

Parks/Sports Facilities Permit Application

This form is for events on City park property only. If your event will exceed 3,000 people and/or involves any type road access/closure, you will require a Special Events Permit and must contact Licensing at 625-2710. Visit the City Events Website: <http://www.ThunderBay.ca/events>

FACILITY	
EVENT	
DATE(S) AND TIME(S)	

DATES & TIMES – INCLUDING SET UP AND TAKE DOWN			
Start	Date		Time
Completion	Date		Time

CONTACT INFORMATION			
Organization			
Contact/Person In Charge			
Mailing Address			
	City:	Postal Code:	
Telephone Number(s)	Res:	Bus:	Cell:
E-Mail:			
Alternate Contact			
Telephone Number(s)	Res:	Bus:	Cell:

DETAILS OF REQUEST			
Anticipated Attendance		Admission to be Charged	
Picnic Tables	How many?	Barricades	How many?
Garbage Cans	How many?		
Electricity – where?	Existing ()	Additional () Where?	
Additional Requests			

COMPLETE OTHER SIDE OF THIS FORM – fill out where applicable to complete your application...

Description	Requirement	Checklist
Alcohol to be served	Must adhere to Municipal Alcohol Policy and AGCO regulations. <i>STEPS:</i> (A) Request Parks & Open Spaces Section - Approval of plans (B) Approval from Police, Fire and Health Unit, (C) Obtain Liquor License (from AGCO), (D) SMART Serve Training Required. Visit the City website @ http://www.ThunderBay.ca/events .	
Barbecues / Fryers	You are allowed to set up barbecues for your own 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 metre clearance on all sides, with a fence / barrier of at least 1 metre in height, and appropriate portable fire extinguishers.	
Bonfire	Approval from the Parks & Open Spaces Section required in writing. You must obtain Permit from Fire Department (625-2103).	
Clean-Up	You are required to clean up the site	
Close a Street	Temporary Street Closure Permit (Call Licensing 625-2710).	
Concession(s) on site	Approval from Parks & Open Spaces Section required. List of vendors & licenses to Parks & Open Spaces Section. Vendors must get a Public Health Inspection (From Thunder Bay District Health Unit – 625-5926) and contact Licensing & Enforcement (625-2710) to meet the requirements for the proper license(s) regarding selling of food prepared for sale i.e. refreshment vehicle (food premise). Fire Department inspection required on concession equipment (625-2103).	
Electricity Required	Approval from Parks & Open Spaces Section – Call 684-2895 (North) or 474-4853 (South). 2 months prior - Call Electrical Safety Authority at 1-877-372-7233 (ESA-SAFE). Website: www.esainspection.net . You will be charged for service. Note: Small 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. Events bringing in vendors/ concessionaires and/or having to run extension cords must contact ESA.	
Emergency Route	You must ensure that there will be an emergency route for Ambulance, Fire, and Police and that it will be kept clear of structures and vehicles during the event.	
First Aid	You must provide First-Aid on site (St John Ambulance or similar).	
Noise Curfew	You must adhere to Noise Curfew and Park Closure By-law (11 pm)	
Portable Washrooms	Based on anticipated attendance, you must comply with regulations on supplying portable washrooms by contacting the TB Health Unit. Note: Parks washrooms open May long weekend to September long weekend.	
Recycling	You must arrange adequate recycling for event by contacting Recool @ 577-0411 to make arrangements 2 weeks in advance. There is no charge for this service.	
Security	Based on anticipated attendance, you must provide appropriate security personnel for the event.	
Smoking Area	We encourage organizers to set up a designated smoking area, sign it and advise all participants.	
Tents, Stages, Fencing	First obtain approval from the Parks & Open Spaces Section. Tent/stage must be TSSA approved. Tents must be flame retardant and certification provided to Fire Dept. You are responsible for underground service inspections (locates) for any digging or penetration into the ground. If tent size exceeds 55.7 sq m. (600 square ft), you must obtain a Building Permit and provide Parks with documentation. At least 30 days in advance contact: Parks North – 684-2895 or 684-3890; Parks South - 474-4853 or 474-4854.	
Inflatable Structures	Approval from the Parks & Open Spaces Section. Inflatable structures must be CSA approved with a valid TSSA license. You are responsible for underground service inspections (locates) for any digging or penetration into the ground <i>Provider of inflatable structure(s):</i> _____	
More Requests	Submit for approval by the Parks & Open Spaces Section.	
Liability Insurance	Contact Parks to see if applicable. If so, coverage of at least \$2 million has to be obtained for major events. If alcohol is being served, coverage of \$5 million is required. Documentation must be provided.	
MANDATORY Site Meeting	It is your responsibility to contact the appropriate Supervisor 2 weeks prior to inquire as to whether a site meeting for your event should be held. Contact: Parks North – 684-2895 or 684-3890; Parks South - 474-4853 or 474-4854. OR YOUR EVENT MAY BE CANCELLED!	Date:

It is understood, if accepted, I/We are guests of the Parks & Open Spaces Section and will be fully responsible for all persons using permitted facilities and equipment. I/We will abide by all bylaws, rules & regulations of the Park. I/We have complied with all requirements for this event and provided all information to Parks.

Applicant's Signature: _____ Date: _____

Submit Application To:	Parks Division, Victoriaville Civic Centre, 111 Syndicate Avenue South, Thunder Bay ON P7E 6S4	Tel: 807-625-2941 Fax: 807-625-3588
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ELECTRICAL INSPECTION AND PERMIT REQUIRED IF:

- ✓ Generator used to supply power
- ✓ Any type of temporary panel or multi extension cord assembly (i.e. more than 1 power bar)
- ✓ Equipment not CSA approved
- ✓ Electrical cords exposed to public

Process:

At least 2 months prior, event organizer/coordinator must call Electrical Safety Authority at 1-877-372-7233 (ESA-SAFE) to obtain your permit. Website: www.esainspection.net. You will be charged for service.

LOCATES (Underground Service Inspection) REQUIRED FOR:

- ✓ any digging or penetration into the ground example: tent pegs, anchors for inflatable structures, stages, etc.

Process:

At least 30 days in advance, the event organizer/coordinator must contact Franco Marchese at 684-4374 – leave name and time when you can be contacted. Arrangements will then be made for electrical locates only.

Event organizer/coordinator must also contact the following for locates:

TBay Tel	684-8344
Ontario One Call (Gas)	1-800-400-2255 (for Chippewa Park only this locate is not required)
Shaw Cable	767-4422
Sewer and Water	625-2195
Electrical	684-4374 – leave name & time when you can be contacted (as above)
TB Hydro	343-1111

Prior to digging, or any form of ground penetration, all original copies of locate approvals and stakeouts must be available on site and kept available on site for the duration of the work. Copies must be provided to the Parks Supervisor upon completion (South 474-4853; North 684-2895).

Important Notes:

- ✓ Tent/stage/inflatable structures must be TSSA approved. Inflatable structures must be CSA approved with a valid TSSA license.
- ✓ Tents must be flame retardant and certification provided to Fire Dept. 625-2103.
- ✓ If tent size exceeds 55.7 sq m. (600 square ft), you must obtain a Building Permit (625-2574) and provide Parks Supervisor with documentation.