



**LAKEFRONT SKATE AND HOLIDAY MARKET VENDOR APPLICATION PACKAGE  
2025-26**

**VENDOR CONTACT INFORMATION FORM**

Vendor Name: \_\_\_\_\_

Contact(s) Name(s): \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Fax \_\_\_\_\_

Contact(s) Phone Number(s) Res: \_\_\_\_\_

Bus: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**VENDOR CLASSIFICATION**

Please select your vendor classification below. Read the descriptions carefully. If you are unsure of your classification, please email [tourism@scugog.ca](mailto:tourism@scugog.ca) for clarification before you proceed with the application.

- ☐ **LOCAL FOOD/BEVERAGE VENDOR (TRUCK\*/KIOSK\*\*):** A vendor, whose products are grown, raised, manufactured, or produced locally within the Township of Scugog who wishes to participate by selling food products.
- ☐ **FOOD/BEVERAGE VENDOR (KIOSK\*\*):** A vendor who wishes to participate by selling food products.
- ☐ **FOOD/BEVERAGE VENDOR (TRUCK\*):** A vendor who wishes to participate by selling food products.
- ☐ **LOCAL OTHER VENDOR (KIOSK\*\*):** A vendor, whose products are grown, raised, manufactured, or produced locally within the Township of Scugog who wishes to participate by offering goods, services or information and is not selling food.
- ☐ **OTHER VENDOR (KIOSK\*\*):** A vendor who wishes to participate by offering goods, services or information and is not selling food.
- ☐ **NOT FOR PROFIT (KIOSK\*\*):** vendor may be asked to provide proof of incorporation or charitable status or a letter from the bank to qualify.

\*Food/beverage truck vendors can operate a food truck at the Lakefront Skate and Holiday Market. Operators will be provided a location to park by the organizers (locations are limited). See page 2 for a list of requirements to operate as a food/beverage truck vendor.

\*\*The Lakefront Skate and Holiday Market will have a limited number of designated kiosks available for vendors. The kiosks will be assigned by the organizers and vendors will have to meet the list of requirements found on page 2.

## LAKEFRONT SKATE AND HOLIDAY MARKET VENDOR APPLICATION PACKAGE 2025-26

### VENDOR CHECKLIST

Before submitting your application, review the checklist below to ensure all requirements are included based on your classification.

#### **FOOD VENDORS (LOCAL/KIOSK)**

- ☐ Vendor Contact Information Form
- ☐ Vendor Application and Contractual Agreement Signed
- ☐ Vendor Space Form
- ☐ Vendor Fee (\$ amount varies)
- ☐ Refreshment Application
- ☐ TSSA Gas/Propane Certificate
- ☐ Fire Extinguisher Certificate
- ☐ Durham Region Health Department Approval\*
- ☐ Insurance

#### **OTHER VENDORS**

- ☐ Vendor Contact Information Form
- ☐ Vendor Application and Contractual Agreement Signed
- ☐ Vendor Space Form
- ☐ Vendor Fee (\$ amount varies)

#### **NOT FOR PROFIT ORGANIATIONS**

- ☐ Vendor Contact Information Form
- ☐ Vendor Application and Contractual Agreement Signed
- ☐ Vendor Space Form
- ☐ Hawkers and Peddlers Application
- ☐ Insurance

#### **FOOD TRUCKS**

- ☐ Vendor Contact Information Form
- ☐ Vendor Application and Contractual Agreement Signed
- ☐ Vendor Space Form
- ☐ Vendor Fee (\$ amount varies)
- ☐ Refreshment Application
- ☐ Refreshment License Fee (\$119)
- ☐ TSSA Gas/Propane Certificate
- ☐ Fire Extinguisher Certificate
- ☐ Durham Region Health Department Approval\*
- ☐ Insurance

**\*DURHAM REGION HEALTH DEPARTMENT APPROVAL:** Please visit the [Region of Durham Health Department website](#) to fill out your form and submit online. Please DO NOT send Health forms to the Township of Scugog. They MUST go to the Health Department directly. Once approval from the Health Department is obtained, that approval can then be sent to the Township of Scugog.



## LAKEFRONT SKATE AND HOLIDAY MARKET VENDOR APPLICATION PACKAGE 2025-26

### **VENDOR APPLICATION AND CONTRACTUAL AGREEMENT**

PLEASE NOTE AND READ CAREFULLY  
SET-UP AND TAKE DOWN PROCEDURES

The organizers will confirm your allocated booth with as much notice as possible before your scheduled date.

MARKET LOCATION: **PALMER PARK PARKING LOT 3 - 175 WATER STREET.**

DATE/TIME: **SATURDAYS, SUNDAYS, AND FAMILY DAY MONDAY.**

**10:00am – 2:00pm (Weather Permitting).**

- **November 29 and 30**
- **December 6 and 7**
- **December 13 and 14**
- **December 20 and 21**

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 kiosk/truck at the Lakefront Skate and Holiday Market, according to the following terms and conditions:

1. Vendor fees for the 2025/2026 season are \$25 for one (1) day, and \$45 for two (2) days. If three (3) days are purchased, vendor will receive the option to attend the Family Day market free of charge. **Power generators or diesel engines must be utilized and provided by the vendor if electricity is required.**
2. Vendor agrees to operate in the provided and designated 10x10 kiosk, or in the case of a food/beverage truck, in the designated parking area, during the hours indicated on this application form.
3. Vendor provides all staffing for the kiosk/truck, 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 an hour prior to the allotted time slot. If additional time is required for set up, please advise the Township of Scugog. **Parking is limited in the area, and we cannot guarantee a spot will be available for kiosk vendors.** Vehicle access to the kiosk locations is not permitted and vendors must carry goods between your vehicle and the kiosk location.
5. Vendor agrees to remove all displays, equipment, and their own debris/garbage from the grounds no later than 1.5 hours after the agreed upon closing time.
6. Vendor agrees to supply all needed materials and equipment, including extension cords.
7. Vendor will be responsible for the behaviour of their staff and will, at all times, maintain a reasonable standard of conduct.
8. Vendor agrees to be bound by the location of assigned kiosk or parking area (for trucks) as designated by the Township of Scugog.



## LAKEFRONT SKATE AND HOLIDAY MARKET VENDOR APPLICATION PACKAGE 2025-26

9. Vendor agrees to not run any draw or raffle that would require ticket purchase 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.
10. Township agrees to provide a kiosk/truck with free access to the public suitable for family viewing.
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 kiosk 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 kiosk/truck or within the area of operation, 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



## LAKEFRONT SKATE AND HOLIDAY MARKET VENDOR APPLICATION PACKAGE 2025-26

### VENDOR SPACE FORM

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:** Limited hydro to the vendor booths is provided by the Township. If more electricity is required, it is the responsibility of the vendor to provide a generator on site.

Please check the appropriate column and make payments through the North Durham Chamber of Commerce. Payment information can be acquired from [ed@scugogchamber.ca](mailto:ed@scugogchamber.ca)

#### **FOOD VENDOR - KIOSK**

		Proposed Days (list all)
	Food Vendor – 10 x 10 KIOSK	

#### **FOOD VENDOR - TRUCK**

		Proposed Days (list all)
	Food Vendor – VENDOR PROVIDED TRUCK	

#### **OTHER VENDOR**

		Proposed Days (list all)
	Other Vendor – 10 x 10 KIOSK	

#### **NOT FOR PROFIT**

		Proposed Days (list all)
	Other Vendor – 10 x 10 KIOSK	



**LAKEFRONT SKATE AND HOLIDAY MARKET VENDOR APPLICATION PACKAGE  
2025-26**

**REFRESHMENT VEHICLE LICENSE SPECIAL EVENT APPLICATION**

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

**FEE: \$119.00\***

**\*PLEASE NOTE:** If you have already purchased a refreshment license for the 2025/26 season you do not need to complete a new application. Please attach a copy of your current approval.

Name of Event: \_\_\_\_\_

Name of Business (if applicable): \_\_\_\_\_

Type of Merchandise: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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 including ensuring that any individuals under my employment/supervision obtain a criminal reference check. I further declare that all fees & charges associated with this application are non-refundable.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## LAKEFRONT SKATE AND HOLIDAY MARKET VENDOR APPLICATION PACKAGE 2025-26

### **INSURANCE INFORMATION**

**All vendors are required to carry liability insurance when using a Township owned or operated facility (parking lot, parks, halls, etc.).** Vendors have two options when providing liability insurance to the Township of Scugog:

#### **Option 1: Vendor's Insurance Policy**

A liability insurance policy may be purchased from any insurance provider of the Vendor's choice\*. A certificate of insurance coverage must be completed by the insurance broker and submitted to the Township of Scugog for proof of coverage. Coverage must:

- Be for a minimum of \$2 million.
- List the Township of Scugog as the additional insured.

\*if vendor already has insurance coverage for a minimum of \$2,000,000, they can add the Township of Scugog as additional insured on that coverage.

#### **Option 2: Liability Insurance Program (approximate average cost: \$15 per day)**

Vendors may purchase insurance through the Liability Insurance Program offered by Armour Insurance Broker's Ltd. This program provides a straightforward and affordable avenue for users to obtain liability insurance protection. If using Armour Insurance, you will be asked for a contract number. Please use **SM-0001**.

To purchase insurance through the [Armour Liability Insurance Program](https://scugog.instantriskcoverage.com/login) use the following link:

<https://scugog.instantriskcoverage.com/login>

#### **For further information contact:**

Armour Insurance Brokers Ltd.  
30 Topflight Drive, Suite #1, Mississauga, ON L5S 0A8  
Phone: 905-452-5127  
Toll Free: 1-877-452-5127  
[support@instantriskcoverage.com](mailto:support@instantriskcoverage.com)