



2021 Call for Community Groups

The City of Thunder Bay invites community groups to apply to participate in the City's annual summer events series. In response to Provincial orders and physical distancing mandates, the City's programming will look different than prior years. With public safety being top priority, events staff are planning innovative ways of delivering events without encouraging the large gatherings that typically occur with events of this scale. The new normal requires us to have an outside the box approach to our summer programming.

The City seeks community groups to add value to City events by providing activities of interest to event patrons. The City of Thunder Bay strives to promote our events and present participating groups in a professional manner. In order to facilitate this, we require that you provide:

- A completed **Call for Community Groups form** that has been accurately filled in; and
- An **internet link to the group's webpage or Facebook page, if applicable**, for promotional purposes.

Preference will be given to local¹ Community Groups that:

- Have a mandate, services, and/or programming relevant to the selected event(s); and
- Offer value-added to the selected event(s) in the form of on-site information, activities, and/or giveaway items relevant to the selected event and its patrons.

By signing below:

The participant(s) agree(s) to indemnify and hold harmless the City of Thunder Bay, its councillors, employees, officers, agents, and assigns against any claim or demand for loss, liability, or damage, including but not limited to claims for property damage, personal injury, bodily injury including death, costs (including all legal costs), suits, or proceedings that arise directly or indirectly out of, or are attributable to, the participant(s)' negligence in connection with his/her/their participation at the event.

The participant(s) release(s) the right to the City of Thunder Bay to use all or a portion of audio, visual, or text material submitted as part of this application for promotional purposes, which may include but is not limited to: social media, radio/TV promotion or commercials, or on-site use.

Name (Print) _____

Date (DD/MMM/YYYY) _____

Signature _____

¹ **Local** is defined as the majority of group members living, working, and/or attending school in the City of Thunder Bay.

* Food vendors, product/service vendors, and local artists are required to apply through separate processes.

The following may be considered by the City of Thunder Bay in selecting Community Groups for each available event:

- Availability.
- Incomplete and/or late applications may not be considered.
- Compliance to requirements including quality and completeness of submission.
- Group Track Record: Successful participation in previous City events, complaints, etc.
- Event needs: range of community group booths, number of spaces, site infrastructure, event-specific information and activities.

Please note:

- The City has sole discretion to accept or reject applications. Booths or activities promoting political/religious groups or values, and activities/products not appropriate for a family audience will not be allowed.
- The selection decisions of the City of Thunder Bay will be final.
- While at events, Community Groups are to conduct themselves in a manner that is suitable for a family venue. All selected groups will be required to sign and abide by the City's *Community Group Code of Conduct*.
- City Events Staff will determine Community Group placement on each event site and date. Placement is not guaranteed to be consistent from year to year or event to event. Placement decisions of City Events Staff are final and to be respected.
- **Community Groups will be required to maintain a minimum of \$2,000,000 General Liability Insurance.** Proof of Liability Insurance listing the City of Thunder Bay as an additional insured for the purpose of your participation in the event must be provided on the City of Thunder Bay Certificate of Insurance Form.*

** Selected groups will be required to provide proof of insurance prior to being involved in the City event date(s) that they are offered. Additional items may be required and the City reserves the right to require higher insurance coverage where justified by the activity being offered.*

Please check **all** available events in which you would like to participate at City events. If you are no longer available for the date(s) indicated below when the booking occurs, the booking offer may be withdrawn. *Note: Bookings will be finalized in early May.*

Please indicate the events/dates that you would be interested in:

July 2021

- Thursday, July 1, 2021** – Canada Day
- Wednesday, July 14, 2021** – Live
- Wednesday, July 28, 2021** – Live

August 2021

- Wednesday, August 11, 2021** – Live
- Wednesday, August 25, 2021** – Live

**** Please be advised dates are not confirmed and may change. ****

Please be advised that applying to this Call For Community Groups is dependant on in-person events occurring and on the Ontario Government regulations due to COVID-19.

Applications are due by 4:00 p.m. on Friday, February 26, 2021 and must be emailed to: culture@thunderbay.ca

Community Group Contact Details

Name of Community Group:

Mandate:

Links to website and social media accounts (Facebook, Instagram, and Twitter):

Contact Name:

Phone Number:

Email:

Mailing Address:

Postal Code:

About the group/bio (attachment allowed):

Please include a complete list of members that will participate in City events (attachment allowed):

Please provide a brief description of your booth and any activities/giveaways that you plan to provide.
Please note: Community Groups are not allowed to sell anything and may not distribute food or beverages. Electricity will not be provided.