



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 recreation@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 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 Market will have a limited amount 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.



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: Fridays to Sundays

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 Market held between December 15, 2023, and February 19 with an option to extend until March 19, weather dependent, according to the following terms and conditions:

1. For the inaugural season of 2024 – **the vendor fees are complimentary**. If power is needed, please indicate below. A generator or diesel engine may need to be 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.
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. A certificate can be acquired**

LAKEFRONT SKATE AND MARKET VENDOR APPLICATION PACKAGE 2024
DEADLINE FOR REGISTRATION IS FRIDAY, DECEMBER 1, 2023



<https://scugog.instantriskcoverage.com/login> or through your own broker, **whichever is preferable**. 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



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: If electricity is required, a generator or diesel engine may need to be provided by the vendor.

FOOD VENDOR - KIOSK

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

FOOD VENDOR - TRUCK

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

OTHER VENDOR

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

NOT FOR PROFIT

		Proposed Days (list all)	Proposed Times
	Not for Profit – KIOSK		



HAWKERS AND PEDDLERS SPECIAL EVENT APPLICATION

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

*For the inaugural year of the Lakefront Skate and Market, the typical \$100 Hawkers and Peddlers fee has been waived.

PLEASE NOTE: If you have already purchased a hawkers and peddlers license for the 2024 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

**REFRESHMENT VEHICLE LICENSE SPECIAL EVENT APPLICATION**

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

*For the inaugural year of the Lakefront Skate and Market, the typical \$100 Refreshment Vehicle License fee has been waived.

PLEASE NOTE: If you have already purchased a refreshment license for the 2024 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



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 \$5 million.
- List the Township of Scugog as the additional insured.

Option 2: Liability Insurance Program

Vendor's 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](#) 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



VENDOR CHECKLIST

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

ALL FOOD VENDORS (LOCAL/TRUCK/KIOSK)

- Vendor Contact Information Form
- Vendor Application and Contractual Agreement Signed
- Vendor Space Form
- Refreshment Application
- TSSA Gas/Propane Certificate
- Fire Extinguisher Certificate
- Durham Region Health Department Approval*
- Insurance

ALL OTHER VENDORS

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

NOT FOR PROFIT

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