

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

**BY EMAIL**

**JUNE 29, 2017**

**PETITIONS AND COMMUNICATIONS**

Pride Picnic in the Park - July 27th, 2017

Fundraising BBQ - PSNE - July 31st, 2017

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**ADJOURNMENT**

2017

Councillor Wookey  
Chair



City Clerks Dept.  
**Special Events Committee**  
c/o Breanna Pawlak  
City Clerk's Dept, 545 Talbot St.,  
St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4125  
Fax: (519) 633-9019  
Email: bpawlak@stthomas.ca

## SPECIAL EVENT PERMIT APPLICATION

### INTRODUCTION

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

1. Review the Festivals and Events Manual and ensure all requirements are fulfilled prior to filing this application with the City Clerk's Department. Resources and guides under the Special Events Permits page on the City Clerk'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.

*Certificate of Insurance is requested & will not take long to come in*

**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 <a href="mailto:customer.service@agco.ca">customer.service@agco.ca</a>
Smart Serve Ontario	1-877-620-6082 <a href="mailto:info@smartserve.ca">info@smartserve.ca</a>
City Clerk's Dept – Municipally Significant Event	519-631-1680 ext. 4100 <a href="mailto:customerservice@stthomas.ca">customerservice@stthomas.ca</a>
Chamber of Commerce	519-631-1981 <a href="mailto:mail@stthomaschamber.ca">mail@stthomaschamber.ca</a>
Downtown Development Board	519-633-5248 <a href="mailto:earl-taylor@coldwellbanker.ca">earl-taylor@coldwellbanker.ca</a>
Electrical Safety Authority	1-877-372-7233 <a href="mailto:Eric.Kingston@electricalsafety.on.ca">Eric.Kingston@electricalsafety.on.ca</a>
Elgin-St. Thomas Public Health	519-631-9900 <a href="mailto:APowell@elginhealth.on.ca">APowell@elginhealth.on.ca</a>
Emergency Medical Services (Ambulance Services)	519-637-3098 <a href="mailto:pauline.meunier@memseo.com">pauline.meunier@memseo.com</a>
Public Works Dept – Roads, Animals	519-631-1680 ext. 5130 <a href="mailto:dwhite@stthomas.ca">dwhite@stthomas.ca</a>
Planning & Building Services	519-631-1680 ext. 4160 <a href="mailto:cpeck@stthomas.ca">cpeck@stthomas.ca</a>
Environmental Services - Waste Management	519-631-1680 ext. 4258 <a href="mailto:mshannon@stthomas.ca">mshannon@stthomas.ca</a>
Fire Department – Fireworks, Fire Prevention	519-631-0210 <a href="mailto:btodd@stthomas.ca">btodd@stthomas.ca</a>
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161 <a href="mailto:gchapman@stthomas.ca">gchapman@stthomas.ca</a>
Parks and Recreation – Property Mgmt, Hydro	519-631-1680 ext. 4180 <a href="mailto:tbridge@stthomas.ca">tbridge@stthomas.ca</a>
Parks, Rec and Property Mgmt Department	519-633-7112 <a href="mailto:mrurn@stthomas.ca">mrurn@stthomas.ca</a>
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141 <a href="mailto:rmundt@stps.on.ca">rmundt@stps.on.ca</a>
Railway City Tourism	519-631-1680 ext. 4132 <a href="mailto:tourism@stthomas.ca">tourism@stthomas.ca</a>
St. John's Ambulance (First Aid)	519-633-2290 <a href="mailto:st.thomas@on.sja.ca">st.thomas@on.sja.ca</a>
Treasury Department – Insurance	519-631-1680 ext. 4105 <a href="mailto:kenglish@stthomas.ca">kenglish@stthomas.ca</a>

## SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Pride Picnic in the Park

Date(s): July 27<sup>th</sup>

Start Time: 11:00 am End Time: 3:00 pm

Location(s): Pinafore Park

Organizing Group: St. Thomas - Elgin Rainbow Alliance

Contact Name #1: Alicia Malcolm #2: Maggie Trevitt

Street Address: 95 Elm Street

Town/City: St. Thomas Province: ON Postal Code: N5R 1H7

Phone Number #1: 519-633-7989, ext. 428 #2: 519-859-9267

Email Address: amalcolm@centralchc.com

Expected Attendance: 50 Number of Event Personnel/Volunteers: 10

Location and number of washrooms in place: Pinafore Park (Dance Pavilion), washrooms are across the road

Location and Number of Parking Spaces: Pinafore Park (Dance Pavilion), parking spaces located across the road and right beside

Number of Accessible Washrooms: # of accessible washrooms at Pinafore Park Number of Accessible Parking Spots: # of accessible parking spots at Pinafore Park

Please describe your specific event. Attach additional sheets as necessary. This is a Pride picnic event located at the Dance Pavilion at Pinafore Park. There will be hamburgers, hot dogs, and beverages available for purchase. There will also be face painting, chalking, and crafts. It is a fun event for the whole family ran through the St. Thomas - Elgin Rainbow Alliance.

## SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☒

No ☐

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

### **SECTION 3: TENTS**

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

Yes ☐ No ☒

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

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

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

### **SECTION 4: SERVING OF ALCOHOL**

Will alcohol be consumed at the event?

Yes ☐ No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. 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, Recreation and Property Management facilities.

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

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.

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

Yes ☒ No ☐

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

(Already requested to City Council for St. Thomas - Elgin Pride week.)

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

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

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

## **SECTION 7: ANIMALS**

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

Yes ☐

No ☒

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

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

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

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

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

Do you require traffic control?

Yes ☐

No ☒

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

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

Have you contacted the Public Works Department for:

Barricades

Yes ☐

No ☐

N/A ☒

No Parking Signs

Yes ☐

No ☐

N/A ☒

Detour Signing

Yes ☐

No ☐

N/A ☒

## **SECTION 9: MUNICIPAL FACILITIES**

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

Have you contacted Parks and Recreation staff about your event? Yes ☒ No ☐ N/A ☐

Have you rented a pavilion/facility and signed a permit?

Yes ☒

No ☐

N/A ☐

If yes, please provide the location of the rental and attach a copy of the permit. Dance Pavilion

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

If Yes, how many are you requesting? # of Picnic Tables: The # of Picnic tables already there. # of Garbage Cans: The # of Garbage cans already there.

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

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

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

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

#### **SECTION 10: ACCESSIBILITY**

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

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

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒  
If Yes, what company and how many security officers will be present? \_\_\_\_\_

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☐ No ☐ N/A ☒  
If Yes, please attach documentation providing proof that First Aid services have been retained.

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

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

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

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

documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third parties upon their request.

Alina Halverson  
(Signature of Individual Completing this Application)

JUNE 19/17.  
(Date completed)

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

### SECTION 13: INSURANCE

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

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

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

### STATEMENT OF INDEMNIFICATION

Pride Picnic in the Park organized by St. Thomas - Elgin Rainbow Alliance  
(Event Name) (Organizing Group)

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

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

Pride Picnic in the Park organized by St. Thomas - Elgin Rainbow Alliance  
(Event Name) (Organizing Group)

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

Witness: Abbey Fleming

Name (Print): Abbey Fleming

Signed: Gerry Mariz

Name (Print): Gerry Mariz

Address: 359 Talbot Street

Telephone: 519-633-7989 ext. 406

Date: June 19<sup>th</sup>, 2017

Event Name: Pride Picnic in the Park

Organizing Group: St. Thomas - Elgin Rainbow Alliance

Event Dates: July 27<sup>th</sup>, 2017

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



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

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

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



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

<b>Creation Date:</b>	Mon May 15, 2017	<b>Receipt #:</b>	13210
<b>PAYEE:</b>	Maggie Trevitt 359 Talbot Street St. Thomas, Ontario, Canada N5P 1B7	<b>Total Amount Due:</b>	\$176.91
		<b>Amount Paid:</b>	\$176.91
		<b>Balance Due:</b>	<b>\$0.00</b>

<b>Client #:</b>	8763	<b>Account #:</b>		<b>Email:</b>	mtrevitt@outlook.com
<b>Phone 1:</b>	(519) 633-7989	<b>Phone 2:</b>		<b>Fax:</b>	
<b>Event:</b>	St. Thomas - Elgin Pride BBQ				

10698 4131 RT0001

**Facility**

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections				
Daily Rate 2017 - \$156.56 Daily Rate				
		Thu Jul 27, 2017	09 00AM - 05 00PM	\$156.56 H
			<b>Facility Subtotal:</b>	\$156.56
			<b>Total:</b>	\$156.56

**Transactions**

# 107339	Date: Jun 13, 2017 - 11:27AM	Type: Payment (# 19227)	Method: Visa (n/a)	Amount: -\$176.91
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<b>Comments</b>	<b>Subtotal:</b>	\$156.56
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Booked by Maggie May 15, 2017.

<b>13% HST:</b>	\$20.35
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<b>Total:</b>	\$176.91
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<b>Amount Paid:</b>	\$176.91
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<b>Balance Due:</b>	<b>\$0.00</b>
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7255012 - 675001 - 162.73  
FA 112489 - 14.18 (R)

JUN 21 2017

City Clerks Dept

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Fund raising BBQ

Date(s): July 31<sup>st</sup>, 2017

Start Time: 11:00 am End Time: 3pm

Location(s): 499 Talbot st. St. Thomas, ont, N5P 1C3

Organizing Group: Psychiatric Survivors Network of Elgin

Contact Name #1: Norm Barrett #2: Lori Pelley

Street Address: 499 Talbot st.

Town/City: St. Thomas Province: ON Postal Code: N5P 1C3

Phone Number #1: 519 631 1580 (office) #2: \_\_\_\_\_

Email Address: nbarrett@psnc.ca

Expected Attendance: unknown Number of Event Personnel/Volunteers: 2

Location and number of washrooms in place: 2

Location and Number of Parking Spaces: parking lot at rear & parking on talbot

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: \_\_\_\_\_

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

we will be BBQing Hot Dogs in front of our organization  
for a fundraiser

**SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event?

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

Yes

No

### **SECTION 3: TENTS**

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

Yes

☒ No

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

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

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

### **SECTION 4: SERVING OF ALCOHOL**

Will alcohol be consumed at the event?

Yes

☒ No

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. 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, Recreation and Property Management facilities.

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

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.

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

Yes

☒ No

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

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

Yes

☒ No

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

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

## **SECTION 7: ANIMALS**

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

Yes

☒ No

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

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

Are you anticipating any road closures or traffic flow changes?

Yes

☒ No

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

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

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

Do you require traffic control?

Yes

No

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

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

Have you contacted the Public Works Department for:

Barricades	Yes	No	N/A
No Parking Signs	Yes	No	N/A
Detour Signing	Yes	No	N/A

## **SECTION 9: MUNICIPAL FACILITIES**

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

Have you contacted Parks and Recreation staff about your event?

Yes

No

☒ N/A

Have you rented a pavilion/facility and signed a permit?

Yes

No

☒ N/A

If yes, please provide the location of the rental and attach a copy of the permit. \_\_\_\_\_

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

Yes ☐ No ☐ N/A ☒

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

Have you made arrangements with Environmental Services staff for recycling containers and collection?

Yes ☐ No ☐ N/A ☒

Will you require municipal support for: Water  
Hydro

Yes ☐ No ☐ N/A ☒

Yes ☐ No ☐ N/A ☒

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

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

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

#### **SECTION 10: ACCESSIBILITY**

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

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

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

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

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

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

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

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

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

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

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

documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third parties upon their request.

Norm Barrett  
(Signature of Individual Completing this Application)

June 21, 2017  
(Date completed)

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

### **SECTION 13: INSURANCE**

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

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

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

### **STATEMENT OF INDEMNIFICATION**

Fundraising BBQ organized by P.S.N.E  
(Event Name) (Organizing Group)

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

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

Fundraising BBQ organized by P.S.N.E  
(Event Name) (Organizing Group)

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

Witness: \_\_\_\_\_

Signed: \_\_\_\_\_

Norm Barrett

Name (Print): \_\_\_\_\_

Name (Print): \_\_\_\_\_

Norm Barrett

Address: \_\_\_\_\_

499 Talbot st.

Telephone: \_\_\_\_\_

519 631 1580

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

June 21, 2017

Event Name: \_\_\_\_\_

Fundraising BBQ

Organizing Group: \_\_\_\_\_

PSNE

Event Dates: \_\_\_\_\_

July 31, 2017

No.: 2017-1

Dated: June 06, 2017

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  
PO Box 520, 545 Talbot St  
St. Thomas, ON N5P 3V7

**Named Insured and Address:**

Psychiatric Survivors Network of Elgin FIP#242  
499 Talbot Street  
St. Thomas, ON N5P 1C3

**This certificate is issued regarding:**

Re: "Meet -A-Machine Fundraiser"

Date: June 17, 2017

Time: 10am to 2pm

Location: 75 CASO Crossing, St. Thomas, ON N5P 3V7

Type(s) of Insurance	Insurer(s)	Policy Number(s)	Effective/Expiry Dates	Sums Insured Or Limits of Liability	
COMMERCIAL GENERAL LIABILITY	Aviva Insurance Company of Canada	MMP 0720-07	Apr 01, 2017 to Apr 01, 2018	Inclusive Limit, Property Damage and Bodily Injury	CDN 5,000,000 Each Occurrence

**Additional Information:**

It is hereby understood and agreed that the City of St. Thomas is added as Additional Insured, but only with respect to liability arising out of the operations of the Named Insured, as their interest may appear.

SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS OF THE POLICY


**Notice of cancellation:**

The insurer(s) affording coverage under the policies described herein will not notify the certificate holder named herein of the cancellation of such coverage.

**Marsh Canada Limited**

120 Bremner Boulevard  
Suite 800  
Toronto, ON M5J 0A8  
Telephone: 416-349-3030  
Fax: 416-815-3761  
marek.malycha@marsh.com

Marsh Canada Limited



By:

Marek Malycha