

# Parks/Facilities Permit Application

This form is for events on City Park property only. Please call 807-625-2941 for more information. If your event exceeds 500 people and/or involves any type of road closure, you will require a Special Events Permit and must contact Special Events at 807-629-7098. Visit the City Events Website: [thunderbay.ca/eventservices](http://thunderbay.ca/eventservices)

<b>EVENT NAME:</b>			
<b>Description of Event:</b>			
<b>Dates of Event</b> (if multiple dates, please specify times): _____ to _____			
<b>Set-up Starts</b> Date: _____ Time: _____	<b>Event Begins</b> Date: _____ Time: _____	<b>Event Ends</b> Date: _____ Time: _____	<b>Tear Down/Clean-up Ends</b> Date: _____ Time: _____
<b>CONTACT INFORMATION</b>			
<b>Organization/Company</b>			
<b>Contact/Person In Charge</b>			
<b>Mailing Address</b>			
	City/Prov:	Postal Code:	
<b>Telephone Number(s)</b>	Res:	Bus:	Cell:
<b>E-Mail:</b>			
<b>Alternate Contact</b>			
<b>Telephone Number(s)</b>	Res:	Bus:	Cell:
<b>E-Mail:</b>			
Type of Organization: <input type="checkbox"/> Charitable, Incorporated Organization <input type="checkbox"/> Incorporated Not-for-Profit Organization <input type="checkbox"/> Unincorporated Not-for-profit Organization <input type="checkbox"/> Municipality <input type="checkbox"/> Business <input type="checkbox"/> Private Citizen <input type="checkbox"/> Other: _____			
<b>TYPE OF EVENT:</b> <input type="checkbox"/> Wedding <input type="checkbox"/> Walk/Race <input type="checkbox"/> BBQ/Picnic <input type="checkbox"/> Other (Please Specify): _____			
<b>ANTICIPATED ATTENDANCE:</b>			
<b>ADMISSION TO BE CHARGED?</b> \$      /person			
<b>Marina Park:</b> <input type="checkbox"/> Festival Area <input type="checkbox"/> Tai Chi Park <input type="checkbox"/> Spirit Garden - Celebration Circle <input type="checkbox"/> Spirit Garden - Fire Pit Area <input type="checkbox"/> Rec Trails <input type="checkbox"/> Viewing Circle (Pier 2) <input type="checkbox"/> Other: _____ (Subject to Parking Cost)		<b>Boulevard Lake:</b> <input type="checkbox"/> Main Field (Lakeview Beach) <input type="checkbox"/> Trails around Lake <input type="checkbox"/> Current River Park <input type="checkbox"/> Birch Point & Picnic Area <input type="checkbox"/> Rita Street Picnic Area <input type="checkbox"/> Evergreen Picnic Area	
		<b>Other Park, Building or Trail:</b> <input type="checkbox"/> Conservatory <input type="checkbox"/> Waverly Park <input type="checkbox"/> Vickers <input type="checkbox"/> Other*: _____ <input type="checkbox"/> International Friendship Gardens* <b>*Specific area of Park:</b> _____	
<b>Chippewa Park Fields:</b> <input type="checkbox"/> Picnic Field #1 <input type="checkbox"/> Picnic Field #3 <input type="checkbox"/> Picnic Field #4 <input type="checkbox"/> Picnic Field #5  <b>Chippewa Park Pavilion Rentals:</b> <input type="checkbox"/> Coffee House <input type="checkbox"/> Dance Hall		<b>Chippewa Campground:</b>  <b>Modern Cabin #1</b> <input type="checkbox"/> <b>#2</b> <input type="checkbox"/> <b>#3</b> <input type="checkbox"/> <b>#4</b> <input type="checkbox"/> <b>#5</b> <input type="checkbox"/> <b>#6</b> <input type="checkbox"/> <b>#7</b> <input type="checkbox"/> <b>RV/Tent Sites</b> _____  <b>Pavilion Rentals:</b> <b>Tables</b> _____ <b>Chairs</b> _____ <b>Pews</b> _____	
<b>Parks &amp; Open Spaces Section Requests (Delivery Fees apply)</b>		Barricades # _____      Picnic Tables # _____      *SUBJECT TO AVAILABILITY Garbage Cans # _____      Others Requests? ** Organizers are to provide bags and remove garbage from temporary garbage cans at event site. Delivery is subject to staff availability.	
<b>Recycling Services</b>		<b>Request for Recycling Blue Barrels (no charge):</b> Pickup is required **Organizers to contact Community Services for arrangements	

**PLEASE COMPLETE ALL PARTS OF THIS FORM**

## CHECKLIST FOR ALL EVENTS HELD ON CITY PROPERTY

\* Please check all that apply with Yes or No. Mark not applicable items as 'NA'

Description	Requirement	Yes, No or NA
<b>Alcohol to be served</b>	<b>Organizers must adhere to City of Thunder Bay Municipal Alcohol Policy and Alcohol &amp; Gaming Commission of Ontario regulations.</b> NOTE: only specific parks allow alcohol, check with Parks Coordinator 1. Request City of Thunder Bay permission to serve alcohol 2. Inform applicable City Departments in writing 3. Obtain a Special Occasion Permit from LCBO & Ensure all servers have completed SMART Serve Training	
<b>Barbecues/Fryers or Cooking Appliances</b>	You are allowed to set up barbecues for your own personal use. If you are operating the barbecue for any other reasons, please refer to operating a Concession on site for requirements. Fire Department inspection required (625-2103). Fryers require a minimum 3-meter clearance on all sides, with a fence/barrier of at least 1 meter in height, and appropriate portable fire extinguishers.	
<b>Vendors/ Concessions On-site?</b>	<b>If yes (this includes catered events), provide a list of vendors and copy of City of Thunder Bay Business License. Vendors are NOT permitted to sell outside of event area or beyond event hours.</b> <ul style="list-style-type: none"> <li>• City approval required. Forward list of vendors/ concession operators to Revenue &amp; Booking Coordinator/Special Events Development Coordinator</li> <li>• Organizers and vendors must comply with the Thunder Bay District Health Unit Operating Guidelines. For further information call 625-5930</li> <li>• Contact Licensing &amp; Enforcement (625-2710) to meet the requirements for the proper license(s) regarding the selling of food prepared for sale. i.e. refreshment vehicle (food premise)</li> <li>• Organizers and vendors must comply with Thunder Bay Fire Rescue special event guidelines. For more information call 625-2103</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Burning/Bonfire</b>	Applicant must obtain written permission from the Parks Manager before inspection. A permit is required for all open-air burning in the city. A site inspection will be scheduled. Contact Fire Prevention at 625-2103. An operational, certified fire extinguisher is required by the fire. Please discuss this with City Staff prior to getting permission. Please apply a minimum of 4 weeks in advance.	<b>Location:</b>
<b>Clean-Up</b>	<b>You are required to clean up the site.</b> This includes removing garbage from cans and site. Organizers of events on City property must arrange for recycling and site clean-up. <b>WASTE MUST BE REMOVED FROM THE SITE.</b> To request garbage cans, go to page 1 Do you plan to order a dumpster (at your expense?) <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>INITIAL:</b>
<b>Damage</b>	Event organizers are responsible for the cost of repairing any damage(s) done to City property as a result of their event.	<b>INITIAL:</b>
<b>Emergency Route</b>	You must ensure that an <b>emergency route at least 6 meters wide</b> is kept clear of structures and vehicles for Ambulance, Fire, and Police during the event.	
<b>Emergency Plan</b>	An emergency plan must be included for all walks/runs/marathons, along with a map of the route.	
<b>First Aid</b>	You must provide First-Aid on site (St John Ambulance or similar) for walks/runs/marathons.	
<b>Inflatable Structures</b>	Approval from the Parks Manager is required. The inflatable structure must be Technical Standards Safety Association approved. <b>You are responsible</b> for underground service inspections (locates) for any digging or penetration into the ground Provider of inflatable structure(s): _____	
<b>Noise</b>	<b>You must adhere to Noise By-law and Park Closure By-law (11 pm)</b>	<b>INITIAL:</b>
<b>Portable Washrooms</b>	Based on anticipated attendance, you must comply with Thunder Bay District Health Unit Special Event Guidelines for supplying portable washrooms based on anticipated attendance. Note: Park washroom buildings are open from May long weekend to September long weekend only, Water supply is only available from May Long weekend to September Long Weekend.	
<b>Security</b>	Please contact Parks to see if applicable. If applicable, the organizer must provide appropriate security personnel for the event.. Extra duty police may be required (subject to review by Thunder Bay Police) Security at Chippewa Park Pavilion is provided through the City at a charge.	
<b>Smoking &amp; Vaping</b>	A Smoke-Free Event is defined as a venue where smoking and vaping are not permitted. Are you making your event Smoke Free? Please discuss with the Parks & Open Spaces Section for additional Information.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Tents, Stages, Fencing</b>	Attach a site plan showing where any tents, stages, booths, or fencing are to be erected. The tent/stage must be Technical Standards Safety Association-approved. Tents must meet flame resistance requirements - CAN/ULC-S109. Certification to be retained on site. If the tent size exceeds 60 sq. meters (646 sq. ft.), you must obtain a building permit. For building permit application call the Building Division @ 625-2574. *Please ask the Revenue & Booking Coordinator for additional information packet if you require a permit	
<b>Underground Service Inspections (Locates)</b>	<b>This is required if you plan on setting up a tent or stage. You must</b> arrange for underground service inspections (locates) before any digging or penetration into the ground. Visit on1call.com or <b>Call 1-800-400-2255.</b> You must have copies of utility company clearances with you on-site.	
<b>Will you be staking or digging into the ground?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, include map & One Call Reference #	<b>Are you planning to have tents at your event?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many and where?	<b>Are you bringing in a stage?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where will the stage be placed?
<b>Electricity Required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Existing ( ) Additional ( ) Location/Where?	Note: events using existing power not exceeding one device (coffee urn, stereo or PA system) per outlet do not have to contact ESA; however, you must ensure ground fault protection (GFI) is in place. Please contact the Parks Supervisor for more information. If Additional is required - 2 months prior - Call Electrical Safety Authority at 1-877-372-7233 (ESA-SAFE). Website: www.esasafe.com. You will be charged for service. Events bringing in vendors/concessionaires and/or using extension cords must contact ESA.	
<b>Site Meeting</b>	<b>It is your responsibility to contact the appropriate Supervisor a minimum of two weeks prior to your event to inquire as to whether a site meeting should be held. YOUR EVENT COULD BE CANCELLED Contact:</b> Parks North – 684-2895 or 684-3890; Parks South - 474-4853 or 474-4854.	

**PLEASE COMPLETE ALL PARTS OF THIS FORM**

## ATTACHMENTS PROVIDED

- CERTIFICATE OF INSURANCE  
 LIST OF FOOD VENDORS  
 EMERGENCY PLAN (for events over 500 attendees or walks/run/marathons)
- SITE MAP/ROUTE MAP  
 OTHER: \_\_\_\_\_

## INSURANCE

Every Applicant shall procure a Certificate of Insurance against Public and Occupiers liability and file with the City. **The City's Certificate of Insurance template is to be completed by your insurance provider. The original signed document is required.**

Certificate of Insurance Provided (Original):

- Yes       City of Thunder Bay Run Event       To follow

## AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

The undersigned applicant agrees to save harmless and indemnify the City of Thunder Bay and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action, and/or proceedings that may be brought against or made upon the City and/or its elected representatives, officers, employees or agents by any person or persons arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers, and agents in respect of, or pertaining to, the special event described in this application or anything pertaining to the Special Events License.

## DISCLAIMER

The undersigned acknowledges that the issuance of a License is not confirmation that the licensed person, premises, or operation conforms with any City By-law and that the City of Thunder Bay reserves its rights to enforce any such by-law notwithstanding the issuance of this License and its right to revoke, suspend or add conditions to this License for any reason, including without limitation, such violations. It shall be the sole responsibility of the undersigned to ensure compliance with such By-laws and the City of Thunder Bay shall have no liability in respect of or arising out of any violation thereof or any steps taken with respect to this License therefore.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

**Please forward completed application, along with any supporting documents and appropriate fees to:**

Infrastructure & Operations,  
Parks and Open Spaces Section.  
Victoriaville Civic Centre  
Attention: Facility Booking Coordinator  
111 Syndicate Ave. S, 2<sup>nd</sup> Floor  
Thunder Bay, ON P7E 6S4

**Fee:  
Dependent on Park  
Rental Fee**

Fax: 807-625-3588

Email: [parkbookings@thunderbay.ca](mailto:parkbookings@thunderbay.ca)

**For information about the services the City Thunder Bay provides to event organizers, visit**  
[thunderbay.ca/eventservices](http://thunderbay.ca/eventservices)

Telephone: Special Events (807) 629-7098 Parks Events (807) 625-2941