

2026 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:
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Secondary Contact Person:

Email:	Cell Phone Number:
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Questions about this collection should be directed to the Sport & Community Development Supervisor, Community Services Department, Box 800, Thunder Bay, Ontario, P7C 5K4, Telephone: (807) 625-2305.

Event Information:

Special Event Name:

ENTER EVENT DATES:	#1	#2	#3	#4
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?

YES NO

Did you acquire permission from the property owner?

YES NO

Estimated Attendance and Parking Options:

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>		
<u>Event Site Map:</u> 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.. <u>Street Closure Map:</u> Are You Requesting a Street Closure? If yes, complete Schedule "B". Provide a detailed Street Closure Map showing all barricade positions. <u>Emergency Route:</u> 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.	YES NO INITIAL: YES NO INITIAL: INITIAL:	
<u>Emergency Plan:</u> All events with less than 500 attendees are strongly encouraged to submit an Emergency Plan. 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.	INITIAL:	
<u>Thunder Bay Police Service:</u> Are you requesting paid duty officers for this event? If unsure, contact your Event Services Representative. Thunder Bay Police Service Paid Duty Form" is now online. Please go to: https://www.thunderbaypolice.ca/organizational-structure/governance/paid-duty	YES NO INITIAL:	
<u>Security:</u> You must provide appropriate security personnel for the event in accordance with the Private Security and Investigative Services Act, 2005 (PSISA) https://www.ontario.ca/laws/statute/05p34. Upon review, Thunder Bay Police Services may require Paid Duty officers.	INITIAL:	

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<u>Fireworks or Pyrotechnics Permit:</u> Are fireworks, pyrotechnics or special effects planned for this Special Event? If yes, do you have the property owner's permission? Is it to be located on the Corporation of the City of Thunder Bay's property? Pyrotechnic / Fireworks Event Guidelines: www.thunderbay.ca/fire-permits Permit Application for Fireworks Display: www.thunderbay.ca/fire-permits Please contact Event Services to determine if locates are required and to obtain permissions.	YES NO YES NO YES NO INITIAL: INITIAL: INITIAL:
<u>Open Air Burning Fire Pits or Vessels:</u> Are open air fires planned for this Special Event? 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. Link to Application for Special Consideration Burn Permit: www.thunderbay.ca/fire-permits 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.	YES NO INITIAL: INITIAL: INITIAL:
<u>Music License:</u> 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	YES NO INITIAL:

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<u>Noise:</u> All events must adhere to the Noise and Park Closure By-Laws (11:00 pm). Further information can be found at: www.thunderbay.ca/NoiseBy-Law	INITIAL:
<u>Smoking & Vaping:</u> Are you making your event Smoke and Vape Free? 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. 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. If no, the event must comply with City of Thunder Bay by-Law 052-2010, And the Smoke-Free Ontario Act, 2017 <u>Designated Smoking Area:</u> 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. Smoking and vaping are prohibited in but are not limited to the following areas: • in a seating area operated in conjunction with a food or drink concession and public areas within 9 meters • 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 • on patios where food and drinks are served and public areas within 9 meters • in any enclosed workplace or public place • within 20 meters of a playground • within 20 meters of a sports field For more information contact the Thunder Bay District Health Unit at: (807) 625-5900 or enforcement@tbdhu.com	YES NO INITIAL: INITIAL:

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Alcohol:

Will alcoholic beverages for immediate consumption be provided and/or sold at the event?

YES NO

***NOTE: This application is not to be construed as forming part of your Liquor License application, which requires a separate process.**

INITIAL:

Organizers must adhere to City of Thunder Bay Municipal Alcohol Policy:
www.thunderbay.ca/MAP

INITIAL:

Alcohol & Gaming Commission of Ontario regulations:
www.thunderbay.ca/AGCO-regulations

INITIAL:

For outdoor public events, applicants requesting a Special Occasion Permit (SOP) must provide the notification to City depts.. (contact sheet available)

INITIAL:

- 30 days notice, if fewer than 5,000 attendance
- 60 days notice, if greater than 5,000 attendance

Obtain Special Occasion Permit (SOP) for Public Event:
www.thunderbay.ca/AGCO-SOP

INITIAL:

All event workers serving or coming into contact with alcohol, including ticket sales, must be Smart Serve certified.

INITIAL:

Food:

Will food for immediate consumption be provided and/or sold at the Special Event?

YES NO

Provide details of what food will be provided and/or sold:

If selling food, please go to the Thunder Bay District Health Unit's Food Safety webpage and fill out the required notification forms for Organizers (apply min. 60 days before event date) and Vendors (apply min. 14 days before event date).

INITIAL:

Go to: www.thunderbay.ca/TBDHUfoodsafety. Scroll down to view “**Required Notification Forms for Organizers and Vendors**” section

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INITIAL:

INITIAL:

YES NO

INITIAL:

INITIAL:

INITIAL :

INITIAL:

YES NO

INITIAL:

INITIAL:

INITIAL:

INITIAL:

Approved appliances located on ground level require three metre clearance to combustibles and must be protected by barrier fencing.

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<u>Healthy Food Information:</u> If you are interested in providing healthier food options at your event, please contact the TBDHU Healthy Living program at (807) 625-8315.	
<u>Portable Washrooms:</u> Based on anticipated attendance, you must comply with Thunder Bay District Health Unit Special Event Guidelines for supplying portable washrooms based on anticipated attendance: www.thunderbay.ca/TBDHU-foodsafety Note: Parks washroom buildings are open from May long weekend to September long weekend only.	INITIAL:
<u>Tents, Stages, Fencing:</u> Will you be having tents, stages, or fencing at your event? 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 https://www.tssa.org/. Tents must meet flame resistance requirements - CAN/ULCS109 CAN/ULC-S109-14-R2019 Standards Council of Canada . Certification to be retained on site. 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.	YES NO INITIAL: INITIAL: INITIAL:

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<u>Clean Up:</u> You are required to clean up the site. This includes removing all recycling and garbage from cans and bins.	INITIAL:
<u>Event Insurance:</u> 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. 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.	INITIAL: INITIAL: INITIAL:
<u>Inflatable Structures (i.e. Bouncy Castles):</u> Any inflatable that carries people for the purpose of jumping, sliding, climbing, or bouncing requires specific commercial general liability insurance. Will you be having inflatable structure(s) at your event? Inflatable structures must have Approval from the City. Inflatable structure must be Technical Standards Safety Association approved. The Event Organizer must provide the inflatable operator's insurance one month before event date. All Insurance Certificates must meet the City's insurance requirements. Contact your Event Services Representative for more details.	YES NO INITIAL: INITIAL:

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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:

Visit www.thunderbay.ca/event-hosting for a list of equipment that may be available to non-profit groups.

*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

FOR OFFICE USE ONLY:

PARKS:

ROADS:

GFL:

EVENT SERVICES:

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<u>SPECIAL EVENT LICENSE ATTACHMENTS SUBMITTED WITH APPLICATION:</u>	
STREET CLOSURE MAP: (required for ALL events with road closures and events using City trails and/or sidewalks)	YES NO
SITE MAP: (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
CERTIFICATE OF INSURANCE: (\$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
EMERGENCY PLAN: (required for events over 500 attendees, but recommend for all events)	YES NO TO FOLLOW
LIST OF FOOD VENDORS:	YES NO TO FOLLOW
APPLICABLE FEES: \$225 - Application (No charge for charitable and/or not-for-profit organizations) \$40 - 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

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

In Person: Community Services Administration Building (Pool 6), located South end of Prince Arthur's Landing. Contact your Event Services Representative to arrange drop off appt. time.

For information about services the City Thunder Bay provides to event organizers:
www.thunderbay.ca/eventservices

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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

Schedule A - Pg. 1 of 2

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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 (807) 684-2895 or (807) 684-3890 or Parks South at (807) 474-4853 or (807) 474-4854.

Schedule A - Pg. 2 of 2

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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 12-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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