



2022 Call For Community Groups

The City of Thunder Bay is inviting community groups to apply to participate in the City's annual summer events series. Community Group opportunities include over 17 event days, including one major single-day event and two event series. All events are free to the public and collectively draw thousands of attendees.

The City is seeking 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:

- Call for Community Groups form** completely and accurately filled in
- an **internet link the group's webpage or Facebook site, if applicable**, for promotional purposes
- 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.

I release the right to the City of Thunder Bay to use all or a portion of any 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 _____ Date _____

**please note that 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:

- Incomplete and/or late applications may not be considered
- Availability
- Group Track Record: Successful participation in previous City Events, Complaints
- Compliance to Requirements: Quality and completeness of submission
- Event needs: Range of Community Group Booths, number of spaces, site infrastructure, event-specific information and activities.

Preference will be given to local¹ Community Groups that:

1. Have a mandate, services and/or programming relevant to the selected event(s).
2. 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.

Please note:

- The City has sole discretion to accept or reject applications (i.e. 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 \$5,000,000 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.*

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

Please check **all** available dates in which you would like to participate at City Events. Be sure to leave all available dates open as bookings will be made final in early April. If you are no longer available for the date(s) you have indicated when booking occurs, you may lose your spot.

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

EVENT DATES

- Friday, July 1 – Canada Day on the Waterfront (5pm – 11pm)
- Wednesday, July 13, 2022 – Live on the Waterfront (6pm – 9pm)
- Wednesday, July 20, 2022 – Live on the Waterfront (6pm – 9pm)
- Wednesday, July 27, 2022 – Live on the Waterfront (6pm – 9pm)
- Wednesday, August 3, 2022 – Live on the Waterfront (6pm – 9pm)
- Wednesday, August 10, 2022 – Live on the Waterfront (6pm – 9pm)
- Wednesday, August 17, 2022 – Live on the Waterfront (2pm to 4 pm)*
- Wednesday, August 17, 2022– Live on the Waterfront (6pm – 9pm)
- Wednesday, August 24, 2022 – Live on the Waterfront (6pm – 9pm)
- Wednesday, August 31, 2022 – Live on the Waterfront (6pm – 9pm)

*please note this date is tentative and may change.

***All applications are due by 4:00pm on Friday, May 13, 2022
and must be emailed to culture@thunderbay.ca***

Community Group Contact Details

Name of Community Group _____

Mandate _____

Group Leader (contact Person) Name _____

Phone (Work) _____ (Home) _____

(Cell) _____ (Email) _____

Address _____

Postal Code _____ (Website/Facebook) _____

Alternate Contact Name _____

Phone _____ (Cell) _____

Complete list of members that will be participating in the City Events:

About the group (bio):

Please list equipment needs (i.e. tables, chairs, other):

Please provide a brief description of your booth and any activities you plan on providing (do you plan on giving anything away?):

Please note that Community Groups are not allowed to sell anything and may not distribute food or beverages. Electricity will not be provided.