

From: [Tribute Studios](#)
To: [Lisa Hood](#)
Subject: Re: Tribute Studios
Date: Thursday, April 4, 2024 11:53:12 AM

Lisa,

Hope this finds you well.

It is with heavy heart that I must ask you to remove the submission for the event on 27 July from Council agenda on 08 April.

We won't be going ahead with it. It's simply about the economics of the situation. Everyone has been great to deal with.

Stay well, and we'll see you around.

Mark D Woodward

Pronouns: He/Him

Tribute Studios Inc.

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tributestudiosgoderich@gmail.com

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On Thu, Mar 21, 2024 at 2:09 PM Tribute Studios <tributestudiosgoderich@gmail.com> wrote:

THX.

Mark D Woodward

Pronouns: He/Him

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On Thu, Mar 21, 2024 at 2:05 PM Lisa Hood <specialevents@goderich.ca> wrote:

Amazing, Mark!

I will have this submitted for the next council date (April 8) and then we will charge ahead!

Lisa Hood

Tourism Events & Marketing Coordinator

TOWN OF GODERICH

57 West Street, Goderich Ontario Canada N7A 2K5

519-524-6600 Toll Free - 1-800-280-7637



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From: Tribute Studios <tributestudiosgoderich@gmail.com>

Sent: Tuesday, March 19, 2024 10:41 AM

To: Lisa Hood <specialevents@goderich.ca>

Subject: Re: Tribute Studios

So I finally got around to writing the letter to Council.

Got so focused on the second, third, etc steps I missed step one!

Attached

Mark D Woodward

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On Fri, Jan 5, 2024 at 11:56 AM Lisa Hood <specialevents@goderich.ca> wrote:

Hiya Mark,

I had heard that you might taking on this project and I'm so glad – it couldn't be in better hands!

There's a few things that need to be completed and submitted to me. I've attached the blank docs & templates for you on this email.

1. Letter to Council
2. Event Form
3. Proof of Insurance
4. Hold Harmless
5. Detailed Event Site Plan
6. Emergency Plan

Letter to Council: This is priority at this time. We need to submit to council to approve the event. If you need to request any specific requests, this is where we would do it. Will you serve alcohol? Will the music play past midnight? (If yes, till when?) Is this a fundraising event?

Event Form: This is to inform me of all the necessary details of the event.

Proof Of Insurance: You can complete the attached document or have your provider send me proof directly.

Hold Harmless: Should be signed and returned to me.

Site Plan: This should include all important information such as, location of washrooms, performer parking (fyi, parking around the cenotaph requires special permission so please connect with me should you have any questions), location of food trucks, etc.

Emergency Plan: I've attached the template I send to all events. You only need to complete the sections that apply to your event. You don't need to use it at all if you want. We just want you thinking about emergency strategy and mitigation.

I am also attaching a copy of our special events policy and procedure doc. If you have *any* questions, please do not hesitate to contact me. It might seem like a lot of paperwork but I am here to help you through it all.

As for the 27th, consider it booked! Looking forward to hearing from you,

Lisa Hood

Tourism Events & Marketing Coordinator

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From: Tribute Studios <tributestudiosgoderich@gmail.com>
Sent: Friday, January 5, 2024 11:20 AM
To: Lisa Hood <specialevents@goderich.ca>
Subject: Tribute Studios

Lisa,

Hope your holidays were wonderful.

I know you're only just getting back to the office, but the idea that we would organize a music night on the square this summer has kind of taken on a life of its own over the holidays.

As a little background, since the BIA will be dropping the Punk Show, from their summer line up, we (Tribute Studios) would like to explore taking it on as an event. we have already been building partnerships with at least one other BIA business and a small artists collective.

For initial planning purposes we would like to target Saturday the 27th of July.

Is there anything like a planning checklist of requirements for organising an event on town property?

Regards

Mark D Woodward

Pronouns: He/Him

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Autocorrected to local

Conversation opened. 1 read message