

Mon Dec 19, 2016

Scheduling Receipt

Receipt #:

12604

PAYEE:

Karen Campbell 99 Edward Street

Total Amount Due:

\$530.74

St. Thomas, Ontario, Canada

Amount Paid:

\$530.74

N5P 1Y8

Balance Due:

Client #:

Account #:

Email: karen@kglivestock.ca

Phone 1: Event:

(519) 762-5012

Phone 2:

OECYC FUN RUN

10698 4131 RT0001

F	a	C	H	ity
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Comments			Subtotal	\$469.68	
Cheque 23551		and a supplier of the states	a ar a canalit sa alland funcione d'Amarika e l'accidente de pagado de la comuni		
# 65262 Date: 01:10PM Type: Fa	yment (# 1823	6) Meth o	d: Cheque	Amount: -\$530,74	
Inc. 20, 2047	1				
Transactions	20.27 N				
101			Total:	\$469.68	
		1.5	Facility Subtotal:	\$78.28	
	Sat Jun 3,	2017	08:00AM - 05:00PM	\$78.28 H	1
Daily Rate 2017 - \$78.28 Daily Rate					
Pinafore Park - Picnic Shelters - North Shelter			Facility Subtotal:	\$78,28	
	Sat Jun 3,	2017	08:00AM - 05:00PM	\$78.28 H	1
Daily Rate 2017 - \$78.28 Daily Rate					
Pinafore Park - Picnic Shelters - Woodlot Shelter			, , , , , , , , , , , , , , , , , , ,	******	
4 (4 (4 (4 (4 (4 (4 (4 (4 (4 (ar a decrease of an house	Facility Subtotal:	arministrate in the following	
2017 rate - \$156.56 Daily Rate	Sat Jun 3.	2017	08:00AM - 05:00PM	\$156.56 H	1
Pinafore Park - Picnic Shelters - Marshall Field La	keside Pavilion	- Both Sec	tions		
			Facility Subtotal:	\$156.56	
	Sat Jun 3,	2017	08:00AM - 05:00PM	\$156.56 H	Į.
Daily Rate 2017 - \$156,56 Daily Rate	2555005		2.		
Pinafore Park - Picnic Shelters - Dance Pavilion -		Control of	COLORED CONTROL CONTROL		1.
Facility Name Description	Date	ras feri	Time * * * * * * * * * * * * * * * * * * *	Price	

\$530.74

\$0.00

Total:

Amount Pald: Balance Due: 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

- 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
- 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.
- 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.

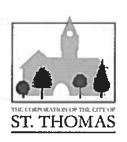
- 12. Unless otherwise noted, the invoice will be mailed to the person who has signed the facility permit. Please be sure to advise Parks and Recreation if the invoice is to be sent to another person.
- 13. The picnic pavilion permit fee shall include only the use of a pavilion, hydro, and water. Any 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 p	ermit covers the tir	ne period specified l	below:				
	-	June	3, 20	17			
i ackn	owledge and acc	ept all of the prece	ding terms and	conditions. Sig	ned and accepted	d by:	
Name User G	(please print)	il-Teves	Signature	wa Cho	Control Grant	эир Мате	
	Mar Hin (please print) St. Thomas	2 w	Signature	2/m/	Dat		20,2017
Invoice	e #(s)	124	01			· · · · · · · · · · · · · · · · · · ·	5.

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

SPECIAL EVENT PERMIT APPLICATION

FEB n 1 2017

INTRODUCTION

City Clarks Dept.

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.
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- 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.

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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

FF9 0 1 2817

SECTION 1: EVE	T AND ORGANIZER INFORMATION

City Clerks Dept	
Event Name:	PARLINY COTY RAD PACES
Date(s):	Sway SER 17,2017
Start Time:	
Location(s):	CASO GOVATION, RAILWAY TRAIL, PINATORE PARKETETE
Organizing Group:	RAILWAY CITY FOAD PACE COMMITTEE
Contact Name #1:	Por BRADRAT #2: Navey LANCENCE
Street Address:	B Brown Ribys
Town/City:	Status Province: De Postal Code: NSP357
Phone Number #1:	519-773-7999 #2: 59-631-2030 x 2184
Email Address:	rdbroadbert @ grail. com
Expected Attendance	Number of Event Personnel/Volunteers:
Location and number	r of washrooms in place: Array Russing Poste, 4 Porta Portes.
CARON STAT	TION. PRATERE PARK WASHROOMS & ROMES
Location and Number	er of Parking Spaces: (ASS, RAILWAY MUSEUM, MCCAY ST ON
CASO Closs	rng
Number of Accessib	le Washrooms: Number of Accessible Parking Spots:
Please describe your	specific event. Attach additional sheets as necessary.
54 10K,2	1.1 K RUN WALK THROUGH ST. THOMAS, PORT STANLEY
\$ COURAL	ELGIN: CHARITABLE EVENT FUNDRAISER FOR
STEGH FOR	LANTINGAL
SECTION 2. EQO	DAND DEVEDACE

SECTION 2: FOOD AND BEVERAGE

No 🗆 Will food of any kind be available at this event? Yes If Yes, you must notify Elgin St. Thomas Public Health at 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 No No
Yes No I If Yes, please specify the number and size of tents. No Tears, Only (Asso Samo)
If the tents are larger than 60m^2 cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number:
Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by 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 No Restriction No
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"?
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 nanner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable nusical 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 If Yes, the Elgin-St. Thomas Public Health animals are not permitted in the Animal Cor Exemption to the By-Law must be approved this permit application. Please note that such	must be notified of the atrol By-Law 71-2011 by City Council. Plea	event details , an Applicat ase attach a c	s two week ion for Ter opy of the	nporary
SECTION 8: ROAD CLOSURES / TRAI	FFIC FLOW CHANG	<u>GES</u>		
Are you anticipating any road closures or tra	affic flow changes?	Yes	R	No 🗆
If Yes, please describe the road closure requirement of Way Occupancy Permit and City Country that approval may take several weeks.	ouncil approval is req	uired for all	road closur	es. Please note
STPD, ENGINEERING ST	ATT AND GOV	PRAC EL	IN STA	FF AND DA
- A POUTE MAP WITH C	LOSUPES 15	DIAGH	<u> </u>	-
Please attach a copy of the Right of Way Oo If the event is a Parade / Run / Walk / Pass t located under the Special Events page on the	hrough Sporting Even	t, please refe	r to the city	y roads map
REPORT ES 47+15 FO	or TRAFFIC G	OUTROL	POINTE	•
Do you require traffic control? If Yes, please contact the St. Thomas Police	Services at (519) 631		11. DO	
PLEASE NOTE: Marshalls, volunteers and police can direct traffic pursuant to the High		not allowed	to direct tr	affic. Only the
Have you contacted the Public Works Depa	rtment for: Barricades No Parking Signs Detour Signing	Yes ► Yes ► Yes ×	No 🗆 No 🗓	N/A □ N/A □ N/A □
SECTION 9: MUNICIPAL FACILITIES	<u>3</u>			
For events taking place in Pinafore Park, or and Recreation staff once the Special Event	_	_		g with Parks
Have you contacted Parks and Recreation st			No 🗆	N/A
Have you rented a pavilion/facility and sign If yes, please provide the location of the ren		Yes of the permit.	No 🙎	N/A 👟

Do you require picnic tables or garbage of Recreation Department and that delivery/		onsibility of the eve	ent organizer.	
If Yes, how many are you requesting?	# of Picnic Table	Yes W No s: # of	Garbage Cans	1 <u> </u>
Have you made arrangements with Envir	ronmental Service	s staff for recycling	containers and	collection?
Will you require municipal support for:	Water Hydro	Yes Yes	No 👺 No 🔼	N/A □ N/A □
Please note that all equipment and extaccredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrica	l Safety Code or h	ave been insp	ected by the
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permi			No 🗆	N/A 🗶
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your respons Accessibility for Ontarians with Disabilirequirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility A SECTION 11: OTHER SERVICES/RE	ties Act (AODA). Please note that indicate the barricequired, the Special Advisory Committed	Organizations with directional signager-free path of traveral Events Committe	at least one eme e needs to be el and location of e recommends	ployee have prominently of accessible submitting a
Security: Has a privately licenced securit If Yes, what company and how many sec	_		Yes 🗆	No 🗆
First Aid: For events with an anticipate required to be retained. Have you confirm If Yes, please attach documentation provements. Ambulance: Has Emergency Medical Services	med First Aid serve iding proof that Fig.	ices? Yes A irst Aid services hav	No □ ve been retained	N/A □
and planned emergency access to the site		e Bervice) been con	Yes 🔼	No □
Fireworks: Will there be fireworks as par If Yes, a permit for exhibition fireworks		h the Fire Departme	Yes 🗆	No 🗶
SECTION 12: SIGNATURE				
(Signature of Individual Completing this	Application)	-	(Date comple	
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		
Renument Cry Rap Paces organ (Event Name)	ized by Ruwa	(Organizing Group)
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, date		
any damage to property including loss of use thered death resulting at any time there from, occasioned by		
(Event Name) organiz	zed by Rauna	(Organizing Group)
its officers, agents, servants, employees, contractors on the premises or any part thereof arising from or such damage or injury is due to the act, default or no Thomas, its officers, agents, servants, employees, c	occasioned by any egligence of The C	cause whatsoever, except where corporation of the City of St.
Witness: Mary Markend	Signed:	The Book
Name (Print): MARY MACLEDD	Name (Print):	Roser Broadsout
	Address:	18 Bloison Rose
	Telephone:	1)519-775799(C)51777 523
	Date:	Ja125,2017
	Event Name:	Brunny Gong Road RACES
	Organizing Group	: PLE Committee
	Event Dates:	SWAY SPOT 17,2017

ST. THOMAS	Corporation of the City of St. Thomas	Report No ES47-15 File No.
Directed to:	Mayor Jackson and Members of City Council	Meeting Date: May 11, 2015 Date Authored: May 1, 2015
Department:	Environmental Services	Attachments
Prepared By:	Dave White, C. Tech, CRS Supervisor, Roads & Transportation	
Subject:	Request for Road Closures and Traffic Control	- Railway City Road Race

Recommendation:

THAT: Report ES47-15, Request for Road Closures & Traffic Control – Railway City Road Race, be received for information; and further

THAT: Council authorize the closure of Ross Street from Taibot Street to Centre Street, Moore Street between Taibot 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

THAT: The Railway City Road Race event organizers coordinate the safe operation of the traffic control points recommended in Report ES47-15.

Origin:

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.

Analysis:

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 Eigin 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.

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.

It is recommended that the effected road sections at traffic control points 1, 2 & 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.

The traffic control points and recommended requirements are listed and shown as follows;

Traffic Control Point #1 - Ross Street north of Centre Street,

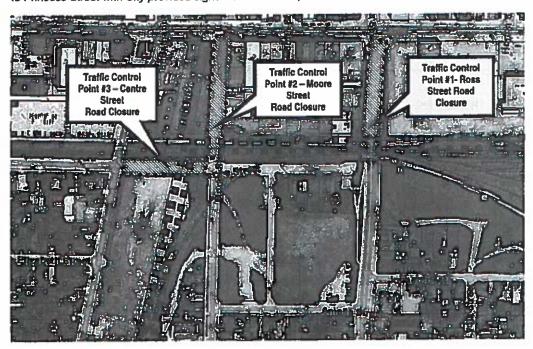
The road race will run in both directions at this point. REACT to close Ross Street from Taibot Street to Centre Street with City provided signs and barricades,

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 Taibot 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,

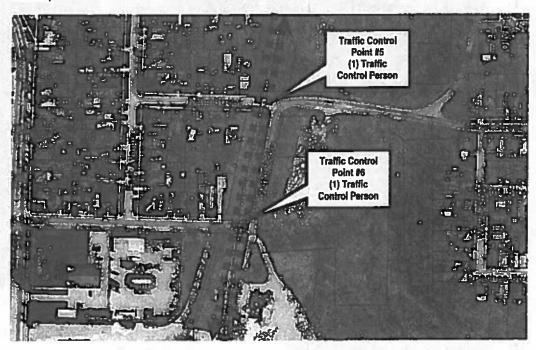


Traffic Control Point #4 – Wellington Street between Princess Street and Moore Street,
The road race will run in both directions at this crossing point. St. Thomas Police Service to provide
Traffic Control.

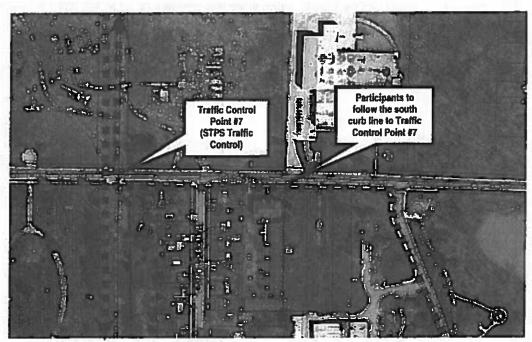


Traffic Control Point #5 – Palm Street between East Avenue and Victor Street,
The road race will run in both directions at this crossing point. REACT to provide Traffic Control
Person,

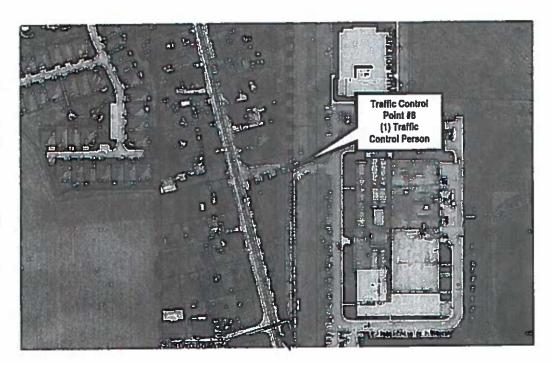
Traffic Control Point #6 – Chester Street between East Avenue and Victor Street,
The road race will run in both directions at this crossing point. REACT to provide Traffic Control
Person.



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:

Respectfully Submitted,

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

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

Reviewed By:

Treasury

Env. Services

Planning

City Clerk

HR

Other

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

WE AND THE

FEB 0 7 2017

SECTION 1: EVENT AND ORGANIZER INFORMATION	<u>ON</u>
7 <u>0 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1</u>	_

SECTION 1: EVEN	City Clerks Dept
Event Name:	EARLERS DAY CAR SHOW
Date(s):	June 18th 2017
Start Time:	7 An End Time: 4 Pin
Location(s):	PINAFORE PARK
Organizing Group:	LIONS CLUB of ST THOMAS
Contact Name #1: 2	WAYNE CUPALEY #2: PETER CLINE
Street Address:	33 LEGER AU Postal Code: NSR 5m8
Town/City: ≤	Province: ON Postal Code: NSR 5 m 8
Phone Number #1:	519-631-2148 #2:519-673-2148
Email Address:	Want Personnel/Volunteers: 15-20
Expected Attendar	nce: 700 Number of Event Personnel/Volunteers: 15-20
Location and num	ber of washrooms in place:
Location and Nur	nber of Parking Spaces:
Number of Acces	ssible Washrooms: Number of Accessible Parking Spots:
	A thoch additional sheets as necessary.
	3- to Anguist FATHERS DAV CAR SHOW
	CARR WINTER
1111	O- CIRS MUSIC WILL REVISE
	2 F Transper Also LER NOOF CO. 1
RELATED	ITEMS ALL FUNDS RETURNED TO COMMUNITY PRO
	FOOD AND BEVERAGE Yes No T
	Yes W INO

Will food of any kind be available at this event?

Yes Uses, you must notify Elgin St. Thomas Public Health at www.elginhealth.on.ca

SECTION 3: TENTS

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 If Yes, the Elgin-St. Thomas Public Health ranimals are not permitted in the Animal Con Exemption to the By-Law must be approved this permit application. Please note that such	must be notified of the strol By-Law 71-2011 by City Council. Ple	, an Applicati ase attach a co	s two weeks p ion for Tempo opy of the app	orary
SECTION 8: ROAD CLOSURES / TRAF	FIC FLOW CHAN	<u>GES</u>		
Are you anticipating any road closures or tra	ffic flow changes?	Yes		
If Yes, please describe the road closure requ Right of Way Occupancy Permit and City C that approval may take several weeks.	ouncil approval is rec	map or sketch Juired for all r	showing the oad closures.	closure. A Please note
			10 10 10 10 10 10 10 10 10 10 10 10 10 1	
Please attach a copy of the Right of Way Oc	cupancy Permit and p	provide the pe	rmit #:	
If the event is a Parade / Run / Walk / Pass to located under the Special Events page on the				
Do you require traffic control?		Yes		o 8'
If Yes, please contact the St. Thomas Police PLEASE NOTE: Marshalls, volunteers and police can direct traffic pursuant to the High	special event staff are			ic. Only the
Have you contacted the Public Works Depart	Barricades	Yes □ Yes □ Yes □	No 🗗 No 🖢	N/A
SECTION 9: MUNICIPAL FACILITIES				
For events taking place in Pinafore Park, organd Recreation staff once the Special Events	Permit Application	has been appr		vith Parks
Have you contacted Parks and Recreation st	aff about your event?	Yes 🗗	No □	N/A □
Have you rented a pavilion/facility and sign. If yes, please provide the location of the ren	ed a permit? tal and attach a copy	Yes 🗹 of the permit.	No []	N/A 🗆
	Page 42 of 6	•	LAKESIE	PAU.



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	e: Mon Jun 20, 2016		Invoice #:	11941
PAYEE: Wayne Cudney St. Thomas Lions		Club	Total Amount Due: Amount Paid:	\$742.91 \$0.00
	33 Leger Ave St. Thomas, Ontar N5R 5M8	io, Canada	Balance Due:	\$742.91
Client #: Phone 1: Event:	401 (519) 631-2148 Lions Club Car Show	Account #: Phone 2:	Email: wcudney@symp Fax:	oatico.ca
10698 4131 R	T0001			

TO THE PROBLEMS AND ADDRESS OF THE PARTY.							
Facility Name	Description		Date		Time	Price	
Pinafore Park - Picr Daily Rate 2017 - \$	nic Shelters - Dance Pavilion 156.56 Daily Rate	- Both Section	ons				
			Sun	Jun 18, 2017	08:00AM - 08:00PM	\$156.56	ŀ
Pinafore Park - Picr 2017 rate - \$156.56	nic Shelters - Marshall Field	Lakeside Pav	rilion - Both	Sections	Facility Subtota	1: \$156.56	
			Sun	Jun 18, 2017	08:00AM - 08:00PM	\$156.56	ŀ
Pinafore Park - Picr Daily Rate 2017 - \$	nic Shelters - North Shelter 78.28 Daily Rate				Facility Subtota	l: \$156.56	
	4 hydro pedestals		Sun	Jun 18, 2017	09:00AM - 08:00PM	\$78.28	ł
					Facility Subtota	l: \$78.28	
					Tota	l: \$391.40	
Services			and the			district.	
Service Name	Description	Qty	Date	Ti	me P	rice	
Pinatore Park - All 9	Services - Hydro Pedestal						
2017 rate - \$66.51 l	Flat Rate (Per Unit) nic Shelters - North Shelter	4	Sun Jur	n 18, 2017 09	::00AM - 08:00PM Service Subtotal:	\$266.04 \$266.04	ŀ
2017 rate - \$66.51 l	Flat Rate (Per Unit)	4	Sun Jur	n 18, 2017 09			ŀ
2017 rate - \$66.51 Pinafore Park - Picr	Flat Rate (Per Unit)	4	Sun Jur	n 18, 2017 09	Service Subtotal:	\$266.04	ŀ
2017 rate - \$66.51 l	Flat Rate (Per Unit)		Sun Jur		Service Subtotal:	\$266.04	ŀ
2017 rate - \$66,51 Pinafore Park - Picr Payments	Flat Rate (Per Unit)				Service Subtotal:	\$266.04 \$266.04	H
2017 rate - \$66,51 Pinafore Park - Picr Payments	Flat Rate (Per Unit)				Service Subtotal:	\$266.04 \$266.04 Amount	1
2017 rate - \$66.51 Pinafore Park - Picr Payments Date Comments	Flat Rate (Per Unit) nic Shelters - North Shelter				Service Subtotal: Total:	\$266.04 \$266.04 Amount \$0.00	1
2017 rate - \$66.51 Pinafore Park - Picr Payments Date Comments	Flat Rate (Per Unit)				Service Subtotal: Total: Subtotal:	\$266.04 \$266.04 Amount \$0.00 \$657.44	1
2017 rate - \$66.51 Pinafore Park - Picr Payments Date Comments	Flat Rate (Per Unit) nic Shelters - North Shelter				Service Subtotal: Total: Subtotal: 13% HST:	\$266.04 \$266.04 Amount \$0.00 \$657.44 \$85.47	
2017 rate - \$66.51 Pinafore Park - Picr Payments Date Comments	Flat Rate (Per Unit) nic Shelters - North Shelter				Service Subtotal: Total: Subtotal: 13% HST: Total: Amount Paid:	\$266.04 \$266.04 Amount \$0.00 \$657.44 \$85.47 \$742.91	
2017 rate - \$66.51 Pinafore Park - Picr Payments Date Comments	Flat Rate (Per Unit) nic Shelters - North Shelter				Service Subtotal: Total: Subtotal: 13% HST: Total: Amount Paid:	\$266.04 \$266.04 Amount \$0.00 \$657.44 \$85.47 \$742.91 \$0.00	
2017 rate - \$66.51 Pinafore Park - Picr Payments Date Comments	Flat Rate (Per Unit) nic Shelters - North Shelter				Service Subtotal: Total: Subtotal: 13% HST: Total: Amount Paid:	\$266.04 \$266.04 Amount \$0.00 \$657.44 \$85.47 \$742.91 \$0.00	•

Do you require picnic tables or garbage Recreation Department and that delivery/		•		Parks and
	Ye	s D No	□ N/A	Α 🗆
If Yes, how many are you requesting?	# of Picnic Tables:	# of	Garbage Cans	·
Have you made arrangements with Envi	ronmental Services sta		containers and No	collection? N/A □
Will you require municipal support for:	Water Hydro	Yes (I)	No □ No □	N/A 🗆 N/A 🗅
Please note that all equipment and ex accredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Sa please attach the Elec	fety Code or h	ave been inspe	ected by the
If required, have you obtained a Hydran If Yes, please attach a copy of the Permi				N/A 🗹 —
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your response Accessibility for Ontarians with Disability requirements to meet for accessibility, displayed throughout the event venue to washrooms and parking. Although not r site plan to the Municipal Accessibility.	ities Act (AODA). Org . Please note that dire o indicate the barrier-frequired, the Special Ex Advisory Committee for	anizations with ectional signage ee path of trave vents Committee	at least one en needs to be and location of recommends	prominently of accessible submitting a
SECTION 11: OTHER SERVICES/R	ESOURCES			
Security: Has a privately licenced securi If Yes, what company and how many se	-		Yes □	No 🖭
First Aid: For events with an anticipate required to be retained. Have you confir If Yes, please attach documentation provides.	med First Aid services	? Yes 🗗	No □	N/A □
Ambulance: Has Emergency Medical So and planned emergency access to the sit		rvice) been con	tacted regardin	g your event No □
Fireworks: Will there be fireworks as partif Yes, a permit for exhibition fireworks	•	e Fire Departme	Yes □ nt.	No 🗹
SECTION 12: SIGNATURE (Signature of Individual Completing this	s Application)	2	(Date comple	7
		* *	(Date comple	icaj
Office Use Only: Application Received:	$\mathbf{C}e$	ommittee 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	
FOTHERS DAY CAR SHOW organ (Event Name)	(Organizing Group)
•	n of the City of St. Thomas and all persons for whom it mages, costs, claims, suits or actions arising out of:
any damage to property including loss of use there death resulting at any time there from, occasioned	of, and any injury to any person or persons, including by any act or omissions of
FATHER S DAY CAR SHAU organi (Event Name)	zed by Lons Club of St Hom MS (Organizing Group)
Witness: Sayle Curney Name (Print): GAYLE CURNEY	Signed:
Name (Print): GAYLE CUDNEY	Name (Print): Warne Cop ney
	Address: 33 LEG-EX 190
	Telephone: 519-631-2148
	Date: 2/17
	Event Name: FATHERS DAY CAR SHOW
	Organizing Group: Lons Cur of STTHEMAS
	Event Dates: June 18th 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

Page 1 of 6

SECTION 1: EVEN	T AND ORGANIZER INFORMATION	City Clerks Dept
Event Name:	Ivon Kids Triathlon	
Date(s):	June 4, 2017	
Start Time:	8:00 an End Time: 1:30 pm	
Location(s):	St. Thomas YMCA	A right office was
Organizing Group:	Family YMCA of St. Thomas-	Elgih
Contact Name #1:	derad Henderante Katie Day	fler
Street Address:	多20 High St.	<i></i>
Town/City:	St. Thomas Province: ON Postal Code: NS	788V2
Phone Number #1:	(519) 631-2418 #2:	
Email Address:	jhenderson @ ymca wo.ca	
Expected Attendance	Number of Event Personnel/Volunteers: 40	
Location and number	of washrooms in place: Washrooms in the	Y
Location and Numbe	r of Parking Spaces: Our 100 @ He Y	
Number of Accessibl	e Washrooms: 8 Number of Accessible Parking Spots:	10
	specific event. Attach additional sheets as necessary. Similar	
de last	several years, we would	like
to host	this triathlon event. Kid	<u>s</u>
negister	to swim, bike, of my in	
vace as	joinst one another. Map is	
attached	Showing our oldest age gr	ours
SECTION 2: FOOD	DAND BEVERAGE bike voute?	
	fy Elgin St. Thomas Public Health at www.elginhealth on ca	

Page 2 of 6

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as p	art of the ever	
If Yes, please specify the number and size of tents.	Yes L	No V
If the tents are larger than 60m ² cumulatively, a building permit is require Services. Please attach a copy of the Permit and provide the Permit Numl	d through Plan	nning & Building
Please note that Indoor or Tent covered areas for public assembly must co Act requirements enforced by Elgin St Thomas Public Health. Please cont Officer for information on how to meet these requirements.	omply with Sn fact the Tobac	noke Free Ontario co Enforcement
SECTION 4: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Parks and Recreation Department for Special Events taking place on mun.	Yes () Policy availab icipal property	No le through the
You must also comply with the Alcohol and Gaming Commission of Onta are responsible to notify and provide any pertinent information required u obtaining a Special Occasion Permit. You must adhere to the Liquor Licerensure access is given to the Police and AGCO Inspectors for the purpose a copy of the liquor permit with this application. If utilizing the services of endorsements to provide off — premises beverage services, organizers shallicensee confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the confirming date/time/locat	nder the AGC nce Act and its s of inspection f a caterer with ll supply a lett	O guidelines for s Regulations and ss. Please submit h all the required er from the
The area where alcohol is being served has to have a 36" (0.9m) high barrathere is a no staking policy in all of the City's Parks and Recreation facilities.	ier/partition. I ities.	Please note that
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcohol Ontario (AGCO), you must obtain a letter of approval from City Council, "municipally significant", by submitting the request to the City Clerk's Deapproval may take several weeks.	declaring you	r event
Will you be requesting that City Council declare your event a "Municipal	ly Significant Yes	Event"?
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.

Page 3 of 6

SECTION 7: ANIMALS

Will there be a Petting Zoo or Animals at the event? If Yes, the Elgin-St. Thomas Public Health must be notified of the animals are not permitted in the Animal Control By-Law 71-2011, Exemption to the By-Law must be approved by City Council. Pleathis permit application. Please note that such approval may take se	an Application for security and application for a security and a security anamed a security and a security and a security and a security and	r Temporar	γ
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANG	<u>GES</u>		
Are you anticipating any road closures or traffic flow changes?	Yes L	No Iv	
If Yes, please describe the road closure requirement and attach a magnetic Right of Way Occupancy Permit and City Council approval is requirement approval may take several weeks.	uired for all road of	ving the clos closures. Ple	sure. A
bike route map. Note thai	t we	do no	t
need duse roads closed			set
Please attach a copy of the Right of Way Occupancy Permit and portion of the event is a Parade / Run / Walk / Pass through Sporting Event located under the Special Events page on the City website. Described See allocated way.	rovide the permit Supervis t, please refer to the	#: ろいん 。 ie city roads	L volutee map or sketch.
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631	Yes F -1224 ext. [4].	No ►	
PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.	not allowed to dir	ect traffic, (Only the
Have you contacted the Public Works Department for: Barricades No Parking Signs Detour Signing	Yes N	0 1	N/A T/N/A
SECTION 9: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to a and Recreation staff once the Special Events Permit Application h	as been approved.		
Have you contacted Parks and Recreation staff about your event?	Yes = N	0 🗇	N/A
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy of	Yes Nof the permit.	lo]	N/A

SECTION 13: INSURANCE

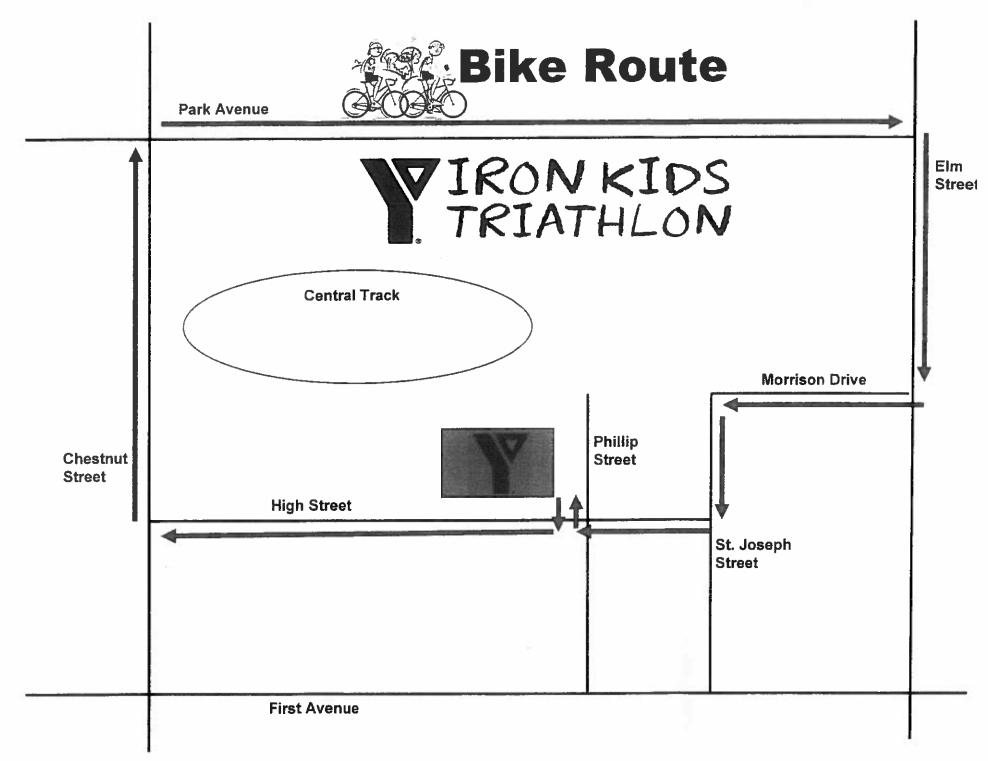
A Certificate of Insurance is required providing proof of \$5,000,000 in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted a minimum of two weeks prior to the start of the event. 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 iriathlon organ (Event Name)	nized by \\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	1 of St-Thomas- Elgin (Organizing Group)
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, da	n of the City of St. T. mages, costs, claims	homas and all persons for whom it , suits or actions arising out of:
any damage to property including loss of use there death resulting at any time there from, occasioned	of, and any injury to by any act or omission	any person or persons, including ons of
(Event Name) organi	zed by <u>VMCA</u>	Granizing Group)
its officers, agents, servants, employees, contractor on the premises or any part thereof arising from or such damage or injury is due to the act, default or n Thomas, its officers, agents, servants, employees, or	occasioned by any c legligence of The Co	ause whatsoever, except where proporation of the City of St.
Witness: Jelena Storic Name (Print): Jetena Storic	Signed:	Turan Enfe Stegan
Name (Print): Jetena Storic	Name (Print):	Susan Mc Gugan
	Address:	165 Flowerd Ave E, London
	Telephone:	519-907-5500
	Date:	Fib 3, 2017
	Event Name:	Iron Kids Triathlon
	Organizing Group:	YMCA of St Thumas- Elgin
	Event Dates:	June 4, 2017

Page 6 of 6



Ref. No. 320007430278

CERTIFICATE OF INSURANCE

Aon Reed Stenhouse Inc. 20 Bay Street Toronto ON M5J 2N9

y 416-868-5500 fax 416-868-5580

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

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

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

AON

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.

March Softer

Dated:

18-May-2016

Tel:

Issued By : Fernandes Tracy 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

FFR n 8 117

City Clerks Dept

SECTION 1: EVEN	T AND ORGANIZER INFORMATION
Event Name:	207 St Thomas Menciain MS Wilk
Date(s):	Sunday May 7, 2017
Start Time:	8am End Time: 2pm
Location(s):	Periside Collegate Institute
Organizing Group:	MS Society of Canada
Contact Name #1;	Sabrina Pairier #2: Amanda Trainicek
Street Address:	1100 Dearness Dr Unit 20
Town/City:	London Province: ON Postal Code: NGE ING
Phone Number #1:	S19-680-7878 et 330 #2: S19-680-7878 x 3354
Email Address:	Schring Pointer @ Msssalety. ca
Expected Attendance:	Number of Event Personnel/Volunteers:
Location and number	of washrooms in place: We will have access to
bath a m	en's Ewomen's Washroom with more than in
	of Parking Spaces: Lie Will have access to all each
Darking ad	+ the School approx 200 Spots
,	Washrooms: Number of Accessible Parking Spots: Several
Please describe your s	pecific event. Attach additional sheets as necessary. The MS welt
^	cising event that is for all ages and ability
lack Ist	is a day of celebration as well as
Unity. Pa	rticipants follow a Scenic route and then
enjoy a R	80 lorch.
SECTION 2: FOOD	AND BEVERAGE
Will food of any kind	be available at this event? Yes No 🗆

Page 2 of 6

If Yes, you must notify Elgin St. Thomas Public Health at www.elginhealth.on.ca

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as		nt? No V
If Yes, please specify the number and size of tents.	Yes 🗆	No V
If the tents are larger than 60m^2 cumulatively, a building permit is required Services. Please attach a copy of the Permit and provide the Permit Nur		
Please note that Indoor or Tent covered areas for public assembly must of Act requirements enforced by Elgin St Thomas Public Health. Please co Officer for information on how to meet these requirements.		
SECTION 4: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcoho Parks and Recreation Department for Special Events taking place on mu		
You must also comply with the Alcohol and Gaming Commission of On are responsible to notify and provide any pertinent information required obtaining a Special Oceasion Permit. You must adhere to the Liquor Lic ensure access is given to the Police and AGCO Inspectors for the purpos a copy of the liquor permit with this application. If utilizing the services endorsements to provide off—premises beverage services, organizers shilicensee confirming date/time/location/services as well as a copy of the endorsements.	under the AGC tence Act and its ses of inspection of a caterer with all supply a letter	O guidelines for Regulations and is. Please submit hall the required er from the
The area where alcohol is being served has to have a 36" (0.9m) high bathere is a no staking policy in all of the City's Parks and Recreation faci		lease note that
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcohontario (AGCO), you must obtain a letter of approval from City Counci "municipally significant", by submitting the request to the City Clerk's I approval may take several weeks.	l, declaring you	r event
Will you be requesting that City Council declare your event a "Municipa	ılly Significant I Yes □	Event"?
SECTION 6: MUSIC / NOISE		110 4
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 authoriz a.m. and 11:00 p.m. so long as the Police are satisfied that said devices a manner" and not intolerably high. It is the responsibility of the organizer	re being "used i	n a reasonable

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.

musical licencing through SOCAN for events not taking place in a City facility.

Page 3 of 6

SECTION 7: ANIMALS			
Will there be a Petting Zoo or Animals at the event? If Yes, the Elgin-St. Thomas Public Health must be notified of tanimals are not permitted in the Animal Control By-Law 71-20 Exemption to the By-Law must be approved by City Council. Pthis permit application. Please note that such approval may take	the event details. It, an Applica	ition for Ter	
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHAI			
Are you anticipating any road closures or traffic flow changes?	Ye	s 🗆	No V
If Yes, please describe the road closure requirement and attach a Right of Way Occupancy Permit and City Council approval is rethat approval may take several weeks.	conium lon all		ne closure. A es. Please note
Please attach a copy of the Right of Way Occupancy Permit and	provide the pe	renit #	
If the event is a Parade / Run / Walk / Pass through Sporting Even located under the Special Events page on the City website. Description of the City website.	nt, please refe ibe the event a	r to the city and attach a	roads map map or sketch.
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631	Yes -1224 ext. 14	□ N	lo 🗸
PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.	not allowed t	o direct traf	lic. Only the
Have you contacted the Public Works Department for: Barricades No Parking Signs Detour Signing	Yes 🗇 Yes 🗇	No 🗆 No 🗆	N/A V N/A V
SECTION 9: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to an and Recreation staff once the Special Events Permit Application has Have you contacted Parks and Recreation staff about your event?	is heen annroi	ved.	
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy of	Yes =	No 🌠	N/A 🗆

Page 4 of 6

Do you require picnic tables or garbage Recreation Department and that delivery	cans? Please note avai	lability is at the	discretion of the	he Parks and
If Yes, how many are you requesting?	Ye # of Picnic Tables:	:s	o V N of Garbage Car	//A 🗖
Have you made arrangements with Envi	ronmental Services sta	ff for recycling	Containers on	d polloutions
		Yes 🗆	No 5.	N/A
Will you require municipal support for:	Water	Yes 🖺	No V	N/A 🗆
	Hydro			
Please note that all equipment and ex accredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	please attach the Elect			
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permit	Connection Permit? and provide the Permi	Yes 🗆 t Number:	No 🗆	N/A I
SECTION 10: ACCESSIBILITTY				
Accessibility for Ontarians with Disability requirements to meet for accessibility displayed throughout the event venue to it washrooms and parking. Although not resiste plan to the Municipal Accessibility Access	ricase note that direct indicate the barrier-freq quired, the Special Eve dvisory Committee for	tional signage path of travel	needs to be and location of	prominently of accessible
Security: Has a privately licenced security If Yes, what company and how many secu	firm been contacted/re rity officers will be pre	etained? esent?	Yes 🗆	No V
First Aid: For events with an anticipated required to be retained. Have you confirmed If Yes, please attach documentation provides	W. Firet A id commonal)	37	N. 1	
Ambulance: Has Emergency Medical Servand planned emergency access to the site?	ices (Ambulance Servi	ice) been conta	eted regarding Yes 🗇	your event
Fireworks: Will there be fireworks as part of Yes, a permit for exhibition fireworks is	of your event? required through the F	ire Department	Yes 🗆	No C
SECTION 12: SIGNATURE				
SKi			T =1	17
(Signature of Individual Completing this A	pplication)	(Date complete	;d)
Office Use Only: Application Received:	Comu	nittee Approval:		

Page 5 of 6

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.

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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:

Thomas Marchain H.S. Wilk organized by the M.S. Sxiety of Caracles (Organizing Group)

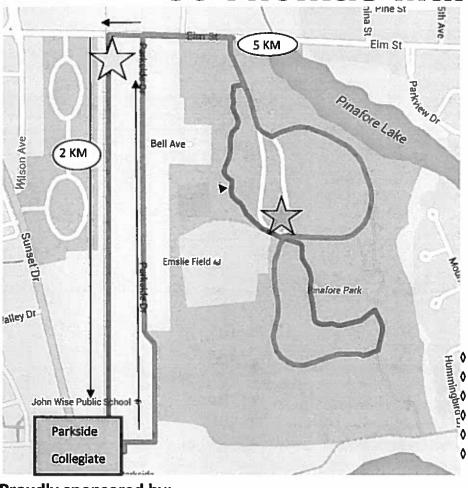
any damage to property including loss of use there death resulting at any time there from, occasioned		
2017 St Thomas Handlerin HS Welk organ (Event Name)	ized by the N	18 Society of Canada (Organizing Group)
its officers, agents, servants, employees, contracto on the premises or any part thereof arising from or such damage or injury is due to the act, default or Thomas, its officers, agents, servants, employees,	occasioned by any negligence of The C	cause whatsoever, except where Corporation of the City of St.
Witness: SZ:	Signed:	Ken
Name (Print): Sabrica Pout el	Name (Print):	David Arbuthnot
~ anestrons regarding this	Address:	1100 Dearness Dr. Unit 20
or questions regarding this wheat Please Contact	Telephone:	519-680-7878
brina Poirier at S19-680-7878	Date:	Feb 1, 2017
x 3306	Event Name:	2017 St Thomas Handarn MS Walk
	Organizing Grou	p: MS Society of Canada
	Event Dates:	May 7/17

MANDARIN

MS. WALK

EVERY STEP MATTERS.

St Thomas Mandarin MS Walk



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

 \Rightarrow

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:



COUNTRY 104

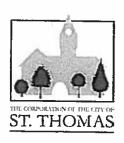








Councillor Wookey Chair



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

SECTION 1: EVENT AND ORGANIZER INFORMATION

FIG 13 2317

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 AUE
Town/City:	ST. THOMAS Province: ON Postal Code: NSR 5P5
Phone Number #1:	519-633-0453 #2: 519-852-2125
Email Address:	ritcHandsand rogers. com
Expected Attendance	e: 400 Number of Event Personnel/Volunteers: 50
Location and numbe	r of washrooms in place: PORTA POTTIES
Location and Number	or of Borling Succession Alexander Company of Company o
	Er of Parking Spaces: OPTIMIST PARK LOT AND
	le Washrooms: Number of Accessible Parking Spots:
	specific event. Attach additional sheets as necessary.
	HOURS OF ACTIVITIES FOR ELEMENTARY
	AGE CHILDRED INCL- DISPLAYS BY
ALL E	MERGENCY SERVICE, SPORTS ORGANIZATIONS
AND CH	LTURAL CLUBS. ENTERTHINMENT BY
THE SNA	KE LAKE AND FREE HOT DUGS AND SLUCE.
SECTION 2: FOOI	O AND BEVERAGE
Will food of any kind If Yes, you must sub attach a copy to this	d be available at this event? When the Special Events Notification Form to Elgin St. Thomas Public Health and 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. 3 TENTS EACH 8 × 30'					
If the tents are larger than $60m^2$ 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 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 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.					

Page 3 of 6

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

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SECTION 7: ANIMALS

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SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGE	<u>GES</u>		
Are you anticipating any road closures or traffic flow changes?	Ye	s 🗆 N	o 🗹
If Yes, please describe the road closure requirement and attach a na Right of Way Occupancy Permit and City Council approval is required that approval may take several weeks.	uired for all	road closures	closure. A Please note
8:			
Please attach a copy of the Right of Way Occupancy Permit and p	rovide the p	ermit #:	
If the event is a Parade / Run / Walk / Pass through Sporting Even located at www.stthomas.ca/content/official-plan-0 . Describe the experience of th	event and att	tach a map or	sketch.
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-	Yes -1224 ext. 14	s 🗆 No 41.	o 🗹
PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.	not allowed	to direct traff	ic. Only the
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 an and Recreation staff once the Special Events Permit Application has	Tange an on	site meeting v	vith Parks
Have you contacted Parks and Recreation staff about your event?	Yes 🗆	No □	N/A 🗹
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy or	Yes □ f the permit.	No 🗅	N/A 🗹

Do you require picnic tables or garbage discretion of the Parks and Recreation D	cans? Please note that Department.	availability and	potential costs a	re at the		
If Yes, how many are you requesting?		Yes 🗹	No 🗆 Garbage Cans	N/A 🗆		
Have you made arrangements with Envi	ronmental Services sta	aff for recycling of Yes □	containers and co	ollection? N/A □		
Will you require municipal support for:	Water Hydro	Yes ☐ Yes ☑	No 🗹 No 🗆	N/A [] N/A []		
Please note that all equipment and ex accredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Sa	afety Code or ha	ive been inspec	ted by the		
If required, have you obtained a Hydran If Yes, please attach a copy of the Permi	t Connection Permit? It and provide the Perm	Yes □ nit Number:	No 🗆	N/A 🗹		
SECTION 10: ACCESSIBILITTY						
As an event organizer, it is your responsibility to ensure that your organization is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Organizations with at least one employee have requirements to meet for accessibility, 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.						
Security: Has a privately licenced security firm been contacted/retained? Yes No Yes No Yes						
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 \(\subseteq \text{No \(\subseteq \text{N/A \(\subseteq \text{If Yes, please attach documentation providing proof that First Aid services have been retained.}						
Ambulance: Has Emergency Medical Se and planned emergency access to the site	ervices (Ambulance Se e?	ervice) been conta	acted regarding :	your event No 🗆		
Fireworks: Will there be fireworks as pa If Yes, a permit for exhibition fireworks	rt of your event? is required through the	e Fire Departmen	Yes 🔊	No 🗹		
SECTION 12: SIGNATURE						
malebuld			FEB 13 Z (Date completed	017		
(Signature of Individual Completing this	Application)		(Date completed	d)		
Office Use Only: Application Received:	C	ommittee 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 INDEMINIFICATION

ST. THOMAS OPTIMIST CHURCH ENGLISH OF ST. THOMAS OPTIMIST CLUB
(Event Name) FRETURE (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

(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:

Witness: Walefuel

Name (Print): D. Wakefield

Signed:

Name (Print):

Sim WAKEFIELD

Address:

48 RHONAA CT

Telephone:

519-852-212J

Date:

FEB-13,2017

Event Name:

ST THOMAS OPTIMIST CHILDRERIS RESTURC

Organizing Group: STTHOWAS DOTTONIST (LUB

Event Dates:

SATEIRBAY 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

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 or 519-631-9900 Ext. 1325 before submitting this form.

Event Information	n			Mining uno joing.		
Name of Event: 0 7 To CHILL NO.	IN IST ENS FEST	Event Loca (Address):	tion optim	IST PARK	67	V 500 Z 10
3 F/1	VUMUHT	SEPT. 16	2017	Set Up Date:	SEPT 16 20	1,7
Organization Name:	PTIMIST	CLUB.		Person Respon	nsible: RITCHIR S	TE it
Bus. Phone: (57) 6:	33 0453	Home Phone: (5	19 6330453		AND JAND ROSE	
Site where fundraiser v	vill be held:				Participation of the second	
A STATE OF THE STA	The state of pasitions establishment Officer				-	
How is the water suppl	led?					1000
☐ Municipally Supplied		☑ Commercial Bot				
Describe handwashing	station: must	e equipped with liq	uid soep in a dispen	ser & paper towe	is	MAL
□ Coffee urn or portable	supply with basi	n to catch waste wa	iter 🗹 Óther (plea		FOOD TRAILE	ER
How will you dispose o	/waste water?				Charles and Carlot and	
□ Plumbed to municipal			collect for dispos	al in sanitary faci	lity	
How will you keep food	lhot?	and the same		and the second		FARM
v on BBQ		ease describe)				
How will you keep food	cold?	the state of the state of				i Sastria
The second secon	Other explain:	FREEZ	ER IN FOO	D TRAILE	R	
How will you dispose o	f garbage?				The state of the state of	PERM
☑ Municipal □	Other explain:					-
Islany of the food prepared	red in alkitche	n inspected by a h	ealthjunit? If yes,	where?		N. Terry
⊻ Yes □ No	□ Name of estat	olishment and locati		RAILER		
Food Items to be serve (please list)	d: Food supp where pur	lier or store/busin chased	ess Address		Phone	
Note: All food cooked on BBQ must be pre-cooked (e.g., burgers, sausages)						
1. HOT 13065	MET			THOM AS	()	
2.					()	
3.					()	
4.					()	
5.					()	\neg
Note: The use and/or sale of uninspected meats & unpasteurized milk/milk products are strictly prohibited.						
Signature of Person Responsible for Event						
EHU 519C (May-16)		-	The said	12	1 12 2017	B. 15/16.

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

FEB 13 7017

SECTION 1: EVEN	T AND ORGANIZER INFORMATION City Clerks Dept.
Event Name:	Big Bike Healt and Stoke
Date(s):	May 10,2017
Start Time:	12:00 pm End Time: 8:00 pm
Location(s):	Boston Pizza 860 Tarbot St
Organizing Group:	Healt and Stoke Foundation
Contact Name #1:	Dajana Dragicevic #2: Tennifer Hassan
Street Address:	633 colborne St Unit 150
Town/City:	London Province: <u>ON</u> Postal Code: <u>N6B</u> 2V3
Phone Number #1:	519 679 0641 x 3311 #2:
Email Address:	dajana dragicevic@heartandstroke.ca : _/50 Number of Event Personnel/Volunteers:6
Expected Attendance	:
Location and number	of washrooms in place: 2 inside Boston Pizza
Location and Number	r of Parking Spaces: 50~ 100 between Boston
_	nd Starwood
Number of Accessib	e Washrooms: 2 Number of Accessible Parking Spots: 50-100
Please describe your	specific event. Attach additional sheets as necessary
Every 11	2 hour teams of 29 ride the
Big Bike	around a 2 kms route to raise
money f	around a 2 kms route to raise or heart and stoke research.
-	
SECTION 2: FOO	AND BEVERAGE
Will food of any kind If Yes, you must not	d be available at this event? Yes D No Yes D No Yes D

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as p				
If Yes, please specify the number and size of tents.	Yes []	No X		
If the tents are larger than 60m^2 cumulatively, a building permit is required Services. Please attach a copy of the Permit and provide the Permit Number	d through Plant per: <u>いみ</u>	ning & Building		
Please note that Indoor or Tent covered areas for public assembly must co Act requirements enforced by Elgin St Thomas Public Health. Please cont Officer for information on how to meet these requirements.	mply with Smo act the Tobacco	oke Free Ontario o Enforcement		
SECTION 4: SERVING OF ALCOHOL				
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol I Parks and Recreation Department for Special Events taking place on muni	Policy available	No X through the		
You must also comply with the Alcohol and Gaming Commission of Onta are responsible to notify and provide any pertinent information required un obtaining a Special Occasion Permit. You must adhere to the Liquor Licer ensure access is given to the Police and AGCO Inspectors for the purposes a copy of the liquor permit with this application. If utilizing the services of endorsements to provide off—premises beverage services, organizers shall licensee confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/se	nder the AGCO nce Act and its s of inspections f a caterer with I supply a letter	guidelines for Regulations and Please submit all the required from the		
The area where alcohol is being served has to have a 36" (0.9m) high barrithere is a no staking policy in all of the City's Parks and Recreation facilities.		ease note that		
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT				
If you wish to apply for a "Special Occasion Permit," through the Alcohol Ontario (AGCO), you must obtain a letter of approval from City Council, "municipally significant", by submitting the request to the City Clerk's De approval may take several weeks.	declaring your	event		
Will you be requesting that City Council declare your event a "Municipall	-			
SECTION 6: MUSIC / NOISE	Yes □	No 🗶		
Will there be a concert or musical entertainment as part of the event?	Yes □	No K		
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.				

Page 3 of 6

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? If Yes, the Elgin-St. Thomas Public Health must be notified of the animals are not permitted in the Animal Control By-Law 71-2011, Exemption to the By-Law must be approved by City Council. Please this permit application. Please note that such approval may take several process.	an Applicati se attach a co	s two weeks on for Tem opy of the a	porary
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANG	<u>ees</u>		
Are you anticipating any road closures or traffic flow changes?	Yes	o 1	% X
If Yes, please describe the road closure requirement and attach a m Right of Way Occupancy Permit and City Council approval is requ that approval may take several weeks.	ap or sketch ired for all r	showing the	e closure. A s. Please note
Please attach a copy of the Right of Way Occupancy Permit and pr If the event is a Parade / Run / Walk / Pass through Sporting Event			NA roads man
located under the Special Events page on the City website. Describ	e the event	and attach a	map or sketch.
1			
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-	Yes -1224 ext. 14	10 1 11.	No X
PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.	not allowed	to direct tra	ffic. Only the
Have you contacted the Public Works Department for:		N. 63	2114 8
Barricades No Parking Signs	Yes □ Yes □	No □ No □	N/A X N/A X
Detour Signing	Yes []	No 🗆	N/A
SECTION 9: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to a	rrange an on	site meeting	g with Parks
and Recreation staff once the Special Events Permit Application h Have you contacted Parks and Recreation staff about your event?	Yes []	ovea. No []	N/A X
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy of	Yes [] of the permit.	No 🗆	N/A 5X

Do you require picnic tables or garbage Recreation Department and that delivery/	pick up is the respon	sibility of the e	vent organizer.		
If Yes, how many are you requesting?	· · · · · · · · · · · · · · · · · · ·	Yes 🗆 🗎	1072€ N/A	4.09	
If Yes, how many are you requesting?	# of Picnic Tables:	<u>// /† </u> #	of Garbage Cans:	/∪/୮	
Have you made arrangements with Envi	ronmental Services s	taff for recyclin Yes □	ng containers and o	collection? N/A	
7711	***	W 0	3.1 (3)	27/4 [7]	
Will you require municipal support for:	Water Hydro	Yes 🗆	No D	N/A 🗆 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 Hydrand If Yes, please attach a copy of the Permi			NA	N/A X	
SECTION 10: ACCESSIBILITTY					
As an event organizer, it is your response Accessibility for Ontarians with Disability requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility. SECTION 11: OTHER SERVICES/R	ities Act (AODA). Co. Please note that do indicate the barrier equired, the Special Advisory Committee	rganizations wi irectional signa free path of tra Events Commi	ith at least one em age needs to be j wel and location o ttee recommends s	ployee have prominently of accessible submitting a	
Security: Has a privately licenced securi If Yes, what company and how many se			Yes 🗆	No X	
First Aid: For events with an anticipal required to be retained. Have you confirm If Yes, please attach documentation provides.	med First Aid scrvic	es? Yes 🗆	No □	N/A Ø<	
Ambulance: Has Emergency Medical Se and planned emergency access to the site		Service) been c	ontacted regarding Yes □	your event	
Fireworks: Will there be fireworks as pa If Yes, a permit for exhibition fireworks		the Fire Departs	Yes □ ment.	No SX	
SECTION 12: SIGNATURE					
(Signature of Individual-Completing this	s Application)		Feb 2 / (Date complete	2017-	
Office Use Only: Application Received:		Committee Appro		•	
Other ose Omy: Application Received:		communes where	7 4 44 14		

SECTION 13: INSURANCE

STATEMENT OF INDEMNIFICATION

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.

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

Big Bike organized by Heat and Stocke Foundation (Organizing Group)

death resulting a	t any time there from, occ	asioned by any act	or omissio	is of		
Big	Bike	organized by	Healt	and	Strake	Found
<i>(</i>) (1	Event Name)			(Organizi	ng Group)	
on the premises such damage or	nts, servants, employees, co or any part thereof arising injury is due to the act, de- cers, agents, servants, emp	from or occasione fault or negligence	d by any ca of The Cor	use whats poration (soever, except of the City of	where
Witness:	2-Tell	Signed:	¥8	Ø.	30	
Name (Print):	Enn for Ha	Name (I	Print):	Daja	na Dra	giceui'c
		Address	•	_633	Colbur	Le St
		Telepho	ne:	519 6	79 0641	<u>x 3311</u>
		Date:		Fel	2,20	17
	¥1	Event N	ame:	Big	y Bike	
		Organiz	ing Group:	Aca	H and S	Hoke
		Event D	ates:	<u>M</u>	ay 10,	2017
	*				U	

FFR 1-5 2017

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

Page 1 of 6

SECTION 1: EVE	NT AND ORGANIZER INFORMATION
Event Name:	St. Thomas Teddy Bear Picnic
Date(s):	Wednesday, June 14, 2017
Start Time:	9:00 am End Time: 0:00 pm
Location(s):	Pinatore Park - Dance Pavillion
Organizing Group:	Elgin Teddy Bear Picnic Committee
Contact Name #1:	Ber Fellows #2: Warlyn Heffren
Street Address:	7 Morrison Drive
Town/City:	St. Thomas Province: ON Postal Code: N5R 455
Phone Number #1:	
Email Address:	b. fellows @community/Ningelgin .com
Expected Attendance	Number of Event Personnel/Volunteers: 30
Location and Number	er of Parking Spaces:
Number of Accessib	le Washrooms: Number of Accessible Parking Spots:
-For Children Set up 10 Z Zone is hus Tue/Police/	specific event. Attach additional sheets as necessary. Toldy Bar Picnic 2n 0-6 yrs and their parents/cureaners We over a grand the pavillion with activities. Exchanged by a different approxy that supports Children 0-6 amounts are on the at the soldy zone prince is to coleprate young children, get them with Caring adults? Incotorage play.
If Yes, you must sub attach a copy to this	d be available at this event? Mo a special Events Notification Form to Elgin St. Thomas Public Health and permit application. Public Health Provide the Sweek & are the planning Outhership.

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.
If the tents are larger than 60m^2 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? 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 V
SECTION 6: MUSIC / NOISE
Will there be a concert or musical entertainment as part of the event? Yes I No I Small Performances walking Hudufnant 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

Page 3 of 6

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? 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. * Natthew Kennedy - Kennedy Knitters - Bid, tutle SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES Are you anticipating any road closures or traffic flow changes? 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. Describe the event and attach a map or sketch. No 🗹 Do you require traffic control? Yes 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 🗆 Yes □ No □ No Parking Signs Detour Signing No 🗆 Yes □ **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? N/A 🗆 If yes, please provide the location of the rental and attach a copy of the permit.

Page 4 of 6

Do you require picnic tables or garbage of discretion of the Parks and Recreation De	ans? Please note that appartment.	availability and po	tential costs are	at the	
discretion of the Parks and Recreation De If Yes, how many are you requesting?	# of Picnic Tables:	Yes № 15 # of G	No □ arbage Cans: _	N/A 0	
Have you made arrangements with Envir		ff for recycling co	ntainers and col	llection?	
			No 🗗		
Will you require municipal support for:	Water Hydro	Yes ☑ Yes ☑	No □	N/A □	
Please note that all equipment and ext accredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Sa please attach the Elec	fety Code or hav	e been inspecte	ed by the	
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permit	Connection Permit? and provide the Perm	Yes □ it Number:	No 🖫	N/A □ -	
SECTION 10: ACCESSIBILITTY					
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 IV 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 No N/A If Yes, please attach documentation providing proof that First Aid services have been retained.					
Ambulance: Has Emergency Medical Ser and planned emergency access to the site		rvice) been contac	ted regarding y Yes ℚ	our event	
Fireworks: Will there be fireworks as part of your event? Yes No N					
SECTION 12: SIGNATURE					
Dwelet !			Feb 14/1	1	
(Signature of Individual Completing this	Application)	(1	Date completed)	
Office Use Only: Application Received:	Page 5 of 6	mmittee Approval:	<u>,,</u>		
	Luge 2 of o				

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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 cancell		
be altered or cancelled as a result of an emergency of Copy of unsurance will be s	situation.	April 1/17 (lenewel)
STATEMENT OF INDEMINIFICATION	Onta	rio Early Years Centre
		NTENDEN PICNIC Committee (Organizing Group)
shall indemnify and save harmless The Corporatio is at law responsible from any and all liabilities, da		
any damage to property including loss of use there death resulting at any time there from, occasioned		
St. Thanks Teddy Roar Pirniotegan	J	in Ildau Box Pilnic Commettee (Organizing Group)
its officers, agents, servants, employees, contracto on the premises or any part thereof arising from or such damage or injury is due to the act, default or Thomas, its officers, agents, servants, employees,	rs, customers, inv occasioned by a negligence of Th	ny cause whatsoever, except where e Corporation of the City of St.
Witness: Awarda Evalued	Signed:	Swelf
Name (Print): A. Eveland	Name (Print):	Beu Fellows
	Address:	7 Marison Drive.
	Telephone:	519-631-9496 ext 810
	Date:	Feb 141M
	Event Name:	St. Thomas Teddy Bear in
	Organizing Gr	
	Event Dates:	Wed Gure 141 Gummittee

Page 6 of 6

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

- 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.
- 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.

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- 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 spec	cified below:	
June	14,2017	· · · · · · · · · · · · · · · · · · ·
I acknowledge and accept all of the	preceding ferms and conditions. Signed	and accepted by:
Bev Fellows Name (please print) User Group	Signature Signature	Elsen Tedly Brar Group Name Committee
Name (please print) City of St. Thomas	Signature	Feb 14/17
Invoice #(s)	17396	

Payment Terms: Due at the time of booking.

Updated on September 12, 2016