

2020 Special Event Application

For events requiring municipal licenses, permits and/or taking place on City property including streets, parks, facilities, trails, parking lots and others. Applications are due a minimum of 60 days prior to event.

Special Event Name:	
Dates of Event: _____ to _____	
Rain Date(s): _____	
Host Organization:	Event Website:
Primary Contact Person:	
Organization's Address:	Postal Code:
TELEPHONE: Residence:	Business:
Cellular No.:	Fax: E-mail:
Alternate Contact Person:	
TELEPHONE: Residence:	Business:
E-mail:	Cellular No.:
Host Organization is: <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"/> Business <input type="checkbox"/> Municipality <input type="checkbox"/> Other: _____	
** Do you grant permission to promote your event in event calendars and share your contact info with the general public? <input type="checkbox"/> Yes or <input type="checkbox"/> No	

LOCATION OF EVENT	Location Address:
<input type="checkbox"/> Private Property <input type="checkbox"/> Private Property Location: _____	
City Property	
<input type="checkbox"/> City Park If yes, complete SCHEDULES 'A' and 'B' <input type="checkbox"/> City Owned Parking Lot Name/Area: _____ If yes complete SCHEDULE 'A' <input type="checkbox"/> Street(s) and/or Recreation Trails Street Closure Requested? <input type="checkbox"/> If yes complete SCHEDULE 'C' <input type="checkbox"/> City Owned Building/ Facility Other? _____	

EVENT TIMES			
Set-up Starts	Event Begins	Event Ends	Tear Down/Clean-up Ends
Date: _____	Date: _____	Date: _____	Date: _____
Time: _____	Time: _____	Time: _____	Time: _____

TYPE OF EVENT			
<input type="checkbox"/> Festival	<input type="checkbox"/> Walk	<input type="checkbox"/> Running Race	<input type="checkbox"/> Cycling Race
<input type="checkbox"/> Parade	<input type="checkbox"/> Triathlon	<input type="checkbox"/> Cinematography	
	<input type="checkbox"/> Cycling Recreational – riding single file & following all rules of road	<input type="checkbox"/> Other (Specify): _____	Race/walk/ride start time (if applicable):

Please provide a brief description of the event and its purpose:

Number of anticipated participants and spectators to attend the Special Event per day: _____

** All events with 500 or more attendees must submit an **EMERGENCY PLAN**. Contact Event Services for assistance.*

Are fireworks or any other pyrotechnics or special effects planned for this Special Event? Yes No

If yes, do you have the property owner's permission? Yes No

Will food for immediate consumption be provided and/or sold at the Special Event? Yes No

If yes, please provide details of what food will be provided and/or sold:

If selling food, please provide a copy of City of Thunder Bay Business Licence.
All persons and/or organizations planning to hold an event where food will be sold or given away to the public must submit a Special Events Organizer Application Form.

www.tbdhu.com/specialeventsform

Will alcoholic beverages for immediate consumption be provided and/or sold at the Special Event?

Yes or No

NOTE: This Application is not to be construed as forming part of your Liquor License Application which requires a separate process.

THUNDER BAY POLICE SERVICE

Are you requesting paid duty police officers for this event? Yes No

If yes, complete SCHEDULE 'D'

If unsure if your event will require paid duty police call Event Services at 629-7098

ADDITIONAL REQUESTS

If unsure of the quantities available or required please call Event Services at 629-7098

Parks & Open Spaces Section Requests	Picnic Tables # _____ Garbage Cans # _____ Others? _____ ** Organizers are to <u>provide bags</u> and <u>remove garbage from temporary garbage cans at event site</u> <i>Delivery subject to staff availability. Delivery fee waived for BIAs and charitable and/or not-for-profit organizations</i>	
Barricades	Barricades # _____	
Recycling Services	<u>Request for Recycling Blue Barrels (no charge):</u> <u>If requesting 3 or less, contact Event Services at 629-7098.</u> Number of blue barrels requested: _____ Date/Time for Delivery: _____ Location for Delivery: _____ ** Service provided by GFL Environmental	
Roads Section Requests	No Parking Signs # _____ Road Closed Signs # _____ ** Items must be picked up from and returned to Roads North or South Yard	
Water Bar	Would you like to request the City of Thunder Bay Water Bar? <i>For more info visit Ecosuperior.org/waterbar</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Healthy Food Information	I am interested in supporting healthier food options at my event. A public health nutritionist from the Thunder Bay District Health unit can contact me to share more information about opportunities to promote healthier food vendors.	<input type="checkbox"/> Yes <input type="checkbox"/> No

INSURANCE

<p>Every Applicant shall procure a Certificate of Insurance against Public and Occupiers liability and file with the City.</p> <p>The City's Certificate of Insurance template is to be completed by your insurance provider. The <u>original</u> signed document is required.</p> <p>Certificate of Insurance Provided (Original): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To follow</p> <p>Are you interested in a quote to purchase City of Thunder Bay Facility User Group Insurance? <input type="checkbox"/></p>
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ATTACHMENTS PROVIDED

- ROUTE MAP (required for ALL events with road closures and events using City trails and/or sidewalks)
- CERTIFICATE OF INSURANCE (on City form)
- EMERGENCY PLAN (for events over 500 attendees)
- SITE MAP
- LIST OF FOOD VENDORS
- OTHER: _____

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:

Recreation & Culture
 Pool 6 Building
 53 Water Street South
 Thunder Bay, ON P7B 2S5
 Attention: EVENT SERVICES

Fax: 807-684-9240
 E-mail: corr@thunderbay.ca

Special Event Application Fee:
\$225
 (No charge for charitable and/or not-for-profit organizations)

Temporary Street Closure Application Fee:
\$25

For information about the services the City Thunder Bay provides to event organizers, visit
www.thunderbay.ca/eventservices
 Telephone: (807) 629-7098

SCHEDULE 'A' CHECKLIST FOR EVENTS HELD ON CITY PROPERTY

*** Please check all that apply. Mark not applicable items as 'NA'**

Description	Requirement	Yes, No or NA
Alcohol to be served	<p>Organizers must adhere to City of Thunder Bay Municipal Alcohol Policy and Alcohol & Gaming Commission of Ontario regulations.</p> <ul style="list-style-type: none"> • Request City of Thunder Bay permission to serve alcohol • Inform applicable City Departments in writing • Obtain Special Occasion Permit from LCBO • Ensure all servers have completed SMART Serve Training 	
Burning/ Fireworks	A permit is required for all open air burning and fireworks in the city. A site inspection will be scheduled. Applicant must obtain written permission from the property owner. Contact Fire Prevention at 625-2103. An operational, certified fire extinguisher is required by the fire.	
Cooking Appliances	Every gas appliance used to prepare food for the public is required to have an annual TSSA (Technical Standards Safety Authority) inspection. A valid City of Thunder Bay Refreshment Vehicle Licence must be secured and displayed. Appropriate portable fire extinguishers are required for all appliances. Inspection and maintenance tags must be affixed to each extinguisher. Approved appliances located on ground level require three metre clearance to combustibles and must be protected by barrier fencing.	
Clean-Up	You are required to clean up the site. This includes removing garbage from cans and site. To request recycling services go to page 3.	
Concession(s) on site	<ul style="list-style-type: none"> • City approval required. Forward list of concession operators to the Sport & Community Event Development Coordinator. • Organizers and vendors must comply with the Thunder Bay District Health Unit Operating Guideline for Special Event Organizers and Food Vendors. For further information call 625-5930 • 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) • Organizers and vendors must comply with Thunder Bay Fire Rescue special event guidelines. For more information call 625-2103. 	
Damage	Event organizers are responsible for the cost of repairing any damage(s) done to City property as a result of their event.	INITIAL:
Electricity 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. 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. Events bringing in vendors/concessionaires and/or using extension cords must contact ESA.	

Emergency Plans	You must submit an Emergency Plan for your event. All staff and volunteers must be trained on emergency procedures.	
Emergency Route	You must ensure that an emergency route at least 6 metres wide is kept clear of structures and vehicles for Ambulance, Fire and Police during the event.	
First Aid	You must provide First-Aid on site (St John Ambulance or similar).	
EMS	It is recommended that EMS medical on site services should be considered for: Events with 3000+ in attendance and/or events serving alcohol For information on fees and booking, call 625-4601.	
Inflatable Structures	Approval from the City required. Inflatable structure must be Technical Standards Safety Association approved. <i>Provider:</i> _____	
Music Licenses	Will you be having live or recorded music? If yes, music licenses are required. Contact Entandem at info@entandemlicensing.com or call 1-866-944-6223.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Noise	You must adhere to Noise By-law and Park Closure By-law (11 pm)	
Portable Washrooms	Based on anticipated attendance, you must comply with Thunder Bay District Health Unit Special Event Guidelines for supplying portable washrooms based on anticipated attendance. Toilets must be kept clean and be stocked. Note: Parks washroom buildings are open from May long weekend to September long weekend only.	
Security	<p>You must provide appropriate security personnel for the event. Extra duty police may be required (subject to review by Thunder Bay Police). In accordance with the <i>Private Security and Investigative Services Act, 2005</i> (PSISA), event Security Guards must be licensed by the Ministry of Community Safety & Correctional Services and must wear a regulation uniform while carrying out their security duties.</p> <p>Uniform Requirements:</p> <ul style="list-style-type: none"> • The term “SECURITY” or “SECURITY GUARD” must be displayed on the uniform in specific places and specific dimensions. • The uniform must include an identification tag, which shows the licensee’s name, or licence number or both. • A security guard uniform should not bear any traits that resemble a police uniform, such as rank chevrons, a police-style forage cap, or stripes down the side of the trousers. <p>Who needs a security guard licence? Individuals are required to have a security guard licence if they perform work, for remuneration, that consists primarily of protecting persons or property. This includes but is not limited to bodyguards, bouncers and loss prevention personnel, and more generally speaking, individuals who patrol premises.</p>	

Smoking & Vaping	<p>A Smoke Free Event is defined as a venue where smoking and vaping is not permitted. Are you making your event Smoke Free?</p> <p>If Yes, signs must be posted advising attendees the event is Smoke Free. Signs are available for loan from the TBDHU by calling 625-5900</p> <p>If No, the event must comply with City of Thunder Bay By-Law 052-2010, the Smoke Free Ontario Act and the Electronic Cigarette Act (when implemented).</p> <p>The Electronic Cigarette Act when implemented will impose the same restrictions on Vaping as Smoking restrictions.</p> <p>Designated Smoking Area</p> <p>Organizers may set up a designated smoking area outdoors, provided the area conforms to City of Thunder Bay Smoking Prohibition By-Law and the Smoke Free Ontario Act. Organizers are responsible for notifying all event participants and ensuring the area has appropriate signage. Smoking restrictions include but are not limited to:</p> <ul style="list-style-type: none"> - No smoking within 3 metres of a food truck - No smoking in a seating area operated in conjunction with a food concession - No smoking in any enclosed workplace or public place. - No smoking within 20 metres of a playground - No smoking within 20 meters of a sports field <p>For more information contact the Thunder Bay District Health Unit at 625-5900</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tents, Stages, Fencing	<p>Attach a site plan showing where any tents, stages, booths or fencing to be erected. 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 tent size exceeds 60 sq. metres (646 sq. ft.), you must obtain a building permit. For building permit application call the Building Division @ 625-2574.</p>	
Underground Service Inspections	<p>You must arrange for underground service inspections (locates) prior to any digging or penetration into ground. Call 1-800-400-2255. You must have copies of utility company clearances with you on site.</p>	
Waste	<p>Organizers of events on City property must arrange for recycling and site clean-up. WASTE MUST BE REMOVED FROM SITE.</p> <p>Do you plan to order a dumpster (at your expense?)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

SCHEDULE 'B'

EVENTS IN CITY PARKS AND/OR ON TRAILS/WALKWAYS

Marina Park: <input type="checkbox"/> Festival Area <input type="checkbox"/> Tai Chi Park <input type="checkbox"/> Spirit Garden <input type="checkbox"/> Rec Trails <input type="checkbox"/> Mariners Hall <input type="checkbox"/> Viewing Circle <input type="checkbox"/> Other _____	Sound Levels at Marina Park: <i>I understand noise levels are not to exceed 97 db immediately in front of stage and not to exceed 91 db elsewhere in the Marina Park Festival Area</i> Initial: _____ <input type="checkbox"/> Require access to video streaming in Festival Area	
Chippewa Park: <input type="checkbox"/> Coffee House <input type="checkbox"/> Dance Hall <input type="checkbox"/> Picnic Field #1 <input type="checkbox"/> Picnic Field #3 <input type="checkbox"/> Picnic Field #4 <input type="checkbox"/> Picnic Field #5	Chippewa Campground: Modern Cabin #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5 <input type="checkbox"/> #6 <input type="checkbox"/> #7 <input type="checkbox"/> RV/Tent Sites _____	
Boulevard Lake: <input type="checkbox"/> Main Field (Lakeview Beach) <input type="checkbox"/> Trails around Lake	Boulevard Picnic Areas: <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	Other Park, Trail or Parking Lot: _____
Will you be staking or digging into the ground? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?	Stage(s): Are you bringing in a stage? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where will stage be placed?	Are you planning to have tents at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many and where?
Electricity Required? Existing () Additional () Where?	Bonfire <input type="checkbox"/> Yes <input type="checkbox"/> No Location: <i>(only permitted in designated areas)</i> ** Contact Thunder Bay Fire Rescue for a Burning permit.	Painting on Trails/Walkways: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Only chalk or quick disappearing paint products are allowed. Permission from Parks & Open Spaces is required</i>
Admission to be Charged: \$ /person	Food Vendors On-site? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, 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. <u>CLEANING DEPOSIT:</u> <i>A refundable cleaning deposit of \$500 is required for all events that include food vendors. Funds will be refunded following a post-event inspection by City staff as long as the park is left in a clean condition.</i>	
Site Meeting	It is your responsibility to contact the appropriate Parks Supervisor two weeks prior to your event to inquire as to whether a site meeting should be held. Contact: Parks North – 684-2895 or 684-3890 Parks South - 474-4853 or 474-4854	

SCHEDULE 'C' APPLICATION FOR TEMPORARY STREET CLOSURE

Applicant: _____ **EVENT:** _____

Reason for Closure: _____

Type of Street Closure Required Full Partial (*ie. 1 lane*)

STREET(S) TO BE CLOSED	FROM (Street Name)	TO (Street Name)	IF STREET IS BEING SIGNED AS "NO PARKING" PRIOR TO EVENT PLEASE INDICATE DATES & TIMES **

DATE(S) DAY/MONTH/YEAR	HOURS OF CLOSURE

Applicants must include the following with their application: (attached)

- A draft of a hard copy notice to be delivered (by the applicant) to all businesses and residents impacted by the proposed closure. The draft notice/flyer must be approved by Event Services prior to being distributed. Closures in Marina Park are excluded.
- A detailed map of street closure showing all barricade/police positions

**** NO PARKING Signs must be picked up and returned to the Roads Division.**

Where do you anticipate event patrons and participants will park? _____

Do you plan to use volunteers/staff to attend to barricades or other traffic delineators? Yes No

I agree to keep a 6 metre-wide emergency route clear on the closed streets throughout the event

I understand that set-up and/or event start is not to occur on closed streets until Event Services staff have informed me that all the barricades, volunteers and police officers are in place as per the Authorization for Street Closure for the event.

UNDERTAKING TO COMPLY

1. I/We hereby undertake:

- a) to comply with requirements for the utilization of volunteers and equipment for the manning of barricades for temporary street closures for Events (the "Volunteers");
- b) to provide the required number of Volunteers and provide each Volunteer safety vests and cell phones/radios;
- c) in fulfillment of (b) above, to use only Volunteers who have been oriented on the safe undertaking of the services they will be performing during this Event, specifically, those instructions contained in section (2) below;
- d) to instruct all Volunteers not to confront or block any motorist/person from removing or driving around a barricade;
- e) to provide all Volunteers an emergency contact number;
- f) to instruct all Volunteers that, should a motorist/person remove or drive around a barricade, the Volunteer is to notify those in charge immediately; and
- g) to instruct all Volunteers to remain at their posts for the entire length of time each has been assigned to that post.

2. I/We hereby agree that the Volunteers will:

- a) be at least 18 years of age;
- b) wear a safety vest for the duration of the Event;
- c) set up the barricades at the start of the Event and take down the barricades at the end of the Event in accordance with the instructions of the Event Planner;
- d) station themselves near the barricade so as to be visible to any approaching motorist but not in the path of any vehicle at any time.
- e) not to confront any motorists/person or physically try to prevent any motorist/person from removing barricades or driving onto the closed road;
- f) Immediately call the designated emergency number when:
 - there are insufficient or no barricades to set up at the location;
 - barricades are damaged;
 - a motorist/person has either removed a barricade or driven around them and entered onto the closed road;
 - assistance is required for any other matter.
- g) remain at their posts for the entire Event;
- h) inform any inquiring members of the public as to why the street is closed;

- i) inform inquiring members of the public about alternative routes available to their destination.
3. a) I/We understand that failure to provide Volunteers and/or equipment meeting all appropriate requirements in fulfillment of this Undertaking will be addressed by the Corporation in the following progressive steps:
- i. The problem will be identified to the Event Planner (site supervisor);
 - ii. The Event Planner will be required to resolve all deficiencies prior to the Event taking place to the satisfaction of the Corporation;
 - iii. If the deficiencies are not resolved, the Event will be cancelled; and
 - iv. The Event Planner may be refused a Permit for any future similar events.
- b) I/We acknowledge and agree that, depending upon the nature and/or seriousness of the deficiency, the Corporation reserves the right to bypass any or all of the steps described in subsection 3(a).
4. I/We hereby acknowledge:
- a) receipt of a copy of the Corporation's Conditions for Temporary Street Closure
 - b) receipt of a copy of this Undertaking to Comply for Event Planners.

I/We have the authority to bind the Event Planner.

SIGNED, SEALED AND DELIVERED
in the presence of

(Print name of Signing Party under each signature)

(Print name of Signing Party under each signature)

_____(Date)

Official in Charge on Day(s) of Temporary Closing:

Name: _____

Address: _____

Telephone No.: _____ Cellular: _____

E-mail: _____

Number of Vehicles: _____ Number of Participants: _____

FOR OFFICE USE ONLY: Application Fee Received: (\$25.00)

SCHEDULE 'D'

THUNDER BAY POLICE SERVICE PAID DUTY CONTRACT

#: PD

Part A – To be completed by person/agency requesting paid duty. (PLEASE PRINT)

Name of requesting person/agency: _____	
Address of requesting party (full address): _____	
Mailing/Billing address if different from above: _____	
Name of contact person: _____	Telephone number: () _____

Part B – To be completed by person/agency requesting paid duty. (PLEASE PRINT)

Describe the event for which the paid duty is required and type of paid duty service requested: _____ _____	
Date of event: _____	Start Time: _____ Finish Time: _____ Anticipated number of persons attending event: _____
Location of Event (full address): _____	
Number of Officers Required: _____	Permit Required (Parade, MTO, Special Occasion, N/A): _____ Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No
Security Issues anticipated/identified: _____	

Part C – Paid Duty Fee Structure

<p>Police Service Members:</p> <p>Patrol Officer: \$72.00/hr with 4hr minimum Sergeant: \$80.00/hr with 4hr minimum Staff Sergeant: \$85.00/hr with 4hr minimum Civilian: \$67.00/hr with 4hr minimum</p> <p><i>**NOTE: Resources required for duty will be determined by the approving senior officer or his/her designate**</i></p>	<p>Equipment:</p> <p>Cruiser - Mobile: \$35.00/hr per cruiser with 4hr minimum +HST <i>(required for parades, vehicle escorts, etc.)</i></p> <p>Cruiser - Stationary: \$35.00 flat rate +HST <i>(required for police personnel transport only)</i></p>
<p>ADDITIONAL FEES:</p> <p>Short Notice Cancellation Fee: <u>Less than 24 hours' notice</u> – Officer(s) originally scheduled will be paid a minimum of 3hrs at the respective rate of pay as shown above PLUS \$100 cancellation fee.</p> <p>Short Notice Booking Fee: <u>Less than 48 hours' notice</u> of an event – Officer(s) will be paid a minimum of 3hrs (or the number of hours requested) at the respective rate of pay as shown above PLUS \$100 short notice booking fee.</p> <p>Christmas/New Year's Fee: Rates for Christmas Eve & Day and New Year's Eve & Day are 1.5 times stated rates above.</p> <p>Administration Fee: 16% of total duty added to each invoice.</p> <p><i>On final approval of the contract, a copy of the contract and an invoice will be forwarded to the requestor's attention. The invoice is payable in advance of your event/escort.</i></p> <p>ALL COMPLETED PAID DUTY CONTRACT AGREEMENT MUST BE SUBMITTED TO THE BUDGET AND FINANCE CO-ORDINATOR VIA FAX AT 346-0775 OR HAND DELIVERED TO THUNDER BAY POLICE HEADQUARTERS, 1300 BALMORAL STREET, THUNDER BAY, ON. Website: thunderbaypolice.ca. ELECTRONIC SUBMISSIONS OF THIS CONTRACT WILL ALSO BE ACCEPTED BY UTILIZING THE "SUBMIT" BUTTON/FUNCTION.</p>	

Part D – To be completed by person/agency requesting paid duty.

Terms of Paid Duty Contract Agreement

1. Paid Duty request **must** be filed using the Thunder Bay Police Service Paid Duty Contract.
2. The minimum number of officers/supervisors required for the performance of a paid duty shall be determined by the Police Service in its discretion, based on the nature of the event. The decision is reflected on the invoice.
3. Subject to paragraph 2 of this Part, the invoiced amount, less any deposit paid, is due and payable in full no less than 48 hours prior to scheduled event date. Payment shall be by cheque only, payable to the Thunder Bay Police Service, forwarded to the attention of the Budget and Finance Co-ordinator, Thunder Bay Police Service, 1200 Balmoral Street, Thunder Bay Ontario, P7B 5Z5. (If client is another City of Thunder Bay department a journal entry can be used for payment and that entry is done by the Budget and Finance Co-ordinator for Thunder Bay Police). Under no circumstances should payment be made directly to attending officers. Failure to meet a payment deadline above will result in the cancellation of this paid duty contract agreement and non-attendance of paid duty officers/equipment.
4. Where Police Service member(s)/equipment is/are required for hours in addition to those specific in Parts B and C above, an invoice will be issued by the Police Service base on the hourly rates specific in Part C. Payment shall be due upon receipt of the invoice in the form specified above (cheque only).
5. Paid duty requests should be submitted by way of this contract agreement at least ten (10) days prior to the event. This contract agreement should be directed by fax or hand delivery to the Budget and Finance Co-ordinator (**Fax: (807) 346-0775**)/Thunder Bay Police Service, 1200 Balmoral Street.
6. Short notice requests are defined as requests submitted less than 48 hours prior to the event. Short notice requests must be faxed (**807-346-0778**) or hand delivered to the Budget and Finance Co-ordinator **and** the Paid Duty Co-ordinator must also be contacted via cell-phone (**807-630-3294**) to work out the contract details. A short notice request will result in the addition of a \$100.00 short notice fee.
7. Where cancellation notification is not received by the Police Service 24 hours prior to the commencement of the event, a minimum three (3) hour charge will apply for **each Police Service member booked for the paid duty**. Refunds will be less the cancellation charge.
8. **Provision of paid duty services in accordance with this Contract is subject to prior approval of a Police Service Command Officer.** In the event approval is not granted, the Contract shall become null and void and any monies paid shall be returned (less a short notice fee is applicable).
9. Police Officers providing service under this agreement shall be required to perform only those duties which are normally performed by police officers.
10. Police Officers providing services under this agreement inside a premise where alcohol is being served shall begin the paid duty no less than five (5) hours prior to the termination of the special occasion permit.
11. A minimum of two officers will be contracted for duties in a premise where alcohol is being served. The fact that paid duty officers are present at a special occasion permit function under the Liquor License Act, does not in itself abrogate the responsibility of the License Holder to provide security for the event under the LLA.
12. Required Staffing ratio shall be:
 - a. 1 to 4 constables – no supervisor
 - b. 5 to 9 constables – 1 sergeant
 - c. 10 to 16 constables – 1 sergeant and 1 staff sergeant
13. Any questions should be directed to the Budget and Finance Co-ordinator at (807) 684-1281.

By my signature, below, I acknowledge that I have read, understood, and agree to abide by all the Terms of this Agreement and that I have the authority to bind the person/agency requesting the paid duty named above in Part A. Cheque payable to: Thunder Bay Police Service.

Signature of Person Authorizing Requested Paid Duty _____

Telephone Number: _____ Fax Number: _____ Email: _____

Part E – To be completed by Command Officer reviewing and approving request

Name of Command Officer:	Division:	Date:	Paid Duty is:
_____	_____	_____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

If denied, please provide reasons: _____
