

## 2025 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.

### Organization Information and Contacts:

Host Organization Name:

Organization Type:

Charitable	Incorporated Organization	Incorporated Not-for-Profit Organization
Unincorporated Not-for-profit Organization	Business	Municipality
Individual	Other:	

Organization Address:

City:

Province:

Postal Code:

Business Phone Number:

Hours of Operation:

Primary Contact Person:

Email:

Cell Phone Number:

Secondary Contact Person:

Email:

Cell Phone Number:

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## Event Information:

Special Event Name:

<b>ENTER EVENT DATES:</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>#4</b>
Arrive / Set-Up Time:				
Event Start Time:				
Event End Time:				
Teardown/Clean Up End Time:				

Rain Date(s) if applicable:

Event Website Address:

Brief Description of the Event and its purpose:

Do you grant permission to promote your event in event calendars and share your contact information with the general public?

YES NO

**Location of Event:**

**Is Location of Event on:**

**City Owned Land?**

City Parks and/or Recreation Trails (Complete Schedule "A")

City Owned Parking Lot

Street(s) (Complete Schedule "B")

City Owned Building/ Facility

Other

YES NO

**Private Property?**

Did you acquire permission from the property owner?

YES NO

YES NO

**Parking**

Number of Anticipated Participants & Spectators to attend per day:

Where do you anticipate event patrons and participants will park?

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<u>Event Requirement Checklist:</u>	
<p><b><u>Event Site Map:</u></b></p> <p>Provide an Event Site Map that indicates the locations of the following: first aid booth, stage, VIP area, vendors, entrance / exits, toilets, registration, lost child, muster points, potable water station, parking, fire extinguisher, bullhorn location etc..</p> <p><b><u>Street Closure Map:</u></b></p> <p>Are You Requesting a Street Closure? If yes, complete Schedule “B”.</p> <p>Provide a detailed <b>Street Closure Map</b> showing all barricade positions.</p>	<p>YES      NO</p> <p>INITIAL:</p> <p>YES      NO</p> <p>INITIAL:</p>
<p><b><u>Emergency Route:</u></b></p> <p>You must ensure that an emergency route of at least 6 metres wide is kept clear of structures and vehicles for Ambulance, Fire and Police during the event. This includes a 12-metre turning radius at intersections.</p>	<p>INITIAL:</p>
<p><b><u>Emergency Plan:</u></b></p> <p>All events with 500 or more attendees must submit an EMERGENCY PLAN. Contact your Event Services Representative for assistance. Templates are available. All staff and volunteers must be trained on emergency procedures.</p>	<p>INITIAL:</p>
<p><b><u>Thunder Bay Police Service:</u></b></p> <p>Are you requesting paid duty officers for this event? If unsure, contact your Event Services Representative.</p> <p>If yes, complete Schedule “C”.</p>	<p>YES      NO</p>
<p><b><u>Security:</u></b></p> <p>You must provide appropriate security personnel for the event. Extra paid duty police may be required (subject to review by Thunder Bay Police Services) in accordance with the Private Security and Investigative Services Act, 2005 (PSISA) <a href="https://www.ontario.ca/laws/statute/05p34">https://www.ontario.ca/laws/statute/05p34</a></p>	<p>INITIAL:</p>

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<p>Event Security Guards must be licensed by the Ministry of Community Safety &amp; Correctional Services and must wear a regulation uniform while carrying out their security duties.</p> <p>Are you planning to hire Security? If so, how many?</p> <p>Provide name of company, and anticipated shift times:</p>	<p>INITIAL:</p> <p>YES      NO</p>
<p><b><u>Uniform Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• The term “SECURITY” or “SECURITY GUARD” must be displayed on the uniform in specific places and specific dimensions.</li> <li>• The uniform must include an identification tag, which shows the licensee’s name, license number, or both.</li> <li>• 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.</li> </ul> <p><b>Who needs a security guard license?</b> 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>	<p>INITIAL:</p> <p>INITIAL:</p>
<p><b><u>First Aid / EMS (Emergency Medical Services):</u></b></p> <p>You must provide First-Aid on site (St John Ambulance or similar). It is recommended that EMS are onsite for Events with 3000+ in attendance and/or events serving alcohol. For information on fees and booking, call (807) 625-4601.</p> <p><i>Cost for ambulance on site is \$154 an hour, 4 hr. call min..</i></p>	<p>INITIAL:</p>

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<p><b><u>Fireworks or Pyrotechnics Permit:</u></b></p> <p>Are fireworks, pyrotechnics or special effects planned for this Special Event?</p> <p>If yes, do you have the property owner's permission?</p> <p>Is it to be located on the Corporation of the City of Thunder Bay's property?</p> <p>Pyrotechnic / Fireworks Event Guidelines:  <a href="http://www.thunderbay.ca/fire-permits">www.thunderbay.ca/fire-permits</a></p> <p>Permit Application for Fireworks Display:  <a href="http://www.thunderbay.ca/fire-permits">www.thunderbay.ca/fire-permits</a></p> <p>Please contact Event Services to determine if locates are required and to obtain permissions.</p>	<p>YES NO</p> <p>YES NO</p> <p>YES NO</p> <p>INITIAL:</p> <p>INITIAL:</p> <p>INITIAL:</p>
<p><b><u>Open Air Burning Fire Pits or Vessels:</u></b></p> <p>Are open air fires planned for this Special Event?</p> <p>A Special Occasion Fire Permit is required for all open air fires. The application should be filled out online or can be dropped off at Station 1, 330 Vickers St. N, Fire Prevention Division, (807) 625-2103.</p>	<p>YES NO</p> <p>INITIAL:</p>
<p>Link to Application for Special Consideration Burn Permit:  <a href="http://www.thunderbay.ca/fire-permits">www.thunderbay.ca/fire-permits</a></p> <p>A site inspection is required. Applicant must obtain written permission from the property owner. Contact Fire Prevention at (807) 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.</p>	<p>INITIAL:</p> <p>INITIAL:</p>
<p><b><u>Music License:</u></b></p> <p>Will you be having live or recorded music?  If yes, music licenses are required.</p> <p>Contact Entandem at <a href="mailto:info@entandemlicensing.com">info@entandemlicensing.com</a> or call:  1(866) 944-6223</p>	<p>YES NO</p> <p>INITIAL:</p>

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<p><b><u>Noise:</u></b></p> <p>All events must adhere to the Noise and Park Closure By-Laws (11:00 pm). Further information can be found at: <a href="http://www.thunderbay.ca/NoiseBy-Law">www.thunderbay.ca/NoiseBy-Law</a></p>	<p>INITIAL:</p>
<p><b><u>Smoking &amp; Vaping:</u></b></p> <p>A Smoke-Free Event is defined as a venue where smoking and/or vaping of any substance including any form of tobacco, cannabis and vapour product is not permitted.</p> <p>Are you making your event Smoke and Vape Free?</p> <p>If yes, signs must be posted advising attendees the event is Smoke and Vape Free. Signs are available for loan from the TBDHU by calling (807) 625-5900.</p> <p>If no, the event must comply with City of Thunder Bay by-Law 052-2010, And the Smoke-Free Ontario Act, 2017</p>	<p>INITIAL:</p> <p>YES      NO</p>
<p><b><u>Designated Smoking Area:</u></b></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 Patios Smoke Free Ontario Act. 2017. Organizers are responsible for notifying all event participants and ensuring the area has appropriate signage.</p> <p>Smoking and vaping are prohibited in but are not limited to the following areas:</p> <ul style="list-style-type: none"> <li>• in a seating area operated in conjunction with a food or drink concession and public areas within 9 meters</li> <li>• where food or drink is served or sold or offered for consumption or area that is operated alongside an area where food or drink is served or sold or offered and public areas within 9 meters</li> <li>• on patios where food and drinks are served and public areas within 9 meters</li> <li>• in any enclosed workplace or public place</li> <li>• within 20 meters of a playground</li> <li>• within 20 meters of a sports field</li> </ul> <p>For more information contact the Thunder Bay District Health Unit at: (807) 625-5900 or <a href="mailto:enforcement@tbdhu.com">enforcement@tbdhu.com</a></p>	<p>INITIAL:</p>

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<p>Special Event Guidelines – Operating Guidelines for Event Organizers and Food Vendors: <a href="http://www.thunderbay.ca/TBDHU-foodsafety">www.thunderbay.ca/TBDHU-foodsafety</a></p> <p>Provide photo or scan copies of your food vendors’ valid “City of Thunder Bay” business license to your Event Services Representative.</p>	<p>INITIAL:</p> <p>INITIAL:</p>
<p><b><u>Healthy Food Information:</u></b></p> <p>If you are interested in providing healthier food options at your event, please contact Public Health Nutritionist, Vincent Ng at:</p> <p>Email: <a href="mailto:vincent.ng@tbdhu.com">vincent.ng@tbdhu.com</a> Phone: (807) 625-5968</p>	
<p><b><u>Concession(s) onsite:</u></b></p> <p>Are you using concession operator/s on City of Thunder Bay property?</p> <p>If yes, approval is required. Forward a list of concession operators to your Event Services Representatives.</p> <p>Organizers and vendors must comply with the Thunder Bay District Health Unit Operating Guideline for Special Event Organizers and Food Vendors: <a href="http://www.thunderbay.ca/TBDHU-foodsafety">www.thunderbay.ca/TBDHU-foodsafety</a></p> <p>For further information call: (807) 625-5930</p> <p>Contact Licensing &amp; Enforcement at (807) 577-6536 or email <a href="mailto:meslicensing@thunderbay.ca">meslicensing@thunderbay.ca</a> to meet the requirements for the proper license(s) regarding selling of food prepared for sale. i.e. refreshment vehicle (food premise)</p> <p>Organizers and vendors must comply with Thunder Bay Fire Rescue special event guidelines.</p> <p>For more information call (807) 625-2103.</p>	<p>YES NO</p> <p>INITIAL:</p> <p>INITIAL:</p> <p>INITIAL:</p> <p>INITIAL:</p>

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<p><b><u>Cooking Appliances:</u></b></p> <p>Are food vendors operating cooking appliances onsite?</p> <p>Every gas appliance used to prepare food for the public is required to have an annual TSSA (Technical Standards Safety Authority) inspection. <a href="https://www.tssa.org/">https://www.tssa.org/</a></p> <p>A valid City of Thunder Bay Refreshment Vehicle Licence must be secured and displayed.</p> <p>Appropriate portable fire extinguishers are required for all appliances. Inspection and maintenance tags must be affixed to each extinguisher.</p> <p>Approved appliances located on ground level require three metre clearance to combustibles and must be protected by barrier fencing.</p>	<p>YES      NO</p> <p>INITIAL:</p> <p>INITIAL:</p> <p>INITIAL:</p> <p>INITIAL:</p>
<p><b><u>Portable Washrooms:</u></b></p> <p>Based on anticipated attendance, you must comply with Thunder Bay District Health Unit Special Event Guidelines for supplying portable washrooms based on anticipated attendance: <a href="http://www.thunderbay.ca/TBDHU-foodsafety">www.thunderbay.ca/TBDHU-foodsafety</a></p> <p><b>Note: Parks washroom buildings are open from May long weekend to September long weekend only.</b></p>	<p>INITIAL:</p>
<p><b><u>Tents, Stages, Fencing:</u></b></p> <p>Will you be having tents, stages, or fencing at your event?</p> <p>On your Events Site Map, identify where any tents, stages, booths or fencing will be erected. Tent/stage must be Technical Standards Safety Association approved <a href="https://www.tssa.org/">https://www.tssa.org/</a>.</p> <p>Tents must meet flame resistance requirements - <a href="#">CAN/ULCS109 CAN/ULC-S109-14-R2019   Standards Council of Canada</a> . Certification to be retained on site.</p> <p>If tent size exceeds 60 sq. metres (646 sq/ft), you must obtain a building permit. For a building permit application, contact the Building Division at (807) 625-2574. ex. 20' x 30' tent is 600 sq/ft.</p>	<p>YES      NO</p> <p>INITIAL:</p> <p>INITIAL:</p> <p>INITIAL:</p>

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<p><b><u>Underground Service Inspections:</u></b></p> <p>You must arrange for underground service inspections (locates) prior to any digging or penetration into ground. Note: This includes tent pegs and temporary fire vessels i.e. fire pits.</p> <p>You must have copies of utility company clearances with you on site.</p> <p>To request locates, go to <b>Ontario First Call</b> website. Select “<b>Contractor</b>”. Then select the “<b>Request a Locate</b>” option.  <a href="https://ontarioonecall.ca/contractors/">https://ontarioonecall.ca/contractors/</a></p>	<p>INITIAL:</p> <p>INITIAL:</p>
<p><b><u>Damage:</u></b></p> <p>Event organizers are responsible for the cost of repairing any damage(s) done to City property as a result of their event.</p>	<p>INITIAL:</p>
<p><b><u>Electricity Required:</u></b></p> <p>Does your event require Electricity?</p> <p>Events with electrical requirement may be required to hire an outside electrician.</p> <p>2 months prior - Call Electrical Safety Authority at 1(877) 372-7233 (ESASAFE) website: <a href="http://www.esasafe.com">www.esasafe.com</a>. You will be charged for service.</p> <p>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.</p> <p>Events bringing in vendors/concessionaires and/or using extension cords must contact ESA.</p>	<p>YES      NO</p> <p>INITIAL:</p> <p>INITIAL:</p> <p>INITIAL:</p> <p>INITIAL:</p>
<p><b><u>Waste Management:</u></b></p> <p>Large events are required to arrange for a bulk garbage bin (dumpsters) at their expense. Organizers are required to make arrangements for a timely delivery and prompt removal.</p>	<p>INITIAL:</p>

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<p><b><u>Clean Up:</u></b></p> <p>You are required to clean up the site. This includes removing all recycling and garbage from cans and bins.</p>	<p>INITIAL:</p>
<p><b><u>Event Insurance:</u></b></p> <p>All applicants shall provide proof of insurance on the City’s Certificate of Insurance Form which can be obtained from Event Services. This Form is to be completed and signed by your insurance provider.</p> <p>Ask your Event Services Representative for this form and provide it to your insurer to fill out. The original signed document is required.</p> <p>Please ensure that the name on your application and the name on your insurance provided match.</p>	<p>INITIAL:</p> <p>INITIAL:</p> <p>INITIAL:</p>
<p><b><u>Inflatable Structures (i.e. Bouncy Castles):</u></b></p> <p>Will you be having inflatable structure(s) at your event?</p> <p>Inflatable structures must have Approval from the City. Inflatable structure must be Technical Standards Safety Association approved.</p> <p>The Operator Insurance must have “The Corporation of the City of Thunder Bay” listed as additionally insured on their certificate of insurance. Forward a copy to your Event Services Representative one month out from the event date.</p>	<p>YES      NO</p> <p>INITIAL:</p> <p>INITIAL:</p>

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**Equipment Information:**

Organizer must pick-up and drop off all equipment, unless otherwise noted. All equipment bookings must be confirmed one month out from event date. \*Delivery fees are applicable.

If you order more than 5 recycling bins, GFL will deliver to event site. Provide delivery instructions here:  
Address:  
  
Delivery Date:           Time:  
Pick-up Date:           Time:

- \*Wooden barricades for road closure:
- \*Wooden barricades for event space:
- Jersey water barricades for road closure:
- \*Garbage Bins:
- \*Picnic Tables:
- Recycling Bins:
- Road Closed Signs:
- Road Closed Ahead Signs:
- Metal Road Sign Stands:
- No Parking Signs:

Request # of items

Visit [www.thunderbay.ca/event-hosting](http://www.thunderbay.ca/event-hosting) for a list of equipment that may be available to non-profit groups.

**FOR OFFICE USE ONLY:**

PARKS:

ROADS:

GFL:

EVENT SERVICES:

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<b><u>SPECIAL EVENT LICENSE ATTACHMENTS SUBMITTED WITH APPLICATION:</u></b>	
<b>ROAD CLOSURE MAP:</b> (required for ALL events with road closures and events using City trails and/or sidewalks)	YES    NO
<b>SITE MAP:</b> (indicate location of the following: first aid booth, stage, VIP area, vendors, entrance / exits, toilets, registration / lost child, muster points, fire extinguishers, potable water station, parking etc.)	YES    NO
<b>CERTIFICATE OF INSURANCE:</b> (\$5,000,000 minimum liability required, and the "Corporation of the City of Thunder Bay" legal name must appear as additional insured.)  Bouncy Castle operator's insurance?  Contact your Event Services Representative for information.	YES    NO TO FOLLOW  YES    NO TO FOLLOW
<b>EMERGENCY PLAN:</b> (required for events over 500 attendees, but recommend for all events)	YES    NO TO FOLLOW
<b>LIST OF FOOD VENDORS:</b>	YES    NO TO FOLLOW
<b>APPLICABLE FEES:</b>  \$225 - Application (No charge for charitable and/or not-for-profit organizations) \$35 - Temporary Street Closure \$500 - Parks cleaning deposit (for events with food service in City parks)	FOR OFFICE USE ONLY  YES    NO YES    NO YES    NO

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## 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 Licence therefore.

Signature of Applicant:

Date:

Please submit completed application, along with any supporting documents and appropriate fees in person or via email to your Event Service Representative, see below:

Sporting Events: Trisha Heino (807) 631-6135 Email: [trisha.heino@thunderbay.ca](mailto:trisha.heino@thunderbay.ca)

All Other Events: Catherine Wilson (807) 629-7098 Email: [catherine.wilson@thunderbay.ca](mailto:catherine.wilson@thunderbay.ca)

In Person: Community Services Administration Building (Pool 6), located South end of Prince Arthur's Landing. Operating hours are 8:30am-4:30pm Monday through Friday.

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

<https://www.thunderbay.ca/en/recreation/event-hosting.aspx>

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## SCHEDULE 'A'

### EVENTS IN CITY PARKS AND/OR ON TRAILS/WALKWAYS

#### **Marina Park**

Festival Area      Tai Chi Park      Rec Trails      Viewing Circle      Mariner's Hall  
Spirit Garden – Celebration Circle or Fire Pit      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)      Rita St Picnic Area  
Birch Point & Picnic Area      Current River Park  
Trails around Lake      Evergreen Picnic Area

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## SCHEDULE 'B'

### 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)	DATE:	START & END TIME:

IF STREET / PARKING LOT IS BEING SIGNED AS "NO PARKING" PRIOR TO THE EVENT,  
PLEASE INDICATE DATES & TIMES

STREET:	DATE:	START & END TIME:

**Applicants must include the following with their application:**

**YES** 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.

**YES** A detailed map of street closure showing all barricade/police positions

**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. This includes a 15-metre turning radius at all intersections.

**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.

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## 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;

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- h. Inform any inquiring members of the public as to why the street is closed 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:

Email:

Phone Number:

Number of Vehicles:

Number of Participants:

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## SCHEDULE 'C'

### 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 (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.**

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

Date of event:

Start Time:

Finish Time:

Estimated Attendees:

Location of Event (full address):

Number of Officers Requested:

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

Will alcohol be served?    Yes    No

Security Issues anticipated/identified:

### **Part C - Paid 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

**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*)

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

**ADDITIONAL FEES:**

**Short Notice Cancellation Fee:** Less than 24 hours notice – A minimum four (4) hour charge will apply for each Police Service Member booked for the paid duty PLUS \$100 cancellation fee.

**Short Notice Booking Fee:** Less than 48 hours notice of an event - \$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 AGREEMENTS MUST VE EMAILED TO [PAIDDUTY@THUNDERBAYPOLICE.CA](mailto:PAIDDUTY@THUNDERBAYPOLICE.CA)**

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## 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 must be emailed to [paidduty@thunderbay.ca](mailto:paidduty@thunderbay.ca)
6. Short notice requests are defined as requests submitted less than 48 hours prior to the event. Short notice requests must be emailed to [paidduty@thunderbay.ca](mailto:paidduty@thunderbay.ca) and the Paid Duty Chair must also be contacted via cell-phone (807-632-5051) 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 (4) 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(2) 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 emailed to [paidduty@thunderbay.ca](mailto:paidduty@thunderbay.ca)

**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:

Approved

Denied

If denied, please provide reasons:

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