

September 4th, 2018



The Corporation of the Municipality of Central Elgin,
450, Sunset Dr, 1st floor,
St Thomas, Ontario,
N5R 5V1



Mayor and Council members,

The Port Stanley Lion and Lioness Clubs, are requesting permission to hold the Annual Port Stanley Dickens Day Parade, based on the same format as previous years. The details are as follows.....

Date: Friday November 30th, 2018.

Time: 7: P.M

The parade route will commence on Francis St and travel to Stanley St, to Colborn St to Bridge St and end at William St and East Edith Cavell.

The Committee anticipates approximately 30 floats will attend and the estimated time of the parade will be one hour.

Thank you for your time and attention to this matter.

Yours truly,

A handwritten signature in black ink that reads "Ray Filewood". The signature is written in a cursive style with a large, looping flourish at the end.

Lion Ray Filewood

Port Stanley Dickens Day Parade Committee.

e-mail, rayfilewood@rogers.com

Arena Community Dr

Kettle Creek Golf & Country Club

NVERERIE HEIGHTS

Spring St

George St

Front St

Green St

20

4

Port Stanley Terminal

George St

Port Stanley

William St

First St

GRIMMONDS BEACH

Google

Francis St

23

Kettle Creek Inn & Restaurant

INN ON THE HARBOUR

Art Emporium

Hasty St

Currie Blvd

Little Creek Pt

Enley Pt

lite

Welcome

Thank you for your interest in hosting special event in Central Elgin.

Please refer to the Special Events Policies and Procedures Manual for each section.

Please ensure that you have the following information before you start completing this form, as it cannot be saved.

- event date(s), time(s), location(s), activities, and expected attendance
- site map (to be attached)
- numbers of event personnel and/or volunteers
- details of any road closures requested (dates, times, route, etc.)

Event Name *

PORT STANLEY DICKENS DAY PARADE

Date(s) *

NOVEMBER 30th 2018

Start time(s) *

7 P.M.

End time(s) *

8 P.M.

Organizing Group *

PORT STANLEY LIONS CLUB

Please upload a site map. *

Event details (activities, dates, and times) *

ILLUMINATED CHRISTMAS PARADE
(DATES AND TIMES AS SHOWN ABOVE).

Expected Attendance/Day *

UNKNOWN

Number of Bands *

ONE (PLUS)?

Number of Vehicles *

APPROXIMATELY 30

Number of Animals in the Event *

NONE

Number of Tractor Trailers *

FOUR ?

Number and Size of Tents *

NONE

Number of Food Vendors *

NONE

Number of Other (non-food) Vendors *

NONE

Sponsorship Commitments (including alcohol) *

TO ORGANISE A SAFE PARADE

Please attach any relevant documents (letters, permissions, etc.)

Applicant Contact Information

Contact Name *

MR. RAY FILEWOOD

Address *

316, SELBOUNE DRIVE

City/Town *

PORT STANLEY

Postal Code *

N5L 1B1

Daytime Phone Number *

519 782 4308

E-mail *

RAYFILEWOOD@ROGERS.COM

Personnel and Volunteers

Number of Event Personnel *

30 +

Will you be using volunteers? *

Yes

No

List how many and the types of volunteer activities. *

PORT STANLEY LIONS CLUB
PORT STANLEY LIONESSES CLUB

Alcohol

Will alcohol be consumed at the event? *

Yes

No

Will you be requesting your event to be deemed a public event for alcohol licensing? (Council approval and compliance with our Alcohol Policy is required.)

Yes

No

Roads

Are you anticipating any road closures or traffic flow changes? *

Yes

No

Please describe the closure (locations, dates, times). *

JUNCTION OF SUNSET DRIVE AND STANLEY ST.
MAIN INTERSECTION OF THE VILLAGE
(BRIDGE ST, JOSEPH ST AND MAIN ST.
CARLOW RD AND BRIDGE ST.

Is the event a parade, run, walk, or pass through sporting event?

Yes

No

Please describe the route. *

SEE ABOVE

Will you be requesting that a banner be installed across the street? *

Yes

No

Do you require any of the following?

Barricades

Traffic Control

No Parking Signs

Detour Signs

Other Municipal Support

Do you require any of the following?

Labour

Water

Hydro

NONE OF THE ABOVE

Contacts

Please refer to the Special Events Policy and Procured Manual to determine whether the following departments/organizations need to be informed. Note that representatives for each organization are invited to be present during your meeting with the Special Events Committee.

- Fire Chief, Chris McDonough, cmcdonough@centralelgin.org, 519-631-4860 x 249*
- Physical Services Director, Lloyd Perrin, lperrin@centralelgin.org, 519-631-4860 x 277
- OPP Detachment Operations Manager, Mike Butler, 519-631-2920
- EMS General Manager, Pauline Meunier, pauline.meunier@memseo.com, 519-637-3098
- Elgin St. Thomas Public Health, 519-631-9900*

*Please note that the Fire Department also needs to inspect food vendors

PLEASE NOTE THE FOLLOWING AGENCIES WILL BE CONTACTED WHEN PERMISSION IS GRANTED

Has the Central Elgin Fire Rescue Service been contacted? *

Yes ✓ No N/A

Please provide the date contacted and the name of your contact. *

Has the Central Elgin Physical Services Department been contacted? *

Yes No ✓ N/A

Please provide the date contacted and the name of your contact. *

Has the Ontario Provincial Police been contacted? *

Yes No ✓ N/A

Please provide the date contacted and the name of your contact. *

Has Elgin-St. Thomas EMS been contacted? *

Yes No ✓ N/A

Please provide the date contacted and the name of your contact. *

Has Elgin-St. Thomas Public Health been contacted? *

Yes No N/A

Please provide the date contacted and the name of your contact. *

Has a privately licensed security firm been contacted/retained? *

Yes No N/A

Please provide the date contacted and the name of the organization, plus any relevant details. *

Miscellaneous

Will you be providing Medical Services? *

Yes No N/A

How will you provide the service? *

Do you require additional washroom and hand-washing facilities? (See page 14 of the Special Events Manual for guidelines.) *

Yes No N/A

Please provide details. *

Does the event require docking space in the Port Stanley harbour? *

Yes No N/A

Please provide details. *

Please describe any provisions made for accessibility (i.e. parking, washrooms, etc.) *

NORMAL VILLAGE AMENITIES

Note that the following permits may be required upon approval of the event, as per the Special Events Manual:

- An Electrical Safety Authority Permit,
- A Technical Standards and Safety Authority Inspection Certificate,
- A Fire Hydrant Connection Permit,
- A Building Permit,
- A Right of Way Occupancy Permit.

Please sign below. *

Ray McIlwain

Date of Application *

4th SEPT 2018