

2023 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):

to

Host Organization:

Organization Type:

Event Website:

Primary Contact Person:

E-mail:

Phone Number:

Phone Number:

Organization's Address:

City:

Province:

Postal Code:

Alternate Contact Person:

E-mail:

Phone Number:

Phone Number:

☐ Yes ☐ No Do you grant permission to promote your event in event calendars and share your contact info with the general public?

LOCATION OF EVENT:

Address:

☐ Private Property

☐ City Park (Complete SCHEDULES 'A' and 'B')

☐ City Owned Building/Facility

☐ City Owned Parking Lot (Complete SCHEDULE 'A')

☐ Street(s) and/or Recreation Trails

☐ Other?:

☐ Street closure requested? (Complete SCHEDULE 'C')

EVENT TIMES

Set-up Starts:

Event Begins:

Event Ends:

Tear Down/Clean-up Ends:

Type of Event:

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.*

COVID PROTOCOLS: Please note that gathering sizes will be based on current Provincial orders related to the COVID-19 Pandemic. Consult the TBDHU to determine the required COVID-19 measures for your event.

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

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

If the property owner is the Corporation of the City of Thunder Bay, please contact Event Services to facilitate.

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

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

*If selling food, please go to the link below and apply for **ADDITIONAL food special events licence with Thunder Bay District Health Unit**. 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

☐ Yes ☐ No Will alcoholic beverages for immediate consumption be provided and/or sold at the Event?

***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

☐ Yes ☐ No Are you requesting paid duty officers for this event? (Complete SCHEDULE 'D')

If unsure if your event will require paid duty police call your Event Services representative.

ADDITIONAL REQUESTS

If unsure of the quantities available or required please call your Event Services representative

Parks & Open Spaces Section Requests

Picnic Tables:

Garbage Cans:

Others:

**** Organizers are to provide bags and remove garbage from temporary garbage cans at event site.**

Delivery subject to staff availability. Delivery fee waived for BIAs and charitable and/or not-for-profit organizations.

Barricades

Number of Barricades:

Recycling Services **service provided by GFL Environmental*

Number of blue barrels requested:

**if requesting 5 or less Event Services will provide the barrels*

Delivery Date:

Time:

Location:

Roads Section Requests

No Parking Signs:

Road Closed Signs:

****Items must be picked up from and returned to Roads North (Front & Egan Street) or South Yard (Mountdale)***

Healthy Food Information

☐ Yes ☐ No 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.

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. Ask your Event Services representative for this form and provide it to your insurer to fill out. The original signed document is required. Please ensure that the name on your application and the name on your insurance provided match.

Certificate of Insurance Provided (Original): ☐ Yes ☐ No ☐ To Follow

☐ Yes ☐ No Are you interested in a quote to purchase City of Thunder Bay Facility User Group Insurance?

ATTACHMENTS PROVIDED

- ☐ ROUTE MAP (*required for ALL events with road closures and events using City trails and/or sidewalks*)
- ☐ CERTIFICATE OF INSURANCE (*\$5,000,000 requirement on City form*)
- ☐ EMERGENCY PLAN (*for events over 500 attendees*)
- ☐ SITE MAP
- ☐ LIST OF FOOD VENDORS
- ☐ APPLICABLE FEES
 - \$225** - Application (*No charge for charitable and/or not-for-profit organizations*)
 - \$25** - Temporary Street Closure
- ☐ 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.

Signature of Applicant:

Date:

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

Mail:

Recreation & Culture - Pool 6 Building
2445 Sleeping Giant Parkway
Thunder Bay, ON P7A 0E7
Attention: EVENT SERVICES

Sporting Events:

Trisha Heino
807-631-6135
trisha.heino@thunderbay.ca

All other Events:

Catherine Wilson
807-629-7098
catherine.wilson@thunderbay.ca

Fax: 807-684-9240

For information about the services the City Thunder Bay provides to event organizers, visit

www.thunderbay.ca/eventservices

or call 807-631-6135 (Sporting Events) or 807-629-7098 (All Other Events)

SCHEDULE 'A'

CHECKLIST FOR EVENTS HELD ON CITY PROPERTY

☐ Yes ☐ No **Alcohol to be served**

Organizers must adhere to City of Thunder Bay Municipal Alcohol Policy and Alcohol & Gaming Commission of Ontario regulations.

- 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

☐ Yes ☐ No **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.

If the fire is to be located on the Corporation of The City of Thunder Bay property, please contact Event Services to determine if locates are required.

☐ Yes ☐ No **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.

INITIAL: **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.

☐ Yes ☐ No **Concession(s) on site**

- 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 at 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.

INITIAL: **Damage**

Event organizers are responsible for the cost of repairing any damage(s) done to City property as a result of their event.

☐ Yes ☐ No **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.

- ☐ Yes ☐ N/A **Emergency Plan** **events over 500 attendees*

You must submit an Emergency Plan for your event. All staff and volunteers must be trained on emergency procedures.

INITIAL: 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.

INITIAL: First Aid & EMS

You must provide First-Aid on site (St John Ambulance or similar).

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.

- ☐ Yes ☐ No **Inflatable Structures**

Approval from the City required. Inflatable structure must be Technical Standards Safety Association approved. Provider:

- ☐ Yes ☐ N/A **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.

INITIAL: Noise

You must adhere to Noise By-law and Park Closure By-law (11 pm)

- ☐ Yes ☐ N/A **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.**

- ☐ Yes ☐ N/A **Security**

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 Private Security and Investigative Services Act, 2005 (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.

Uniform Requirements:

- 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.

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.

☐ Yes ☐ No **Smoking and Vaping**

A Smoke Free Event is defined as a venue where smoking and vaping is not permitted. Are you making your event Smoke Free?

- 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
- 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).

The Electronic Cigarette Act when implemented will impose the same restrictions on Vaping as Smoking restrictions.

Designated Smoking Area

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:

- 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

For more information contact the Thunder Bay District Health Unit at 625-5900 enforcement@tbdhu.com

☐ Yes ☐ No **Tents, Stages, Fencing**

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 at 625-2574. For example, a 20ft. x 30ft. tent is 600 sq/ft.

☐ Yes ☐ N/A **Underground Service**

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.

NEW: To request locates, go to **Ontario First Call** website (<https://ontarioonecall.ca/contractors/>). Select **"Contractor"**. Then select **"Request a Locate"** option. Fill out the long form and festival area diagram in detail as required. Synergy North and TBayTel will send you confirmation emails. Submissions cannot be made earlier than 60 days prior to the event date. *This includes tent pegs and temporary fire vessels*

☐ Yes ☐ N/A **Waste**

Organizers of events on City property must arrange for recycling and site clean-up. **WASTE MUST BE REMOVED FROM SITE**. Do you plan to order a dumpster (at your expense?)

☐ Yes ☐ N/A **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 at 684-2895 or 684-3890 or Parks South at 474-4853 or 474-4854

SCHEDULE 'B'

EVENTS IN CITY PARKS AND/OR ON TRAILS/WALKWAYS

Marina Park

- ☐ Festival Area ☐ Tai Chi Park ☐ Rec Trails ☐ Viewing Circle
☐ Spirit Garden – Celebration Circle or Fire Pit ☐ Mariner's Hall ☐ Other:

Sound Levels at Marina Park

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. **INITIAL:**

- ☐ Yes ☐ No **Require access to video streaming in Festival Area**

Chippewa Park

- ☐ Picnic Field 1 ☐ Picnic Field 2 ☐ Picnic Field 3 ☐ Picnic Field 4 ☐ Picnic Field 5 ☐ Coffee House ☐ Dance Hall
☐ Cabin 1 ☐ Cabin 2 ☐ Cabin 3 ☐ Cabin 4 ☐ Cabin 5 ☐ Cabin 6 ☐ Cabin 7

RV/Tent Sites:

Pavilion Rentals - Tables:

Chairs:

Pews:

Boulevard Lake

- ☐ Main Field (Lakeview Beach) ☐ Trails around Lake ☐ Current River Park
☐ Birch Point & Picnic Area ☐ Rita St Picnic Area ☐ Evergreen Picnic Area

Other Park, Trail, or Parking Lot

- ☐ Conservatory ☐ Waverly Park ☐ Vickers ☐ International Friendship Gardens
☐ Other: Specific Area of Park:

- ☐ Yes ☐ No **Staking or Digging into the ground? Details:**

- ☐ Yes ☐ No **Stage? Details:**

- ☐ Yes ☐ No **Tents? Details:**

- ☐ Yes ☐ No **Electricity? Details:**

- ☐ Yes ☐ No **Bonfire or Sacred Fire? Details:**

- ☐ Yes ☐ No **Painting on Trails or Walkways?**

**Only chalk or quick disappearing paint products are allowed. Permission from Parks & Open Spaces is required.*

- ☐ Yes ☐ No **Food Vendors On-Site?**

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.

CLEANING DEPOSIT: 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.

Admission to be charged per person.

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 at 684-2895 or 684-3890 or Parks South at 474-4853 or 474-4854.

SCHEDULE 'C'

APPLICATION FOR TEMPORARY STREET CLOSURE

Applicant:

Event:

Reason for Closure:

Type of Street Closure Required: ☐ Full ☐ Partial (*i.e. 1 lane*)

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

DATE(S) – DD/MM/YY	HOURS OF CLOSURE

Applicants must include the following with their application:

- ☐ 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 Roads Division ****
(Request signs on Road Section Request on page 3)

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

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

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

INITIAL: 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:
 - i. There are insufficient or no barricades to set up at the location;
 - ii. Barricades are damaged;
 - iii. A motorist/person has either removed a barricade or driven around them and entered onto the closed road;
 - iv. 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:

Print Name:

Signature:

Signature:

Date:

Date:

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

Name:

Address:

Phone Number:

Email:

Number of Vehicles:

Number of Participants:

OFFICE USE ONLY:

☐ *Application Fee Received (\$25.00)*

#: PD

SCHEDULE 'D'

THUNDER BAY POLICE SERVICE PAID DUTY CONTRACT

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

Name of requesting person/agency:

Address of requesting party:

Mailing/Bill address if different from above:

Name of contact person:

Phone Number:

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

Describe the event for which the paid duty is required and type of paid duty service requested:

Date of Event:

Start Time:

End Time:

Estimated Attendees:

Location of Event (full address):

Number of Officer Requested:

Permit Required (Parade, MTO, Special Occasion, N/A):

☐ Yes ☐ No Will Alcohol be served?

Security Issues anticipated/identified:

Part C – Paid Duty Fee Structure

Police Service Members:

- 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

****NOTE: Resources required for duty will be determined by the approving senior officer or his/her designate****

Equipment:

- Cruiser - Mobile: \$35.00/hr. per cruiser with 4hr minimum +HST
(Required for parades, vehicle escorts, etc.)
- Cruiser - Stationary: \$35.00 flat rate +HST
(Required for police personnel transport only)

ADDITIONAL FEES:

- Short Notice Cancellation Fee: Less than 24 hours' notice – Officer(s) originally scheduled will be paid a minimum of 3hrs at the respective rate of pay as shown above PLUS \$100 cancellation fee.
- Short Notice Booking Fee: Less than 48 hours' notice 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.
- Christmas/New Year's Fee: Rates for Christmas Eve & Day and New Year's Eve & Day are 1.5 times stated rates above.
- Administration Fee: 16% of total duty added to each invoice.

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.

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.

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 (807-633-9591) or to extraduty@thunderbaypolice.ca 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:

Phone:

Fax:

Email:

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

Name of Command Officer:

Division:

Date:

Paid Duty is: ☐ Approved ☐ Denied

If denied, please provide reasons: