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

COMMITTEE ROOM 304
CITY HALL

3:00 P.M.

JUNE 6, 2018

MINUTES

Confirmation of the minutes of the meeting held on May 2, 2018.

PETITIONS AND COMMUNICATIONS

Destination Church Trunk Sale - June 9, 2018 Pages 2-7

St. Thomas Kinsmen Beer Garden - July 1, 2018 Pages 8-14

Remembrance Day Service - Royal Canadian Legion - November 11, 2018 Pages 15-19

UNFINISHED BUSINESS

Upcoming Events

- Old Courthouse Neighbourhood Street Party June 16th, 2018
- Great Lakes International Air Show June 16-17, 2018
- Car Seat Clinic June 17, 2018
- Canada Day Celebrations July 1, 2018
- St. Thomas/Elgin Picnic in the Park July 11, 2018
- Day out with Thomas July 14-15, 21-22, 2018
- Elgin Beef Farmers Annual Beef BBQ August 15, 2018
- 21U National Baseball Tournament August 15-20, 2018
- St. Thomas Iron Horse Festival August 16-19, 2018
- Railway City Road Races September 23, 2018

NEW BUSINESS

ADJOURNMENT

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	Destination Church Trunk Sale
Date(s):	June 9, 2018
Start Time:	Sam End Time: 3 pm
Location(s):	Moor Street Parking lot (2 rows outside back
	Destination Church
Contact Name #1:	Reberca Anderson #2: Grace Hertner
Street Address:	obs Talbot St
Town/City:	St Thomas Province: ON Postal Code: ALSPICE
Phone Number #1:	226-236-3462 #2: 519-765-7788
Email Address:	reizanderson@aol.com
Expected Attendance:	Number of Event Personnel/Volunteers:
Location and number of	of washrooms in place: Outside back of Destination
Church C	surch will be open for washrooms
Location and Number	of Parking Spaces:
Number of Accessible	Washrooms: Number of Accessible Parking Spots:
Please describe your sp	pecific event. Attach additional sheets as necessary. We are requesting
to use the	first two rows of Parking Spots facing Ross
Street at H	ne back area of Destination Church in
the moore	St. Parking Lot. It is a fundraiser for the
	ple will be selling yard sale items from
	of their vehicles
SECTION 2: FOOD AND	BEVERAGE

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

SECTION 3: PERSONAL SERVICES

Will there be personal services of any kind offered to the public at this ever If Yes, you must notify Eigin St. Thomas Public Health at 519-631-9900 at le	nt? Yes [ast 2 weeks pri	_
Personal services include but are not limited to barbering, manicures, pediopiercing.	cures, esthetics	, tattooing and
SECTION 4: TENTS		
Will there be an indoor or tent covered area used for public assembly as pa	irt of the event Yes (
If Yes, please specify the number and size of tents	· · · · · · · · · · · · · · · · · · ·	
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	through Plann er:	ing & Building
Please note that Indoor or Tent covered areas for public assembly must correquirements enforced by Elgin St Thomas Public Health. Please contact the information on how to meet these requirements.	mply with Smol e Tobacco Enfo	ke Free Ontario Act rcement Officer for
SECTION 5: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Po Rec and Property Management Department for Special Events taking place	Yes [licy available tl on municipal p	nrough the Parks,
You must also comply with the Alcohol and Gaming Commission of Ontario responsible to notify and provide any pertinent information required unde obtaining a Special Occasion Permit. You must adhere to the Liquor Licence ensure access is given to the Police and AGCO Inspectors for the purposes copy of the liquor permit with this application. If utilizing the services of a cendorsements to provide off — premises beverage services, organizers shall confirming date/time/location/services as well as a copy of the establishment.	r the AGCO gul- e Act and its Re of inspections. caterer with all I supply a letter	delines for gulations and Please submit a the required r from the licensee
The area where alcohol is being served has to have a 36" (0.9m) high barrie is a no staking policy in all of the City's Parks, Recreation and Property Mar	er/partition. Ple nagement facili	ease note that there ties.
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcohol as (AGCO), you must obtain a letter of approval from City Council, declaring you by submitting the request to the City Clerk's Department. Please note that weeks.	our <mark>event "m</mark> ui	nicipally significant"
Wili you be requesting that City Council deciare your event a "Municipally s	Significant Ever	nt"? No ⊠i
SECTION 7: MUSIC / NOISE	_	•
Will there be a concert or musical entertainment as part of the event?	Yes 🔲	No 🗵

If Yes, please note that the use of sound reproduction devices is authorized between the hours of 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 8: ANIMALS Yes 🗍 Will there be a Petting Zoo or Animals at the event? If Yes, the Eigin-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 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES** No X Are you anticipating any road closures or traffic flow changes? Yes 🔲 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. No 🛛 Yes 🔲 Do you require traffic control? 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: Yes 🔲 No □ Barricades No 🗀 Yes 🔲 No Parking Signs

Detour Signing
Page 4 of 7

Yes 🔲

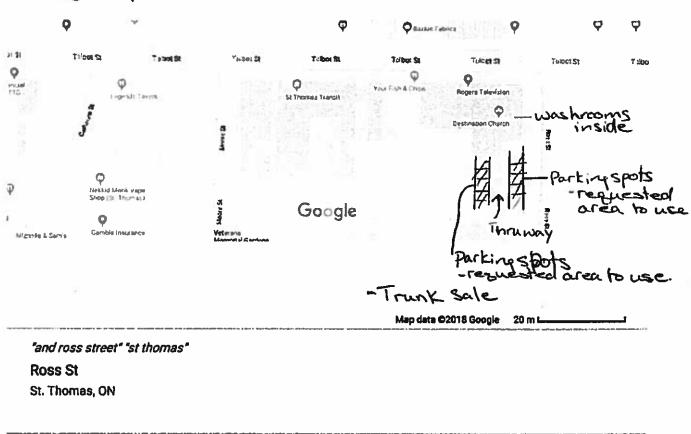
No □

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, o and Property Management staff once the				
Have you contacted Parks and Recreation			No 🔲	N/A)XÎ
Have you rented a pavilion/facility and sig	ned a permit?	Yes 🔲	No 🗆	N/AJK),
If yes, please provide the location of the r	ental and attach a copy of	the permit.		
Do you require picnic tables or garbage ca Property Management Dept and that deliv				
Ligherry Morialement pehrang and act.	oci ;, pick op 15 tile toopen.	Yes 🗆	No 🗆	N/A)X)
If Yes, how many are you requesting? #	of Picnic Tables:	# of Gar	bage Cans:	
Have you made arrangements with Enviro	nmental Services staff for	recycling co	ntainers and col	
		Yes 🗆	No 🗆	N/AÆĹ
Will you require municipal support for:	Water	Yes 🔲	No □	N/A)⊠
, , , , , , , , , , , , , , , , , , , ,	Hydro	Yes 🗌	No 🗆	N/A 🔀
Authority. If required, please attach the Number: If required, have you obtained a Hydrant of the Permit of the P	Connection Permit?	Yes 🗆	No 🗆	N/A ⊠
if Yes, please attach a copy of the Permit	and provide the Permit Ni	Jiliber:		-
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your respon Accessibility for Ontarians with Disability requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not replan to the Municipal Accessibility Advisory	ties Act (AODA). Organiz Please note that direct indicate the barrier-free quired, the Special Events	ations with tional signage path of trav Committee r	at least one en e needs to be vel and location ecommends su	mployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCE	<u>es</u>			
Security: Has a privately licenced security If Yes, what company and how many secu			Yes 🗍	No [X]
First Aid: For events with an anticipated a				
required to be retained. Have you confirm If Yes, please attach documentation provi		Yes □ ervices have b	No 🔲 een retained.	N/A 🂢

Ambulance: Has Emergency Medical Services (Ambulance Services) planned emergency access to the site?	ce) been contacted regardi Yes 🗀	ng your event and No ⊠
Fireworks: Will there be fireworks as part of your event? If Yes, a permit for exhibition fireworks is required through the I	Yes 🗆 Fire Department.	No 💢
SECTION 13: SIGNATURE		
That the information contained in this application and any document of the application, by myself, my agents, information and will become part of the public record. As such, Municipal Freedom of Information and Protection of Privacy Activity of St. Thomas making this application and its supporting dincluding copying and disclosing the application and its support their request.	consultants and solicitors, and in accordance with the R.S.O. 1990, c.M.56, i here ocumentation available to t	constitutes public provisions of the by consent to the he general public,
(Signature of Individual Completing this Application)	(Date completed)	_
Office Use Only: Application Received:Co	mmittee Approval:	

Google Maps map moore street and ross street lot st thomas



Results helpful?

YES

NO

Don't see what you're looking for? Search the web instead

Should this place be on Google Maps? Add a missing place

SECTION 1: EVENT AN	D ORGANIZER INFORMATION
Event Name:	St. Thomas Kinsmen Beer Garden
Date(s):	July 1st, 2018
Start Time:	11am End Time: 11:59PM
Location(s):	Main Pavillion, Pinafore Park, 89 Elm St
Organizing Group:	St. Thomas Kinsmen
Contact Name #1:	Shawn Holroyd #2: Matt Sharpe
Street Address: 15 V	Varren Crescent
Town/City:	St. Thomas Province: ON Postal Code: N5P3Z1
Phone Number #1:	519-619-1367
Email Address:	spincities@hotmail.com
Expected Attendance:	Number of Event Personnel/Volunteers: 5
Location and number of	f washrooms in place: Public Washrooms in park near by
Location and Number of	Parking Spaces: Parking in various locations in park
Number of Accessible \	Washrooms: 2 Number of Accessible Parking Spots: Many
	ecific event. Attach additional sheets as necessary. will be running a beer garden and BBQ from
the main pav	ilion all day during Canada Day celebrations
run by the cit	y. We will also be collecting goodwill donations
from the pub	lic at the entrances, to offset our contribution
to the firewor	KS. + Guening Beer Garden Near Bendshell Gm-1/1/20
SECTION 2: FOOD AND	BEVERAGE
	any kind be available at this event? Yes 🗸 No 🗔 Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.

SECTION 3: PERSONAL SERVICES

Will there be personal services of any kind offered to the public at this eve If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at		es 🗌 prior to th	No ☑ e event.
Personal services include but are not limited to barbering, manicures, ped piercing.	licures, esthe	tics, tattoo	ing and
SECTION 4: TENTS			
Will there be an indoor or tent covered area used for public assembly as p		ent? es 🗸	No 🗆
If Yes, please specify the number and size of tents. 8x12 Tent over the food, weig			
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			ilding
Please note that Indoor or Tent covered areas for public assembly must corequirements enforced by Elgin St Thomas Public Health. Please contact the information on how to meet these requirements.			
SECTION 5: SERVING OF ALCOHOL			
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol P Rec and Property Management Department for Special Events taking plac	olicy availabl	-	
You must also comply with the Alcohol and Gaming Commission of Ontari responsible to notify and provide any pertinent information required under obtaining a Special Occasion Permit. You must adhere to the Liquor Licence ensure access is given to the Police and AGCO Inspectors for the purposes copy of the liquor permit with this application. If utilizing the services of a endorsements to provide off – premises beverage services, organizers sha confirming date/time/location/services as well as a copy of the establishme	er the AGCO ce Act and its of inspection caterer with all supply a le	guidelines f Regulation ns. Please s all the requ tter from th	or s and ubmit a uired
The area where alcohol is being served has to have a 36" (0.9m) high barri is a no staking policy in all of the City's Parks, Recreation and Property Ma	-		e that there
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT			
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Will you be requesting that City Council declare your event a "Municipally	Significant E Yes □	vent"? No 🕢	7
SECTION 7: MUSIC / NOISE	103 [# NO (F	J
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.

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SECTION 8: ANIMALS				
Will there be a Petting Zoo or Animals at the If Yes, the Elgin-St. Thomas Public Health must are not permitted in the Animal Control By-Law must be approved by City Council. Please Please note that such approval may take sever	st be notified of the event now 71-2011, an Applicate attach a copy of the a	tion for Temp	orary Exemptio	n to the By-
SECTION 9: ROAD CLOSURES / TRAFFIC FLOV	V CHANGES			
Are you anticipating any road closures or traf	fic flow changes?		Yes 🗀	No 🗸
If Yes, please describe the road closure require of Way Occupancy Permit and City Council apapproval may take several weeks.	proval is required for	all road closure	s. Please note	sure. A Right that —
	A180			
Please attach a copy of the Right of Way Occ	upancy Permit and pro	vide the perm	t #:	
If the event is a Parade / Run / Walk / Pass th under the Special Events page on the City we	rough Sporting Event, bsite. Describe the eve	please refer to ent and attach	the city roads a map or sketc	map located h.
				
Do you require traffic control? If Yes, please contact the St. Thomas Police S	ervices at (519) 631-12	224 ext. 141.	Yes 🗌	No 🗹
PLEASE NOTE: Marshalls, volunteers and spe- can direct traffic pursuant to the Highway Tra	affic Act.	allowed to dir	ect traffic. Only	the police
Have you contacted the Public Works Depart	ment for: Barricades No Parking Signs Detour Signing	Yes 🗌 Yes 🔲	No 🗌 No 🗍	N/A

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SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park and Property Management staff once t				Parks, Rec
Have you contacted Parks and Recreation			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	e rental and attach a copy of	the permit.		.
Do you require picnic tables or garbage Property Management Dept and that de				
		Yes 🗸	No 🗌	N/A 🗌
If Yes, how many are you requesting?	# of Picnic Tables: 12	# of Gar	bage Cans: 5	
Have you made arrangements with Env	ironmental Services staff for	recycling co Yes 🗌	ntainers and col No 🗹	lection? N/A □
Will you require municipal support for:	Water Hydro	Yes ☐ Yes ☑	No ☑ No □	N/A □ N/A □
Please note that all equipment and extendent of the contact of the	lectrical Safety Code or hav	re been insp	ected by the Ele	ectrical Safety
If required, have you obtained a Hydrar	nt Connection Permit?	Yes 🗌	No 🗆	N/A 🗸
If Yes, please attach a copy of the Perm	it and provide the Permit Nu	ımber:		-
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responded and the content of the	illities Act (AODA). Organiza ty. Please note that direct to indicate the barrier-free required, the Special Events	ations with tional signage path of tra Committee i	at least one er ge needs to be vel and location recommends sul	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOUR	RCES			
Security: Has a privately licenced security lif Yes, what company and how many se			Yes 🗆	No 🗹
First Aid: For events with an anticipate required to be retained. Have you confill Yes, please attach documentation pro	irmed First Aid services?	Yes 🗆	No 🗆	are N/A 🗹

-12 -

Ambulance: Has Emergency Medical Services (Ambulance planned emergency access to the site?	e Service) been contacted	regarding your Yes □	event and No 🗹
Fireworks: Will there be fireworks as part of your event? If Yes, a permit for exhibition fireworks is required through	th the Fire Department.	Yes 🗌	No 🗹
SECTION 13: SIGNATURE			
That the information contained in this application and a provided in support of the application, by myself, my a information and will become part of the public record. A Municipal Freedom of Information and Protection of Prival City of St. Thomas making this application and its suppoincluding copying and disclosing the application and its stheir request.	gents, consultants and so s such, and in accordance acy Act, R.S.O. 1990, c.M.5 rting documentation avails	licitors, constitutions with the provisions, I hereby constitute to the general constitute to th	utes public ions of the sent to the eral public,
M. And	May 10	0/18	
(Signature of Individual Completing this Application)	(Date con	ppleted)	
Office Use Only: Application Received:	Committee Approval:		

SECTION 14: 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.

Kinsmen Beer Garden & BBQ organ	nized by St. Thon	nas Kinsmen			
(Event Name)		(Organizing Group)			
shall indemnify and save harmless The Corporatio law responsible from any and all liabilities, damag					
any damage to property including loss of use ther death resulting at any time there from, occasione					
Kinsmen Beer Garden & BBQ organi	_{ized by} St. Thom	as Kinsmen			
(Event Name)		(Organizing Group)			
its officers, agents, servants, employees, contract the premises or any part thereof arising from or of damage or injury is due to the act default or negl officers, agents, servants, employees, contractors Witness:	ccasioned by any cause igence of The Corporati	whatsoever, except where such on of the City of St. Thomas, its			
Name (Print):	Name (Print):				
	Address:	3 Cedar St, St. thomas			
	Telephone:	519-495-2818			
	Date:	May 10th, 2018			
	Event Name:	Kinsmen Beer Garden & BBQ			
	Organizing Group:	St. Thomas Kinsmen			
	Event Dates:	July 1st, 2018			

CERTIFICATE OF INSURANCE					ISSUE DATE (MM 05/11/20		Υ)	
		mational HKMB Lim	ited	rights upon the or alter the co	te is issued a ne certificate overage affor	s a matter of information only holder. This certificate does r ded by the policies below.	and or ot ame	onfers no end,extend
To	Toronto, ON M5G 2E3 PHONE: 416-597-0008 FAX: 416-597-2313			Company A	Ecclesiastical Insurance			
HUB				Company B				
INSURED'S FULL NAME AND MA	AILING	ADDRESS		Company				
Kin Canada 1920 Rogers Drive Cambridge, ON N3H 5C8				Company				
				Сотралу				
			201/504	E E				
This is to certify that the policies of	f ingura	nce listed helow have	COVERA		d shove for th	ne policy period indicated pol	withst	anding any
requirement, term or condition of a	nv cont	ract or other docume	nt with respect to	which this certifi	cate may be i	issued or may pertain. The in	surance	e afforded
by the policies described herein is	subject	to all the terms, excl	usions and conditi	ons of such poli	cies. Limits st	nown may have been reduced	l by pai	id claims.
TYPE OF INSURANCE	CO LTR	POLICY NUMBER	POLICY EFFECT DATE (MM/DD/Y		XPIRATION M/DD/YY)	LIMITS OF LIAE (Canadian dollars unless inc		otherwise)
COMMERCIAL GENERAL LIABILITY		0112507NPT001	02/01/2018	 	1/2019	EACH OCCURRENCE	\$	5,000,000
CLAIMS MADE						GENERAL AGGREGATE	S	20,000,000
X OCCURRENCE						PRODUCTS - COMP/OP AGGREGATE	s	5,000,000
▼ PRODUCTS AND/OR ▼ PRODU				1		PERSONAL INJURY	s	5,000,000
COMPLETED OPERATIONS				1		EMPLOYER'S LIABILITY	s	1,000,000
PERSONAL INJURY					1	TENANT'S LEGAL LIABILITY	\$	1,000,000
EMPLOYER'S LIABILITY				i		NON-OWNED AUTOMOBILE	5	5,000,000
TENANT'S LEGAL LIABILITY						HIRED AUTOMOBILE	\$	50,000
X NON-OWNED AUTOMOBILE X HIRED AUTOMOBILE								
						BODILY INJURY	T	
AUTOMOBILE LIABILITY DESCRIBED AUTOMOBILES						PROPERTY DAMAGE	S	
ALL OWNED AUTOMOBILES				i		COMBINED		
LEASED AUTOMOBILES **						BODILY INJURY	S	
GARAGE LIABILITY						(Per person) BODILY INJURY	-	
						(Per accident)	S	
"ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE						PROPERTY DAMAGE	\$	
EXCESS LIABILITY UMBRELLA FORM						EACH OCCURRENCE	\$	
OTHER THAN UMBRELLA FORM						AGGREGATE	s	
OTHER (SPECIFY)							\$	
							5	
							\$	
							\$	
		O A TION O	LITOMACON EC	VODEOLAL 17		NTIONAL INCLINES	5	
DESCRIPTION OF OPERA General Liability Policy Excludes: A	musen	nent Rides and the D	etonation of Firew	orks.				
Corporation of the City of St. Thom vicariously, out of operations perfor Club will be running the beer barde Expected attendees: 300 Date: July 1, 2018.	med by	, or on behalf of, Kin	sured(s) to the Co Canada for Event	mmercial Gener : Canada Day B	al Liability Po eer Garden 8	licy but only insofar as their k LBBQ	egal lia	bility arises,
Club Name: St. Thomas Kinsmen C	Club							
Old Hallo, of Hollas Kilones	5,40							
CERTIFICATE HOLDER			1 /	CANCELLATIO	<u></u>			
OEKIN IOATE NOEDEK			SH DA TO SH	OULD ANY OF THE TE THEREOF, THE THE CERTIFICATE	ABOVE DESCRI ISSUING COMPA HOLDER NAME! ILIGATION OR LI	BED POLICIES BE CANCELLED BEF INY WILL ENDEAVOUR TO MAIL 30 I D TO THE LEFT, BUT FAILURE TO M ABILITY OF ANY KIND UPON THE C	DAYS WE	RITTEN NOTICE H NOTICE
Corporation of the City of St. Th	nomas			AUTHORIZED R		TIVE		
Melanie Knapp					1.1.	,•		
Box 520					M.Z.	1		
545 Talbot St St. Thomas, ON N5P 3V7			1.	/	1.11	bell		
St. Hiomas, ON NOT 3V1			1 '	Per: Page 1 of 1	, ,,,,,			

SECTION 1: EVE	NT AND ORGANIZER INFORMATION
Event Name:	Kemembrance Day Sorvice
Date(s):	Sunday November 11, 2018
Start Time:	1030 a.m. End Time: 1230 pm
Location(s):	Veterans Memorial Garden
Organizing Group:	Lord Elgin Br. 41 Royal Canadian Legion
Contact Name #1:	Shelly Faycock #2: Wayne Donnelly
Street Address:	24-26 John St.
Town/City:	St. Thomas Province: On Postal Code:
Phone Number #1:	519-631-9840 #2:519-631-0026
Email Address:	branch 41rclarogers.com
Expected Attendance	: 500 Number of Event Personnel/Volunteers:
Location and number	of washrooms in place:
Location and Number	r of Parking Spaces:
Number of Accessible	e Washrooms: Number of Accessible Parking Spots: N.A.
	specific event. Attach additional sheets as necessary.
SECTION 2: FOOD	AND BEVERAGE
	be available at this event?
If Yes, you must notif	y Elgin St. Thomas Public Health at www.elginhealth.on.ca

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Will there be an indoor or tent covered area used for public assembly as part of the event? Yes No V					
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 Planning & Building Scrvices. 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, 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"?					
SECTION 6: MUSIC/NOISE Adriane Peters to Yes No X					
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					

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.

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SECTION	7:	ANIM	ALS
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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 Conference in the By-Law must be approve this permit application. Please note that such	must be notified of the introl By-Law 71-2011 d by City Council. Ple	, an Application asc attach a co	on for Ter	nporary	
SECTION 8: ROAD CLOSURES / TRA	FFIC FLOW CHAN	<u>GES</u>			
Are you anticipating any road closures or tr	raffic flow changes?	Yes	\int	No 🗌	
If Yes, please describe the road closure requirements of Way Occupancy Permit and City of that approval may take several weeks.	Council approval is req	uired for all ro	ad closur	he closure.	A ote
Please attach a copy of the Right of Way Oc	ccupancy Permit and p	rovide the pen	mit #:	··· <u>·</u>	
If the event is a Parade / Run / Walk / Pass to located under the Special Events page on the	through Sporting Even e City website. Descril	t, please refer be the event ar	to the city ad attach a	roads map a map or ske	etch.
Do you require traffic control? If Yes, please contact the St. Thomas Police	Services at (519) 631-	Yes [-1224.		No 🗌	7
PLEASE NOTE: Marshalls, volunteers and police can direct traffic pursuant to the High	special event staff are way Traffic Act.	not allowed to	direct tra	ffic. Only t	he
Have you contacted the Public Works Depai	rtment for: Barricades No Parking Signs Detour Signing	Yes Yes Yes	No No No	N/A N/A N/A	
SECTION 9: MUNICIPAL FACILITIES	<u>.</u>				ت
For events taking place in Pinafore Park, org Rec and Property Management staff once the Have you contacted Parks and Recreation sta	Special Events Permi	it Application	e meeting has been a No	with Parks approved. N/A	☑)
lave you rented a pavilion/facility and signed yes, please provide the location of the rent	ed a permit? al and attach a copy of	Yes f the permit	No 🗌	N/A	

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and Property Management Dept and that	cans? Please note avai delivery/pick up is the	lability is at the d	iscretion of the F	Parks, Rec			
If Yes, how many are you requesting?	# of Picnic Tables: _	Yes	No Garbage Cans: _	N/A k /			
Have you made arrangements with Envi	ronmental Services sta						
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 please attach the Elec	fety Code or ha	ve heen inched	ted by the			
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permi	Connection Permit? t and provide the Perm	Yes it 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. 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/RI	ESOURCES			/			
Security: Has a privately licenced security of Yes, what company and how many security	y firm been contacted/i urity officers will be p	retained? resent?	Yes	No V			
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 Ser and planned emergency access to the site?	vices (Ambulance Ser	vice) been contac	eted regarding ye	our event			
Fireworks: Will there be fireworks as part If Yes, a permit for exhibition fireworks is	of your event? required through the	Fire Department.	Yes	No 💟			
SECTION 12: SIGNATURE							
That the information contained in this drawings, provided in support of the apconstitutes public information and will be the provisions of the Manieral France	INDICATION IN INVESTE	mar accepts					

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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

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documentation available to the general public, in supporting documentation to any third parties upon	ncluding copying	and disclosing the application and its
(Signature of Individual/Completing this Applicant	tion)	May 28/18 (Date dompleted)
Office Use Only: Application Received: May 29, 6	1018Commit	tee Approval:
SECTION 13: INSURANCE		
A Certificate of Insurance is required providing p naming of the City of St. Thomas as an Addition the required insurance MUST be submitted a mir Special Events Committee reserves the right to is coverage for large community events.	al Insured under to the sum of two weeks	he corresponding policies. A copy of
The provision of the completed and signed Statem		
Please note that an approved event may be cancel be altered or cancelled as a result of an emergency	led should insuran situation.	ce coverage not be provided and may
STATEMENT OF INDEMNIFICATION REMEMBRANCE Day Service organizer (Event Name)	nized by $\mathbb{R}.\mathcal{C}.\mathcal{I}$	- Br. 41
shall indemnify and save harmless The Corporatio		(Organizing Group)
is at law responsible from any and all liabilities, da	images, costs, clair	ms, 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 by any act or omis	to any person or persons, including sions of
French Day EVICC Organi (Event Name)	zed by R.C.L	(Organizing 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 r Thomas, its officers, agents, servants, employees, or	occasioned by any negligence of The	cause whatsoever, except where
Witness: MMask.	Signed:	Shelly Huicorn
Name (Print): MARK HAYCOCK	Name (Print):	Shelly Haycock
	Address:	12 Hemlock St.
	Telephone:	519-633-2092
	Date:	4N/Cy28/18
	Event Name:	-Komembrance Day
la la	Organizing Group	o: K.C.L. Br. HI
	Event Dates:	Mayor herville

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