



Vendor Application and Contractual Agreement for Participating in the
**Township of Scugog Canada Day Celebrations on
Sunday, July 1, 2018**

This agreement is between the Township of Scugog and

Vendor Name _____

Contact(s) Name(s) _____

Address _____ City _____

Province _____ Postal Code _____ Fax _____

Contact(s) Phone Number(s) Res: _____

Bus: _____

Cell: _____

Email: _____

REQUIRED DOCUMENTS FOR APPLICATION COMPLETION:

1. Region of Durham Health Department Application Form – Appendix A

All vendors **selling food** must complete and comply with the Region of Durham Health Department Rules and Regulations.

2. Vendor License – Appendix B Cost = \$85.00

A vendor **selling merchandise** is required to obtain a Hawkers and Peddlers license from the Township of Scugog if they do not currently hold a registered retail license with the Township, or if they are registered but are selling different contents than what they are registered to sell.

3. Refreshment Vehicle License – Appendix C Cost = \$85.00

All food vendors who do not currently hold a license to **sell food** within the Township of Scugog are required to purchase this license.

4. Insurance Certificate

All vendors must submit a copy of their General Liability Insurance Certificate not less than five million dollars (\$5,000,000), naming the Township of Scugog as additional insured.



VENDOR SPACE:

Each vendor sales or promotional area will be allocated by the event coordinator. The event coordinator has final input on the site plan, which is subject to change at any time without notice.

HYDRO – 110V outlets are available. Please specify your requirements in the area below. All hydro cords must be supplied by the vendor.

VENDOR CLASSIFICATION & RATES: *We accept Visa, Interact, Cash or Cheque*

Please check the appropriate column and make cheques payable to The Township of Scugog

LOCAL FOOD VENDOR: A vendor, whose products are grown, raised, manufactured or produced locally within the Township of Scugog.

	Hydro Outlets Required	Fee + HST	Total Fee
Local Food Vendor – 10 x 10		\$125.00 + HST	\$141.25
Local Food Vendor – 20 x 10		\$200.00 + HST	\$226.00

FOOD VENDOR: a vendor who wishes to participate by selling food products at the event.

	Hydro Outlets Required	Fee + HST	Total Fee
Food Vendor – 10 x 10		\$175.00 + HST	\$197.75
Food Vendor – 20 x 10		\$275.00 + HST	\$310.75

LOCAL OTHER VENDOR: a vendor who wishes to participate in the event by offering goods, services or information and is not selling food.

	Hydro Outlets Required	Fee + HST	Total Fee
Local Other Vendor – 10 x 10		\$125.00 + HST	\$141.25
Local Other Vendor – 20 x 10		\$150.00 + HST	\$169.50

OTHER VENDOR: a vendor who wishes to participate in the event by offering goods, services or information and is not selling food.

	Hydro Outlets Required	Fee + HST	Total Fee
Other Vendor – 10 x 10		\$150.00 + HST	\$169.50
Other Vendor – 20 x 10		\$175.00 + HST	\$197.75

NOT FOR PROFIT: vendor may be asked to provide proof of incorporation or charitable status or a letter from the bank to qualify.

	Hydro Outlets Required	Fee + HST	Total Fee
Not For Profit – 10 x 10		No Charge	No Charge
Not For Profit – 20 x 10		No Charge	No Charge

All fee payments and required documents must be completed before the event coordinator will approve the application. Thank you for your interest in the Township of Scugog 2018 Canada Day Celebrations!

ALL VENDORS ARE BEING ASKED TO MAKE A DONATION TO OUR CANADA DAY 2018 GIFT BASKET THAT WILL BE ON DISPLAY AND RAFFLED OFF BEFORE THE FIREWORKS SHOW

Will you be donating: YES NO



PLEASE NOTE AND READ CAREFULLY

Set-up and Take-down Procedures:

The Event Coordinator will confirm your allocated booth space prior to the event.

EVENT LOCATION: PALMER PARK 175 WATER STREET, INCLUDING, WATER STREET FROM QUEEN STREET TO MARY STREET

Please plan to set-up during the time frame set forth below, item 4 of this contract.

The undersigned does hereby make application to the Township of Scugog to operate a booth during the CANADA DAY CELEBRATIONS to be held on JULY 1, 2018, according to the following terms and conditions:

1. Vendor agrees to pay a participation fee and further, as set forth on page 2 of this contract. Total fees due as set forth on page 2 of this contract. Vendor to provide their own extension cord(s). **No power generators or diesel engines allowed unless approved by the Township of Scugog in Palmer Park.**
2. Vendor agrees to operate a 10x10 or 20x10 booth, during the entire event and remain open during event hours.
3. Vendor provides all staffing for the booth, including set-up and take down.
4. Vendor agrees to abide by the set-up and take down procedures as follows: Set up is permitted between **8:00AM to 9:30AM** on Sunday, July 1. If additional time is required for set up, please advise the Township of Scugog. **No vehicles are allowed in Palmer Park at any time (UNLESS APPROVED BY THE TOWNSHIP OF SCUGOG)**, or within the closed street areas during the Celebration. If you are setting up in the Park, or if you arrive late or have to exit early, you must carry your goods to and from your vehicle which must remain parked outside the Event and Park areas.
5. Take down can begin Sunday, JULY 1 any time after 10:30PM but no later than 12:00AM. Vendor agrees to remove all displays, equipment and their own debris/garbage from the grounds no later than 1.5 hours after closing.
6. We ask that all vendors please turn off booth lights and hold business during the time of the fireworks (from approximately 10PM-10:30PM, or when an announcement is made). For vendors located on Water Street between Queen and Mary, sales may not continue after fireworks as this road will be open to public traffic.
7. Vendor agrees to supply all needed materials and equipment, including extension cords, and to erect the booth prior to the event and that the Township of Scugog shall have the right to approve the appearance and type of booth.
8. Vendor agrees to provide a booth with free access to the public suitable for family viewing. Vendor will be responsible for the behaviour of their staff and will, at all times, maintain a reasonable standard of conduct.
9. Vendor agrees to be bound by the location of assigned booth, as designated by the Township of Scugog, and to park in the designated vendor parking area.
10. Vendor agrees to not run any draw or raffle that would require ticket purchase throughout the duration of the Celebration without the consent of the Township of Scugog and a lottery license issued by the Township of Scugog. Free giveaways and free draws are permissible.
11. This Agreement is **non assignable** without the consent of the Township of Scugog.
12. The Township of Scugog reserves the right to rescind this Agreement and to require the booth to be vacated in the event of a breach of this Agreement.
13. **The Vendor must provide a certificate of general liability insurance for coverage not less than five million (\$5,000,000) naming the Township of Scugog as additional insured.** The Township of Scugog and its members assume no responsibility or liability for any loss, damage or injuries occurring or suffered during the operation of the booth or within the area of operation of the booth, nor does the Township of Scugog assume any liability for financial loss of any kind. A refund will not be given in the event of inclement weather.
14. Vendor agrees to fully indemnify and save harmless the Township of Scugog from and against any and all claims and demands, costs, charges, and expenses whatsoever, which may be incurred for any and all reasons.
15. Township staff must approve application prior to the event.

I, the vendor acknowledge to have read and understood and hereby fully agree to said terms and conditions.

Vendor Name (Please Print)

Date

Authorized Signature



Appendix A

Please visit the link below to download the Region of Durham Health Department Application Form:

http://www.durham.ca/departments/health/food_safety/specialEventsAppVendors.pdf



The Corporation of
The Township of Scugog
181 Perry Street, Box 780
Port Perry, Ontario
L9L 1A7



Fee: \$85.00

Receipt No.

HAWKERS AND PEDDLERS SPECIAL EVENT APPLICATION

NAME OF EVENT:		
TYPE OF BUSINESS: <i>(Merchandise being vended)</i>		
NAME OF BUSINESS: <i>(if applicable)</i>		
ADDRESS: <i>(if other than applicant)</i>		
PHONE NUMBER	DAY:	EVENING:
NAME OF APPLICANT:		
ADDRESS:		
PHONE NUMBER <i>(if other than above)</i>	DAY:	EVENING:

ATTACHMENTS	
Application Fee (\$85.00)	
Proof of Insurance <i>(Naming the Township of Scugog as additional insured)</i>	

As owner and/or managing operator of the above, I do solemnly declare that the statements contained in this application are true, and that I am responsible for all individuals under my employment/supervision for the duration of any and all events covered by this application.

SIGNATURE OF APPLICANT	DATE
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Appendix C

The Corporation of
The Township of Scugog
181 Perry Street, Box 780
Port Perry, Ontario
L9L 1A7



Fee: \$85.00

Receipt No.

REFRESHMENT VEHICLE LICENSE SPECIAL EVENT APPLICATION

NAME OF EVENT:		
TYPE OF BUSINESS: <i>(Merchandise being vended)</i>		
NAME OF BUSINESS: <i>(if applicable)</i>		
ADDRESS: <i>(if other than applicant)</i>		
PHONE NUMBER	DAY:	EVENING:
NAME OF APPLICANT:		
ADDRESS:		
PHONE NUMBER <i>(if other than above)</i>	DAY:	EVENING:

ATTACHMENTS	
Application Fee (\$85.00)	
Proof of Insurance <i>(Naming the Township of Scugog as additional insured)</i>	
Fire Extinguisher	
Health Department Approval	
Propane/Gas Certificate <i>(If applicable)</i>	

As owner and/or managing operator of the above, I do solemnly declare that the statements contained in this application are true, and that I am responsible for all individuals under my employment/supervision for the duration of any and all events covered by this application.

SIGNATURE OF APPLICANT	DATE
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2018 VENDOR CHECKLIST

Vendor Application:	Completed & Attached:
Contact info	
Fee	
Hydro outlets required	
Signed agreement	
Insurance Certificate of \$5M:	
Township of Scugog as additional insured	
Vendor License (if selling merchandise):	
\$85 fee	
Refreshment Vehicle License (if selling food):	
TSSA gas/propane certificate	
Fire extinguisher certificate	
Durham Region health department approval	
\$85 fee	

Vendors must submit all required documents before being approved for event