



## MERCHANDISE/FOOD VENDOR CONTRACT



This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Between:

**THE KINSMEN CLUB OF SARNIA**

Herein called "The Club" of the First Part and

(Vendor Name)

Herein called "The Participant" of the Second Part.

**WHEREAS** The Club is organized and sponsoring an event called The Kinsmen Ribfest (the "Ribfest") to be held in Centennial Park (the "park") in the City of Sarnia in the Province of Ontario on June 17, 18, 19, 2022.

**AND WHEREAS** The Club is desirous with The Participant for the supply and sale of goods and/or services;

**NOW THEREFORE WITNESS** inconsideration for the mutual covenants hereinafter expressed The Parties hereto covenant and agree as follows:

1. The Participant shall pay the sum of; Five Hundred Dollars (\$500.00 ) (the "Fee") per 10ft x 10ft spot (100 square feet) of unserviced park space. Hydro supplied spaces can be reserved by submitting a completed Hydro Request Form (see attached). See article 10. Minimum vendor spot is 10ft x 10ft = 100 sq ft and any extended area will be detailed by the vendor in writing and the fee shall be negotiated on this scale to the Club for privilege of being granted a license as an official participant to sell the following goods and/or services at Ribfest: Note if you need hydro please fill in Hydro # of Amps Required on form. Also please indicate if you need water YES or NO (circle)

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2. All sales shall be confined to the location negotiated and assigned by The Club which shall be an area measuring approximately a minimum of 10 feet in width by 10 feet in depth. Participant shall furnish all materials required in the sales area – which includes sandbags or cement blocks, to support and tie down displays, canopy or tenting. No obtruding pegs or stakes permitted. See Article 5.
3. The Participant shall attend the Ribfest and be open for sales business at all hours during the follow hours:
  - Friday June 17, 2022 11:30 AM until 12:00AM Midnight
  - Saturday June 18, 2022 11:30 AM until 12:00AM Midnight
  - Sunday June 19, 2022 12:00 PM until 7:00 PM

\*\*Set up must be completed by Thursday June 16, by 5:00 PM for City Inspections, Fire, Health etc. \*\*

4. The Parties agree that the Participant be restricted to the sale of goods and services set out in paragraph 1 herein and that no other goods or services be sold. The Participant agrees to collect and taxes required on the sale of such goods and/or services and shall remit same to such governments as required by law.
5. The Participant shall be responsible for the provision and installation of any material required in order to prevent damage to grass, membranes, and all other surfaces. The Participant must keep the area clean and change such material as necessary. Any sandbags or cement blocks, to support and tie down displays, canopy or tenting is the responsibility of vendor, at vendor expense. No obtruding pegs or stakes permitted..
6. Participant shall at all times have in force, an insurance policy in a minimum amount of 2 Million Dollars (\$2 000 000.00) covering public liability (where food products are sold), property loss and property damage. **The Club shall be named as an additional insured** party on such policy and a certificate of insurance in the conformity herewith shall be delivered to The Club with this application.

7. Participant shall be responsible for proper disposal of all waste including trash, grease, and other debris in their respective areas using facilities provided by The Club for disposal of same.
8. Participant shall remove all material brought to the site or The Park at the conclusion of the Ribfest on Sunday, June 19, 2022. **No trucks or cars or vans** are permitted on the grounds during the event.
9. The Participant shall be responsible for all permit fees or vendor permits required by law. Participant shall have fire extinguishers on site as required by fire regulations of the City of Sarnia and shall comply generally with all law and of the municipality of the City of Sarnia in relation to its' operations under this Agreement. **THE REQUIRED FORMS FROM THE FIRE DEPARTMENT, HEALTH DEPARTMENT, (INCLUDING THIS MAILING) MUST BE COMPLETED AND RETURNED TO THE CLUB ON OR BEFORE MAY 1st, 2022, WITH THIS APPLICATION. IF WE DO NOT RECEIVE THESE REQUIRED FORMS, THE PARTICIPANT MAY NOT BE ALLOTTED A SPACE TO SET UP AND THE SPOT MAY BE FILLED ALTERNATELY. MERCHANDISE VENDORS ONLY, MUST SUPPLY A 20LB DRY CHEMICAL FIRE EXTINGUISHER-NO EXCEPTIONS.**
10. The Club will provide access to The Participant for electrical power upon separate request bargained for herein. (Supplementary Document) The electrical supply in The Park is limited, therefore, The Participant agrees to use only equipment that will not trip GFI circuit breakers (older freezers and refrigeration units will not be approved) and application for permission from The Club attained separately for its' electrical power requirements. Participants electrical power requirements are: **60 amps**. The Participant agrees to supply its' own electrical connectors and extension cords. Rib Vendors that **require 30 amp service must supply 200 feet of #10 cable**. The Parties covenant and agree that The Club shall not be liable to the Participant or anyone claiming through it in the event power supply is interrupted or lost at any time. In some cases The Participant will need to supply generated power to their assigned location. Notification of this will be supplied to the Participant.
11. The Club shall provide overnight security on the site; however, The Club shall not be responsible for loss or damage to The Participant's site or to the contents thereof.
12. Participant shall clean up the site allocated to it immediately following the end of the event at 7:00PM Sunday June 19, 2022. In the event of damage to the site and/or improper clean-up The Participant will at a minimum, forfeit the deposit paid herein toward such damages. The Club shall provide clean-up of the overall general common areas of the Ribfest site during and following the event.

- 13. The Participant hereby agrees indemnify and hold harmless The Club and the City of Sarnia from and against any and all claims, including without limitation, all claims for personal injury or property damage arising from the conduct of any work or by or through any act or omission of the City of Sarnia, The Club and against all costs, counsel fees, expenses, and, liabilities incurred in or about any such claim or any action or proceeding brought as a result thereof.
- 14. The Sarnia Kinsmen Club will supply **ALL pop, bottled water, and ice, used for RESALE, if the vendor wishes to SELL soft drinks, water from your site, you must purchase from Kinsmen supply.**
- 15. This contract must be signed, and, submitted with all the required requested documentation included paid deposit before you are accepted and registered with this event. Vendor space is limited.
- 16. No stakes or pegs are to be inserted into the park grounds. Use of above ground anchors, water barrels, sandbags or cement blocks are approved supports to hold up tents, signage, displays. Vendor is solely responsible for providing any above ground supports they need to comply at their own expense.
- 17. Violation of any of the above rules will be considered as grounds for The Vendor to be closed down and removed from The Park and Ribfest event.
- 18. **RETURN SIGNED CONTRACT ALONG WITH CHEQUE FOR 50% OF THE FEE FOR THE SPOT YOU ARE APPLYING FOR, FOR ENTRY FEE, AS DEPOSIT. BALANCE OWING WILL BE PAID IN FULL ON OR BEFORE May 1st, 2022. ONCE YOUR COMPLETED CONTRACT, APPLICATION FORMS FOR HEALTH & FIRE, ELECTRICAL REQUEST AND DEPOSIT HAVE BEEN RECEIVED; YOU WILL BE NOTIFIED OF YOUR ACCEPTANCE INTO THE SARNIA KINSMEN RIBFEST 2022.**

**IN WITNESS HEREOF** The Parties have set their hands and seals on the date above first written.

SIGNED, SEALED, AND DELIVERED ) The Kinsmen Club of Sarnia  
) per:  
)  
)  
) per:  
)  
)  
)

**Forms to be completed and returned with contract:**

- CONTRACT
- ELECTRICAL REQUEST FORM
- LAMBTON PUBLIC HEALTH FORM
- FIRE FORM

**Community Event - Electrical Request**

Date of Request \_\_\_\_\_ Power Required    Yes    No    (please circle one)

**Name of Event :** Sarnia Kinsmen Ribfest

**Location of Event:** Centennial Park, Sarnia

**Date of Event:** June 17, 18, 19, 2022

Name of Individual Completing this Form. \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

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

Name of Organization Requesting Electricity

\_\_\_\_\_

**Power Requirements:**    The availability of electrical power at any event is always a concern as the generators are very expensive and can only produce a given amount at any one time. Excessive use of power could result in the cost of additional generators being needed. Thus raising the cost factors for the event.

If you require power please confirm the Voltage and amperage required plus the style of cord cap if you cannot determine your needs, you can get assistance by contacting your event organizer the standard receptacles that are available, are {please give quantity required)

\_\_\_\_\_ 120 volt, 15amp {similar to a standard three prong plug extension cord)

(same as household receptacle)

\_\_\_\_\_ - 120/240 volt 30 amp (similar to a dryer receptacle)

\_\_\_\_\_ - 120/240 volt 50 amp (similar to a stove receptacle)

\_\_\_\_\_ - Other types available but must be arrange for separately

Note: #1 This is not a guarantee of power but a request only, confirmation will be confirmed once all requests are received

Note: #2 Unless a request is received and confirmed at least one week prior to event no power will be provided for that vendor

Note: # 3 The event organizer may vary the cost of vendor fees, to coincide with electricity requests



**COMMUNITY SPECIAL EVENT  
APPLICATION FOR  
FOOD AND/OR BEVERAGE VENDORS**

**EACH FOOD VENDOR MUST SUBMIT A COMPLETED APPLICATION FORM TO LAMBTON PUBLIC HEALTH AT LEAST 2 WEEKS PRIOR TO THE EVENT. ALL APPLICATIONS MUST BE APPROVED PRIOR TO ATTENDANCE AT EVENTS. PLEASE PRINT.**

**EVENT INFORMATION**

NAME OF EVENT:	EVENT LOCATION (ADDRESS):	
EVENT DATE(S):	TIME(S) OF OPERATION (a.m.-p.m.):	EXPECTED ATTENDANCE:

**VENDOR INFORMATION**

NAME OF TEMPORARY FOOD PREMISES:	OPERATOR NAME(S):	PHONE #:	FAX #:
MAILING ADDRESS:		EMAIL:	

**VENDOR SET UP**

<input type="checkbox"/> FOOD BOOTH / TENT	<input type="checkbox"/> HOT DOG CART	<input type="checkbox"/> INDOOR FACILITY
<input type="checkbox"/> MOBLIE CATERING TRUCK OR TRAILER	<input type="checkbox"/> OTHER	

**TYPE OF ORGANIZATION**

<input type="checkbox"/> RELIGIOUS ORGANIZATION	<input type="checkbox"/> SERVICE CLUB	<input type="checkbox"/> FRATERNAL ORGANIZATION	<input type="checkbox"/> FOOD BUSINESS	<input type="checkbox"/> OTHER
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WILL YOU BE CLAIMING AN EXEMPTION AT THIS EVENT? YES  NO

**★ NOTE:** IF YOU ARE A RELIGIOUS ORGANIZATION, FRATERNAL ORGANIZATION OR SERVICE CLUB AND ARE ACCEPTING FOODS FROM A NON-INSPECTED FACILITY (e.g. HOME), YOU MUST ALSO COMPLETE THE *DONORS OF POTENTIALLY HAZARDOUS FOOD LIST*

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

WHERE WILL THE FOODS BE PREPARED?  ON-SITE  OFF-SITE

IF FOODS ARE BEING PREPARED OFF-SITE PLEASE PROVIDE THE FOLLOWING:

NAME OF FOOD PREMISES:	
LOCATION:	
PHONE #:	CELL #:

**CERTIFIED FOOD HANDLER ON-SITE AT THE EVENT**  YES  NO

**★ NOTE:** ENSURE TO ENCLOSE A COPY OF THE FOOD HANDLER CERTIFICATE WITH THIS PACKAGE OR HAVE ON-SITE

# FOOD MENU

**PLEASE LIST ALL TYPES OF FOODS THAT WILL BE OFFERED FOR SALE AND HOW THEY WILL BE PREPARED**

Note: please attach a separate sheet of paper if more space is required

MENU ITEM	TYPE OF FOOD PREPARATION (GRILLING, FRYING, BBQ, ETC.)	IS FOOD PRE-COOKED?	FOOD COOKED ON-SITE?	FOOD STORAGE ON-SITE?	HOT HOLDING?	COLD HOLDING?

## FOOD STORAGE AND TRANSPORTATION

**HOW WILL FOOD BE TRANSPORTED TO THE EVENT?**

- REFRIGERATED TRUCK    
  COOLERS WITH ICE    
  THERMAL UNIT    
  OTHER:

**HOW WILL TEMPERATURE BE MAINTAINED ON-SITE?**

- REFRIGERATED TRUCK    
  MECHANICAL REFRIGERATION    
  THERMAL UNIT    
  COOLERS WITH ICE    
  CHAFING DISH    
  OTHER

**HOW WILL FOODS BE PROTECTED FROM CONTAMINATION ON-SITE?**

- FOOD GRADE WRAP    
  LIDS    
  PRE-PACKAGED FOODS    
  ENCLOSED CABINET/CONTAINER    
  SNEEZE GUARD/SHIELD    
  OTHER

## HANDWASHING

\* NOTE: LIQUID SOAP IN A DISPENSER AND PAPER TOWELS ARE ALSO REQUIRED

**DESCRIBE YOUR HAND WASHING STATION:**

- FIXED SINK WITH HOT AND COLD RUNNING WATER    
  PORTABLE SINK WITH HOT AND COLD RUNNING WATER  
 TEMPORARY CONTAINER WITH A TURN SPOUT AND WARM WATER    
  OTHER

## UTENSIL WASHING

**WHAT TYPE OF SINK IS PROVIDED FOR UTENSIL WASHING?**

- 2 COMPARTMENT SINK    
  3 COMPARTMENT SINK  
 NONE, EXPLAIN:

**WHAT TYPE OF SANITIZER WILL YOU BE USING?**

- BLEACH    
  OTHER, EXPLAIN:

TEST STRIPS FOR SANITIZER?     YES        NO  

**PORTABLE WATER SOURCE**

- MUNICIPAL    
  COMMERCIALLY BOTTLED  
 HAULED MUNICIPAL WATER (PROVIDE NAME AND PHONE / CELL # )    
  OTHER:

## WASTE WATER AND GARBAGE DISPOSAL

METHOD OF WASTE WATER / SEWER DISPOSAL:

NUMBER OF GARBAGE RECEPTACLES IN FOOD PREPARATION AREA:

## THE SMOKE-FREE ONTARIO ACT (SFOA)

PLEASE CHECK:

- I HAVE THE REQUIRED SFOA SIGNAGE FOR MY BOOTH AND TABLES
- I NEED THE REQUIRED SFOA SIGNAGE FOR MY BOOTH AND TABLES
- I WILL ENSURE STAFF AND VOLUNTEERS ARE TRAINED AND AWARE OF THE SFOA

## PLEASE SKETCH A LAYOUT OF THE FOOD PREPARATION AREA

**MUST INCLUDE:** HAND WASHING STATION, REFRIGERATION UNITS, FOOD STORAGE AREAS, SINKS, FOOD PREPARATION SURFACES, GARBAGE RECEPTACLES, WASTE WATER CONTAINER, etc.

I HAVE RECEIVED AND READ THE COMMUNITY SPECIAL EVENTS INFORMATION PROVIDED. I UNDERSTAND THE REQUIREMENTS FOR FOOD VENDORS AT SPECIAL EVENTS AND HAVE PROVIDED THE INFORMATION TO ALL FOOD HANDLERS.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**SARNIA FIRE RESCUE SERVICES**  
**240 EAST ST. NORTH**  
**SARNIA, ONTARIO**  
**N7T 6X7**  
**PHONE: (519) 332-1122**  
**FAX: (519) 332-1376**



**SPECIAL EVENTS  
 VENDORS  
 INFORMATION FORM**

**Please complete this form and checklist, and return them by email to  
 Parks & Recreation Department of the City of Sarnia:  
[rachel.veilleux@sarnia.ca](mailto:rachel.veilleux@sarnia.ca) **AND YOUR EVENT ORGANIZER****

EVENT NAME	
VENDORS NAME	
OWNERS NAME	
ADDRESS	
CITY/PROVINCE	
POSTAL CODE	
HOME PHONE NUMBER	
CELL PHONE NUMBER	

<b>COOKING ONSITE</b>	<b>Complete Page 1 &amp; 2</b>
<input type="checkbox"/> MOBILE FOOD TRUCK/TRAILER	LICENCE PLATE
<input type="checkbox"/> PORTABLE COOKING EQUIPMENT	
FUEL: <input type="checkbox"/> GAS/PROPANE	<input type="checkbox"/> TSSA FORM COMPLETED
FUEL: <input type="checkbox"/> ELECTRIC MOBILE POWER REQ'D <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> ESA APPROVED <input type="checkbox"/> IF YES, ESA INSPECTION ONSITE
FUEL: <input type="checkbox"/> WOOD/OTHER	<input type="checkbox"/> APPROVED BY FIRE OFFICIAL
<b>NO COOKING ONSITE</b>	<b>Complete Page 1 only</b>
<input type="checkbox"/> MERCHANDISE (NO FOOD)	<input type="checkbox"/> ABC EXTINGUISHER SUPPLIED

**SARNIA FIRE RESCUE SERVICES**  
**240 EAST ST. NORTH**  
**SARNIA, ONTARIO**  
**N7T 6X7**  
**PHONE: (519) 332-1122**  
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**SPECIAL EVENTS  
 VENDORS  
 INFORMATION FORM**

**FOOD VENDORS WITH COOKING EQUIPMENT FUELED BY PROPANE  
 OR OTHER GAS, ELECTRICITY OR SOLID FUEL**

<b>MOBILE TRUCK/TRAILER</b> <input type="checkbox"/> <b>N/A</b>			
1	Fuel fired equipment certified by TSSA	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
2	Electrical equipment certified for use in Ontario	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
3	A serviced ABC extinguisher is provided	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4	Grease laden vapours are produced (deep frying, cooking meat etc.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4a	If yes, a steel hood is installed	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
4b	If yes, an automatic suppression system is installed	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
4c	Hood has tight seams and is properly vented	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
4d	Hood is clean	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
4e	Suppression system is serviced in the last 6 months	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
4f	A serviced K-type extinguisher is provided	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
5	A clear exit is provided	<input type="checkbox"/> YES	<input type="checkbox"/> NO

<b>PORTABLE COOKING EQUIPMENT AND BARBEQUES</b> <input type="checkbox"/> <b>N/A</b>			
1	Cooking and fuel system has been inspected this year	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2	TSSA certificate has been supplied by technician	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3	Fuel tanks are properly protected	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4	A method to control flare-ups is present (spray bottle)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5	A method to check for propane leak is present (soapy water)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6	A serviced ABC extinguisher is provided in cooking area	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7	Cooking equipment is located under a tarp or canopy	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7a	Canopy or tarp is certified with fire proofing	<input type="checkbox"/> YES	<input type="checkbox"/> NO