

Chippewa Park Facilities Permit Application (807-625-CHIP)

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 Chippewa Park's website to see what it all has to offer:

www.thunderbay.ca/chippewapark. Also visit the City' Events Website: <http://www.ThunderBay.ca/events>

EVENT NAME	
DATE(S) OF EVENT	

FACILITY		Coffee House		Dance Hall
Includes Set Up and Take Down	Start	Date		Time
	Completion	Date		Time

PICNIC FIELD	#1	#3	#4	#5
Includes Set Up and Take Down	Start	Date		Time
	Completion	Date		Time

CAMPGROUND	Modern Cabins	#1	#2	#3	#4	#5	#6	#7
	R.V./Tent Site(s)							

CONTACT INFORMATION			
Organization			
Contact Person In Charge			
Mailing Address			
	City:	Postal Code:	
Telephone Number(s)	Res:	Bus:	Cell:
E-Mail			
Alternate Contact Person			
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?	Additional notes	
Electricity	Existing? Where?		

Electricity: Approval from Parks Division – Call 474-4853 (Parks South). Two months prior - Call Electrical Safety Authority at 1-877-372-7233 (ESA-SAFE). Website: www.esasafe.com. 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.

***PLEASE COMPLETE, SIGN & DATE THE NEXT PAGE OF THIS APPLICATION FORM**

Revised on July 12th, 2012

Description	Requirement	Yes/No
Alcohol to be served	Must adhere to Municipal Alcohol Policy and LCBO regulations. <i>STEPS:</i> (A) Request Parks Division - Approval of plans (B) Approval from Police, Fire and Health Unit, (C) Obtain Liquor License (from LCBO), (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	Once you submit your application you must receive written approval from the Parks Division. You must then obtain a permit from the Fire Department (625-2103). A meeting is then required with the Parks Supervisor and the Fire Department at Chippewa.	
Clean-Up	You are required to clean up the site at the completion of your event.	Yes
Close a Street	Please contact the Special Events Developer at (807) 625-2305.	
Concession(s) on site	Approval from Parks Division required. List of vendors & licenses to be given to the Parks Division. Vendors must get a Public Health Inspection (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). Vendors are allowed to set up a maximum of 2 days before and must be off site 2 days after event unless specific approval is received by the Parks Division. Fire Department inspection required on concession equipment (625-2103).	
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).	Yes
Portable Washrooms	Based on anticipated attendance, you must comply with regulations on supplying portable washrooms. If your event is booked during the off-season, the washrooms will be closed. In either of these circumstances please contact the Thunder Bay District Health Unit (625-5900) for more information.	
Recycling	For more information, please contact the Special Events Developer at (807) 625-2305.	
Security	Based on anticipated attendance, you must provide appropriate security personnel.	
Tents, Stages, Fencing	You must obtain approval from the Parks Division. Tents/stages 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 over 2.5 cm (1 in). If tent size exceeds 55.7 sq m. (600 sq ft), you must obtain a building permit and provide documentation. Contact Gordon John (474-4853) at least 30 days in advance.	
Inflatable Structures	Approval from the Parks Division. 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 over 2.5 cm (1in). Contact the Parks South Supervisor, Gordon John (474-4853), 30 days in advance.	
Liability Insurance	Liability insurance coverage is mandatory for all pavilion rentals. \$2 million dollars coverage must be obtained for events which do not involve alcohol. For events where alcohol is being served, coverage of \$5 million is required. The City must be named as an Additional Insured on all liability policies. Acceptable proof of liability insurance must be provided to the Parks Division. Insurance is available for purchase from the Risk Management Department. For insurance quotes or inquiries, please contact Risk Management at 625-3385.	
Site Meeting	It is your responsibility to contact the Supervisor 2 weeks prior to your event to inquire as to whether a site meeting for your event should be held. Please contact Gordon John (474-4853).	Date:

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

Applicant's Signature _____ **Date** _____

Submit Application To:	Parks Division - Victoriaville Civic Centre, 111 Syndicate Ave South, Thunder Bay, ON P7E 6S4	Tel: 807-625-2941 Fax: 807-625-3588
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