



Penetanguishene Centennial Museum & Archives/Town of Penetanguishene

13 Burke Street, Penetanguishene, ON, L9M 1C1

Phone: 705-549-2150 Fax: 705-549-7542 Email: museum@penetanguishene.ca

INDOOR SPECIAL EVENT VENDOR PERMIT APPLICATION (Please print neatly)

Event:	Event Date(s):
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Contact Name:	Business Name:
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Mailing Address:	Town:
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Postal Code:	Email:
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Business Phone:	Home Phone:
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Cell Phone:	Website:
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Community/Non-Profit/Charitable Organization	YES	NO	Penetanguishene Business	YES	NO
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Please explain what service/products you will be offering at the event:

Are you selling food/beverages/snack items at your booth? (Food Safety Rules Apply)	YES	NO	N/A
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Are your products entirelyly handmade, homegrown or produced by you?	YES	NO	N/A
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Please list any other special requirements for your booth (extra fees may apply):

INDEMNITY

I, (Print Name) _____, agree to comply with all rules and regulations of participating in the _____ event organized by the Town of Penetanguishene. I further agree and understand that non-compliance with these rules and regulations will result in removal from the event without a refund and may include exclusion from future events. I hereby agree to hold the Town of Penetanguishene, it's elected officials, employees, volunteers and any other person for whom it is in law responsible, harmless from any damage, expense or liability from any injury or damage done to any person, including the general public, the vendor, its agents or employees or to the property of the vendor arising out of the vendors participation at the said event.

The Town of Penetanguishene will not be responsible for any loss or losses incurred by the vendor, as a result of fire, theft, accidents, attendance, weather, acts of God or other mishap or incidents not specifically enumerated herein.

Vendor Signature:	Date:
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REGISTRATION FEES (Tax Included)	Daily Vendor Permit Fee (HST Exempt)	\$25.00	\$
INSURANCE REQUIREMENTS <i>(See # 5 attached)</i>	Daily Non-Food Vendor Insurance Fee (8% PST)	\$31.80	\$
	Daily Food/Beverage Vendor Insurance Fee (8% PST)	\$61.05	

If providing own insurance, please attach copy

PAYMENT METHOD	<i>Cash</i>	<i>Debit</i>	<i>Visa</i>	<i>MasterCard</i>	<i>Cheque (\$40 NSF Charge)</i>	TOTAL	\$
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Credit Card #:	Expiry:
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3 Digit Code #:	Credit Card Holder Signature:
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INDOOR SPECIAL EVENT VENDOR PERMIT RULES AND REGULATIONS

1. Vendors must adhere to the agreed upon Rules and Regulations of the Special Event and sign a Special Event Vendor Permit Application form verifying this commitment.
2. Vendors will be required to pay a set daily fee for a Vendor Permit.
EXEMPTIONS: According to Business Licensing By-law 2004-101, the fee will be waived for the following;
 - a. any existing Penetanguishene business that pays tax on property within the Town in the commercial or industrial classes, Schedule C, Section 6
 - b. any licensed Vendor, Hawker, Peddler, Schedule D
Non-Profit/Charitable/Community Organization, Schedule C, Section 6 and Schedule D
3. Approved vendors are provided with a space that will accommodate (1) 6ft table and (1) chair to sell/advertise/display their products/services. Tables are available on site, but not guaranteed. Vendors are responsible for providing all other items required for their booth space (extra tables, chairs, power cords, etc.) The booth location will be designated by the Event Coordinator and confirmed with vendor once layout is finalized. Company name and pricing for products/service is to be clearly displayed. Due to fire and safety regulations, all equipment, tents, displays, supports, signs, etc. must remain within the allotted booth dimensions and must be set-up in a safe, secure manner.
4. Booth set-up start and teardown times will vary depending on event; staff will confirm with vendors. We ask that you do not teardown your booth until the completion of the event.
5. General Liability Insurance with a minimum amount of \$2 million dollar coverage is required by all vendors and a certificate that names the Corporation of the Town of Penetanguishene as an additional party insured on your policy must be submitted, otherwise vendors have the option to purchase \$5 million dollar liability insurance through our Municipal Insurance Program for a daily fee of \$29.46 for Non-Food Vendors or \$56.55 for Food/Beverage Vendors.
6. All Food/Beverage/Snack vendors must follow all Safe Food Handling rules and regulations set out by the Simcoe Muskoka District Health Unit. To find information on safe food handling, please visit the following link to their website www.simcoemuskokahealth.org/Topics/FoodSafety.aspx
7. Vendors will ensure that their designated site is kept presentable, neat & clean, organized and free from garbage and waste at all times. Although garbage/recycling receptacles will be placed throughout the area for public use, vendors are responsible for their own waste/recycling materials and must take it home, i.e., empty boxes, papers, cardboard and garbage/recycling, etc.
8. A professional, positive and polite attitude towards other vendors, the public, volunteers and the event staff is to be maintained at all times.
9. Town staff are permitted to request that sale items or services be stopped or be removed from the event if found to be offensive, not in compliance, poor quality or inappropriate to the event theme.
10. Town staff will do their best to work cooperatively with all vendors and will have final say in the operation of the event. Event is subject to last minute operation changes as deemed necessary.
11. Cancellation requests are subject to two weeks' notice in writing and all approved refund requests are subject to a \$10 administration fee. (Allow 2 – 3 weeks for refunds to be processed by cheque).