



# 2023 Call For Community Groups

The City of Thunder Bay is inviting Community Groups to apply to participate in the city's annual Recreation & Culture Events series. Community Group opportunities include over 20 event dates. All events are free to the public and collectively draw tens of thousands of attendees.

The City of Thunder Bay is seeking community groups to add value to events by providing activities of interest to event patrons. The City of Thunder Bay strives to promote our events and present participating groups in a professional manner.

Community Groups interested in participating in City of Thunder Bay events are required to provide the following items in order to be considered:

1. This **"Call for Community Groups" form**, completely and accurately filled in.
2. An **internet link the group's webpage or Facebook site**, if applicable, for promotional purposes

The following may be considered by the City of Thunder Bay in selecting Community Groups for each event:

- Incomplete and/or late applications may not be considered
- Availability
- Group Track Record: Successful participation in previous City Events, Complaints
- Compliance to Requirements: Quality and completeness of submission
- Event needs: Range of Community Group Booths, number of spaces, site infrastructure, event-specific information and activities.

Preference will be given to local Community Groups that:

- Have a mandate, services and/or programming relevant to the selected event(s).
- Offer value-added to the selected event(s) in the form of on-site information, activities and/or giveaway items relevant to the selected event and its patrons.

All applications are due by  
**4:30 p.m. on Friday, April 28, 2023**  
and must be emailed to: [culture@thunderbay.ca](mailto:culture@thunderbay.ca)

## City of Thunder Bay – Recreation & Culture Events Series

Please check **all** available dates in which you would like to participate. If you are no longer available for the date(s) you have indicated when booking occurs, your booking offer may be withdrawn.

	Event	Date
<input type="checkbox"/>	Quest	May 12/13/14
<input type="checkbox"/>	Kite Festival Extended	June 3/4
<input type="checkbox"/>	Canada Day on the Waterfront	July 1
<input type="checkbox"/>	Teddy Bears Picnic	July 11
<input type="checkbox"/>	Live on the Waterfront (First Half of Season)	July 12, 19, 26, August 2
<input type="checkbox"/>	Live on the Waterfront (Second Half of Season)	August 9, 16, 23, 30
<input type="checkbox"/>	Movie Nights in the Parks	August 10, 17, 24, 31
<input type="checkbox"/>	Culture Days	September 23
<input type="checkbox"/>	SnowDay on the Waterfront	February 19, 2024
<input type="checkbox"/>	Other - Willing to receive requests to participate in other city events	TBD

- I/We release the right to the City of Thunder Bay to use all or a portion of any audio, visual or text material submitted as part of this application for promotional purposes which may include, but is not limited to; social media, radio/TV promotion or commercials, or on-site use.

### Please note:

- The City has sole discretion to accept or reject applications (i.e. booths or activities promoting political/religious groups or values, and activities/products not appropriate for a family audience will not be allowed.)
- The selection decisions of the City of Thunder Bay will be final.
- While at events community groups are to conduct themselves in a manner that is suitable for a family venue. All selected groups will be required to sign and abide by the City's Community Group Code of Conduct.
- City Events staff will determine Community Group placement on each event site and date. Placement is not guaranteed to be consistent from year to year or event to event. Placement decisions of City Events Staff are final and to be respected.
- **Community Groups will be required to maintain a minimum of \$5,000,000 General Liability insurance.** Proof of Liability Insurance listing the City of Thunder Bay as an additional insured for the purpose of your participation in the event must be provided on the City of Thunder Bay Certificate of Insurance Form.\*

*\*Selected groups will be required to provide proof of insurance prior to being involved in the City event date(s) that they are offered. Additional items may be required and the City reserves the right to require higher insurance coverage where justified by the activity being offered.*

**Questions/Inquires:** All questions and inquiries regarding this *Call for Community Groups* must be directed in writing only to [culture@thunderbay.ca](mailto:culture@thunderbay.ca).

# Community Group Contact Details

Name of Community Group \_\_\_\_\_

Mandate \_\_\_\_\_

**Primary Contact Name** \_\_\_\_\_

Phone (Work/ Cell/ or Home) \_\_\_\_\_

(Email) \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ (Website/Facebook) \_\_\_\_\_

**Alternate Contact Name** \_\_\_\_\_

Phone (Work/ Cell/ or Home) \_\_\_\_\_

Complete list of members that will be participating in the City Events:

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About the group (bio):

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Please list equipment needs (i.e. tables & chairs):

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Please provide a brief description of your booth and any activities you plan on providing  
(please include if you plan on giving anything away):

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***Please note that Community Groups are not allowed to sell anything and may not distribute food or beverages. Electricity will not be provided.***