

EST  1998

CARROT FEST

BRADFORD WEST GWILLIMBURY

2026

VENDOR APPLICATION INFORMATION PACKAGE

For more information & to apply please visit:

WWW.CARROTFEST.CA

CARROT FEST 2026 VENDOR APPLICATION INFORMATION

Registration process for all applicants

New Registration Periods by Registrant type:

Approved by Council on December 17, 2024, please be advised of a change in the registration process and fees for businesses and vendors seeking to participate in Bradford's annual Carrot Fest event.

The new registration process includes a 2-week period for each business type to apply and receive priority. The process is as follows:

Store Front Businesses **January 19 – February 2, 2026**

Local Businesses/Vendors **February 3 – February 17, 2026**

All Vendors (non-locals & late locals) **February 18 – June 1, 2026**

Storefront businesses will have the first opportunity to apply, followed by local businesses and vendors, and then non local businesses/vendors, and late local applicants. Each group will be given a two week registration period. These staggered registration periods ensure storefront and local businesses have dedicated time to apply before registration opens to the general public.

After February 17, 2026, the vendor application portal will remain open to all applicant types until June 1. Once the first two registration periods have ended, applications will be reviewed and accepted in chronological order based on submission date and vendor uniqueness, rather than being accepted on if an applicant was a local or non-local businesses. To help maintain a diverse event, the Events and Marketing Team will limit the number of similar business types to three to four vendors.

From March 1st - June 1st, we will be doing weekly acceptances until the event is full. You will receive confirmation of your acceptance or declination by June 1st, 2026 at the latest.

If you are interested in attending Carrot Fest in 2026, please be sure to keep track of your registration period.

Please ensure you received an automatic email indicating your application has been received. If you do not get this email then you did not apply correctly.

Submit an application at
www.carrotfest.ca



CARROT FEST 2026 VENDOR APPLICATION INFORMATION

**Carrot Fest is being held on Friday, August 14 and Saturday, August 15, 2026.
Please review the following information:**

Vendor Costs:

Friday, August 14:

Local Vendors (10X10 ft. space) - \$50
Non-local Vendors (10X10 ft. space) - \$75
Insurance - \$25.36
Food Vendor Insurance - \$40.33

Saturday, August 15:

Local Vendors (10X10 ft. space) - \$90
Non-Local Vendors (10X10 ft. space) - \$250
Insurance - \$25.36
Food Vendor Insurance - \$40.33

Booth Size & Requirements:

- Each booth area is 10X10 feet in size. You may purchase additional booths, but are restricted to maintaining an extension of 10 feet from the curb (e.g. 10X20).
- You are responsible to bring anything you may require for your booth, including a tent, weights, table, etc. Access to power/lighting and/or water is not provided.
- ALL booths are expected to have a trash receptacle and ensure that it is disposed of before leaving the festival.
- Vendors using generators must indicate so on their application and ensure the generator is under 70 db.

Vendor Market Information:

Please remember to remain calm and patient during vendor set up and take down due to the high amount of vendors participating in the festival. *While driving in the festival area, there is a speed limit of 5km/h.* Parking is available on streets and public parking lots outside of the festival area. It is the vendor's responsibility to find adequate public parking. Parking in private lots within the festival area is not permitted.

Friday, August 14:

- Vendors may begin setting up starting at 1:30pm.
- All vehicles must be out of the festival area by 3:00pm. If arrive after 3:00pm you will have to walk your items into the festival area.
- Vendor market operates from 4:00-10:00pm.
- Tear down is permitted after 10:00pm. No vehicles will be permitted into the festival area until after 10:00pm. All vendors must be out of the festival area by 10:30pm.

Saturday, August 15:

- Vendors may begin setting up starting at 6:30am. Specific set up times will be assigned based on location. **Please do not enter the festival area prior to 6:30am.**
- All vehicles must be out of the festival area by 8:00am. If you arrive after 8:00am you will have to walk your items into the festival area.
- Vendor market operates from 9:00am-6:00pm.
- Tear down is permitted after 6:00pm. No vehicles will be allowed into the festival area until after 6:00pm. All vehicles must be out of the festival area by 7:00pm.

**Submit an application at
www.carrotfest.ca**



CARROT FEST 2026 VENDOR APPLICATION INFORMATION

Vendor Selection & Approval:

- Vendor spaces are limited.
- All vendors are requested to be creative and develop an entertainment/uniqueness element for their booth (e.g. games, carrot related products/items, decorating in orange).
- Each food vendor is asked to incorporate a carrot related food item.
- Returning vendors will be evaluated based on past festival participation.
- There will be no exclusivity rights.
- Booths are non-refundable and non-transferable.
- No fireworks, weapons or illegal substances are not permitted in the event area.

All vendor applications will be reviewed based on this criteria. Only vendors that meet these requirements will be considered.

Vendor applications acceptances will begin on January 19th, 2026 for storefront vendors. To ensure your vendor application is considered please ensure you apply before this date. Payment will be processed upon acceptance. We will continue to accept applications after this date as space permits.

Once approved, insurance and food vendor documents must be received or submitted within 10 business days. Failure to do so will result in booth loss and you will not be permitted to participate.

Booth Location:

- Booth locations will be sent out to vendors approximately 1 week prior to the festival.
- Booth locations are final but are subject to change the day of at the discretion of event organizers.
- ***Carrot fest is continually undergoing improvements and we cannot guarantee previous site locations. This is a high demand event with limited space. Past acceptances do not guarantee acceptances in future years.***

Food Vendors & Food Trucks/Refreshment Carts:

If you are a food vendor and have indicated you will be selling or giving away food at Carrot Fest, you are required by the Simcoe Muskoka District Health Unit to fill out the submit Food Vendor Permit 10 days after being accepted into the festival. Failure to abide by these rules and regulations may result in removal from the festival. No Refunds will be provided.

As per the Town's Business Licensing By-law 2014-70, all food vendors that are considered to be a refreshment vehicle or refreshment cart that wish to participate at Carrot Fest will require a temporary Business License from the Town of Bradford West Gwillimbury. Please note that not all food vendors will have to obtain this license i.e. a restaurant serving outside a store front or handing out food samples.

Insurance Requirements:

Vendors are required to provide a certificate of insurance listing the Town of Bradford West Gwillimbury as an Additional Insured in an amount not less than two million dollars (\$2,000,000) per occurrence, two million dollars (\$2,000,000) aggregate. Vendors who are not able to provide a certificate of insurance will have the option to purchase insurance from the Town of Bradford West Gwillimbury for the event. A fillable insurance document to be used by your Insurance provider is included at the bottom of the package.

CARROT FEST 2026 VENDOR TERMS AND CONDITIONS

Terms and Conditions

1. The Town of Bradford West Gwillimbury has the right to refuse the sale of certain products at any time and to limit the number of exhibitors in any one category (Category Examples: food vendor, retail vendor, service business, community group, entertainment). Your application will be reviewed and you will receive notification whether your application has been accepted by June 1st, 2026.
2. No aggressive sales will be permitted. Ambush marketing strategies are strictly prohibited. All items for sale need to be kept inside the designated booth space, you cannot display outside the purchased space.
3. All food vendors must read and understand the information in the Food Contract and submit the appropriate documents to the Leisure Events & Marketing Programmer and submitted to Simcoe Muskoka District Health Unit and Town of BWG Licensing Officer. All vendors who plan on selling OR giving away food MUST comply with all Simcoe Health Unit requirements and regulations. Failure to comply and be properly prepared may result in your booth at Carrot Fest being shut down and your business being barred from attending Carrot Fest in the future. No refunds will be provided.
4. We will attempt to consider special requests if indicated on the application form. However, once the festival opens, BOOTH LOCATION IS FINAL but is subject to change the day of at the discretion of the event organizers. We cannot guarantee previous site locations.
5. **INSURANCE REQUIREMENTS:** Vendors are required to provide a certificate of insurance listing the Town of Bradford West Gwillimbury as an Additional Insured in an amount not less than two million dollars (\$2,000,000) per occurrence, two million dollars (\$2,000,000) aggregate. Vendors are solely responsible for any personal property at all times. Vendors who are not able to provide a certificate of insurance will have the option to purchase insurance from the Town of Bradford West Gwillimbury for the event.
6. **INDEMNIFICATION:** Contractor agrees, by accepting this agreement, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold Town of Bradford West Gwillimbury and its agents (as applicable) harmless from all claims, demands, actions, attorney's fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of the contractor or its principals, employees, subcontractors or other agents while performing services under this contract.

Evan Bryan

Leisure Events & Marketing Programmer

Ebryan@townofbwg.com

905-775-2162 ext. 5103

CARROT FEST 2026 VENDOR FREQUENTLY ASKED QUESTIONS

Am I considered a local or non-local vendor? Businesses located in Bradford West Gwillimbury are considered "local" all other businesses are considered "non-local."

Do you have a not for profit rate? No we do not. Rates for vendor spaces are either local (located in Bradford West Gwillimbury) or non-local (located outside of Bradford West Gwillimbury).

When does the vendor market operate? Friday, August 14 – 4:00-10:00pm & Saturday, August 15 – 9:00am-6:00pm

When can I set up/take down? Friday, August 14: set up – 1:30pm, all vehicles must be out of the festival area by 3:00pm, take down – 10:00pm. Vehicles are only permitted in the festival area after 10:00pm. Saturday, August 15: set up – 6:30am, all vehicles must be out of the festival area by 8:00am, take down – 6:00pm. Vehicles are only permitted in the festival area after 6:00pm

What happens if I show up late for vendor set up? Vendors that show up after 3:00pm on Friday and 8:00am on Saturday will not be permitted to drive into the festival area and will have to walk their items in.

Is electricity or lighting provided? Access to power/lighting and water is not provided. If you require power you may use a generator that is under 70- db. Lighting is not provided.

Can I borrow a tent and table? No. You are responsible to bring anything you may require for your booth, including a tent, weights, table, etc. You will only be provided with the physical booth space.

When will I know if I have been accepted into the festival? Vendors will begin to be accepted starting on January 19th, 2026 for storefront vendors. After that, starting on February 3rd, we will begin accepting local vendors. Finally on February 18th, we will begin accepting all other non-local and late local applications. Vendors will be notified at the latest by June 1st, 2026. Please remain patient during this process due to the high amount of applicants.

How are vendors selected? Vendor spaces for local businesses and store fronts residing in the festival area are given priority during their registration period. Applications will be evaluated by entertainment and uniqueness of booth and products. There will be no exclusivity rights.

Can I have the same location as last year? Carrot fest is continually undergoing improvements and we cannot guarantee previous site locations. We will make note of your request but it is not guaranteed.

When will I know my booth location? Booth locations will be sent out approximately 1 week prior to the festival.

I am unable to attend, can I get a refund? Can I transfer my booth to a friend? No, booths are non-refundable and non-transferable.

If I am participating in both days, can I leave my belongings overnight? The Town is not responsible for any items left unattended.

It is raining... will the event be canceled? No, this event is rain or shine. If extreme weather occurs, event organizers will notify you of any changes. Refunds will not be provided if the event is canceled due to inclement weather.

Where is parking available? Parking is available outside of the festival area on side streets and municipal parking lots. Please do not park in the Courthouse parking lot.

CARROT FEST 2026 VENDOR APPLICATION CHECKLIST

Before you apply:

- ☐ Review vendor information documents
- ☐ Prepare description of booth/what you will be selling
- ☐ Prepare paperwork (insurance, food permit, etc.)
- ☐ Have online payment method ready

Once you've been accepted:

Submit paperwork to Ebryan@townofbwg.com:

- ☐ Insurance requirements (provide COI)
- ☐ SMDHU Food Vendor Application (food vendors only)
- ☐ Temporary Business License application (food trucks only)
- ☐ Begin preparations for booth items/decoration

Before the festival:

Receive event information one week prior to Carrot Fest:

- ☐ Set up time
- ☐ Event entrance
- ☐ Booth location
- ☐ Have booth supplies ready



VENDOR INFORMATION

GOING GREEN

Select local, organic and seasonal foods & provide vegetarian and vegan options.



Avoid the use of unnecessary disposable items e.g. straws, stir sticks, plastic bags.



Use items that are made from recycled content e.g. plates and napkins.



Use large containers for condiments and beverages instead of individual packets.



Select reusable or recyclable materials for the construction of booths and displays.



Select items with less packaging.



Avoid single use giveaways and handouts.



Distribute information using electronic methods.



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CARROT FEST

BRADFORD WEST GWILLIMBURY

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**FOOD VENDOR APPLICATION
INFORMATION PACKAGE
& DOCUMENTS**

CARROT FEST 2026 FOOD VENDORS

If you are a food vendor (defined as any vendor who is selling OR handing out free food) who is interested in selling food or drinks at Carrot Fest, you are required by the Simcoe Muskoka District Health Unit to fill out a Food Vendor Permit and submit it to ebryan@townofbwg.com 10 days after acceptance. Failure to abide by these rules and regulations may result in removal from the festival. Please review the following food vendor guidelines and requirements:

Simcoe Muskoka District Health Unit

- All exhibitors must be in compliance with all SMDHU regulations.
- Food must be covered at all times.
- All meats must be stored in a cooler or refrigerator and maintained at a proper temperature.
- YOU MUST BRING YOUR OWN TEST KITS – thermometers, test strip.
- All food vendors must wear hat or hairnets and maintain proper hygiene.
- All food prepared off-site must be prepared in a kitchen facility inspected by the SMDHU.
(Please note: not a person's home)
- If you are handling/preparing food (other than pre-packaged items) you must have your own portable hand washing station.
- Each vendor must ensure that at least one certified food handler is available at all hours food is being prepared/handled
- **Use the link below to complete an online SMDHU application for food vendors.**
<https://www.simcoemuskokahealth.org/Topics/FoodSafety/SpecialEvents/SpecialVendorApplicationForm>

Electrical Requirements

- The electrician selected by Carrot Fest will have complete jurisdiction over the electrical requirements and installations.
- All electrical equipment and wiring used must conform to Electrical Safety Authority Standards and must be CSA approved.
- The booth will be inspected prior to opening and any electrical equipment that has not been pre-approved will be removed.

Other Requirements

- Participants must supply their own cooking equipment.
- Participants must supply own cooler or fridge, with lid to maintain cold foods at proper temperature.
- Participants must also supply a flashlight and thermometer (SMDHU requirement), first aid kit and soap and paper towels for the washstand at their own booth.
- Participants must supply their own workers and/or volunteers.
- Participants are responsible for the clean-up of their booth and its perimeter at all times. This includes supplying the required garbage bags, broom, etc.
- Mobile Food Service Equipment owners/operators must comply with the Technical Standards and Safety Act 2000 (TSSA). For further compliance standards and requirements please visit www.tssa.org.
- The Town of Bradford West Gwillimbury believes in accessibility for all people under the Accessibility for Ontarians with Disabilities Act, 2005 (the AODA). Under this Act it is mandatory for complete compliance in meeting all requirements and providing Accessible Customer Service. To find out specific requirements under the standard and how to meet them, we invite you to visit www.ontario.ca/accessibility.

Food Vendor Business Licensing

As per the Town's Business Licensing By-law 2014-70, all food vendors that are considered to be a refreshment vehicle or refreshment cart that wish to participate at Carrot Fest will require a Temporary Business License from the Town of Bradford West Gwillimbury.

To purchase (\$75) a Temporary Business License, add the Food Truck/Refreshment Cart Fee when submitting your application for your booth. Once your application has been approved you will need to submit a second application for the Temporary Business License. Please have this paper ready and submit it to the Leisure Events and Marketing Programmer (ebryan@townofbwg.com) 10 days after acceptance. Failure to abide by these rules and regulations may result in removal from the festival.

Please note that not all food vendors will have to obtain this license i.e. if they are a restaurant serving outside their store front or handing out food samples.

CARROT FEST 2026 FOOD VENDORS

Fire Marshal/Department Requirements

- No flammable compressed gas source (i.e. propane) is permitted under a tent to cook at any time. If a vendor wants to cook inside their tent they can use electric fryers, electric plates/warmers, etc. Exception: Little candle flames (sternos) one would see as a food warmer at a banquet hall. (Fire inspector discretion)
- Tent materials must be certified as fire-retardant, having been treated in accordance with the Standard Methods of Fire Tests for Flame Resistant Textiles and Films, as referenced in NFPA 701, 705 or CAN/ULC-S109-M
- All cooking with a flammable compressed gas must occur min. 10 feet away from the tent.
- There must be 2 x 10 pound ABC fire extinguishers at each tent (1 at the BBQ cooking area, and 1 in the tent area). An extinguisher must be available at both ends of the tent.
- The extinguishers must also have a current year inspection tag on them. Fire extinguishers that have not been inspected in the calendar current year are not acceptable.
- All spare propane cylinders must be secured in an upright position at all times and must be kept in a secured area away from all public access.
- Cooking area must be secured from all public access
- All vendors with cooking equipment will be subject to an inspection from a Bradford Fire and Emergency Services Fire Prevention Inspector.
- Tent materials must be certified as fire-retardant, having been treated in accordance with the Standard Methods of Fire Tests for Flame Resistant Textiles and Films, as referenced in NFPA 701, 705 or CAN/ULC-S109-M
- Tents utilized for cooking must be open on all sides. No cooking will be permitted in an enclosed tent.
- Tent shall be at minimum three metres (3m) to other structures, fences or obstructions
- Outdoor cooking not within a tent or canopy that produces sparks, flame or grease-laden vapours shall be at least six metres (6m) from any non-fire-retardant tent or canopy.
- Fuel fired cooking appliances must be approved by the Technical Standards and Safety Authority (TSSA)
- Electrical equipment shall be maintained and operated in a safe manner as required by the Electrical Safety Authority
- Questions regarding fire safety with respect to special events may be directed to the Fire Prevention Division 905-775-7311 or fireprevention@townofbwg.com.

Questions regarding food permits, fire regulations and temporary business licenses?

Please contact:

Evan Bryan

Leisure Events & Marketing Programmer

ebryan@townofbwg.com

905-775-2162 ext. 5103

Vendor Application Form (Special Events, Farmers Market)

This application must be submitted at least 10 days prior to any event. Complete and sign form. Fax the completed form to Simcoe Muskoka District Health Unit office at 705-721-1495. If you require assistance, please call *Health Connection* at 705-721-7520 (1-877-721-7520) ext. 8811.

EVENT INFORMATION

Name of Event: Carrot Fest

Date of Event: From: ☐ 14/08/2026

To: ☐ 15/08/2026

Event Address: Downtown Bradford

Hours of Operation: 4:00pm-10:00pm
9:00am-6:00pm

Event Organizer Information Name: Town of Bradford West Gwillimbury

Phone: 905-775-2162 ext 5103

Email: ebryan@townofbwg.com

VENDOR INFORMATION

Name:

Business Name:

Currently holds Simcoe Muskoka District Health Unit Certificate of Inspection (green sign) ☒ Yes ☐ No

Address:

Phone:

Mobile:

Email:

ORGANIZER'S INFORMATION

Name of Sponsoring Group or Agency: Town of Bradford West Gwillimbury

Contact Person: Evan Bryan

Mailing Address: 125 Simcoe Road P.O Box
251 Bradford ON L3Z 2A8

Phone: 905-775-2162 ext 5103

Email: ebryan@townofbwg.com

TYPE OF FOOD PREMISES AT EVENT

☐ Mobile Premises

☐ Inspected Restaurant

☒ Temporary Booth

Is Food Handler certified? ☒ Yes ☐ No

Date of Certification: DD / MM / YYYY

☐ **Request For Exemption From Regulations (Religious, Fraternal Organizations or Service club)**

NOTE: A sign must be posted notifying patrons event not inspected. A donors list must be provided if exempted from regulations and accepting food from an un-inspected source.

WATER SUPPLY

Water Source:

☐ Municipality (City/Town) _____ ☐ Well Address _____

☐ Hauled Municipal Name and Phone _____

Bottled Water ☐ Yes ☐ No

Water Lines - Food-grade material ☐ Yes ☐ No

If yes, length in feet/meters: _____

Backflow devices provided ☐ Yes ☐ No

Ice supplied to vendors ☐ Yes ☐ No

If yes, source of water used to make ice: _____

HYDRO

Power Supply:

☐ Municipality (City/Town) _____ ☐ Generator
☐ Premises Name _____ ☐ N/A

Electricity available ☐ Yes ☐ No Refrigerated truck ☐ Yes ☐ No
Backup power available ☐ Yes ☐ No Power cords ☐ Yes ☐ No

WASTE WATER & GARBAGE DISPOSAL

Method of Waste Water Disposal:

☐ Holding tank ☐ Other, specify: _____
☐ Waste water containers ☐ None available, please explain: _____

FOOD SOURCES AND STORAGE

Food from (choose all that apply)

<input checked="" type="checkbox"/> Inspected source	<input type="checkbox"/> Restaurant
<input checked="" type="checkbox"/> Private residence	<input type="checkbox"/> Community Hall
<input type="checkbox"/> Other, specify _____	

*Attach most recent Inspection Report to this application

How will food be transported to the event?

<input type="checkbox"/> Insulated container	<input type="checkbox"/> Cooler with ice
<input type="checkbox"/> Refrigerated vehicle	<input type="checkbox"/> Other: _____

Cold Holding Equipment

<input type="checkbox"/> N/A	<input type="checkbox"/> Cooler with ice (4°C or lower)	<input type="checkbox"/> Refrigerator (4°C or lower)	<input type="checkbox"/> Refrigerated Truck
	<input type="checkbox"/> Chest Freezer (-18°C or lower)	<input type="checkbox"/> Other: _____	

Cooking Equipment

<input type="checkbox"/> N/A	<input type="checkbox"/> BBQ/grill	<input type="checkbox"/> Deep Fryer	<input type="checkbox"/> Stove	<input type="checkbox"/> Oven
	<input type="checkbox"/> Microwave	<input type="checkbox"/> Smoker	<input type="checkbox"/> Rotisserie	<input type="checkbox"/> Other: _____

Hot Holding Equipment

<input type="checkbox"/> N/A	<input type="checkbox"/> BBQ/grill	<input type="checkbox"/> Steam table	<input type="checkbox"/> Chafing Dish	<input type="checkbox"/> Oven
	<input type="checkbox"/> Heat Lamp	<input type="checkbox"/> Crock Pot	<input type="checkbox"/> Other: _____	

Indicate (check) what type of equipment you will have on-site during the event:

<input type="checkbox"/> Hand washing station	<input type="checkbox"/> Liquid soap and paper towel	<input type="checkbox"/> Two compartment utensil washing station
<input type="checkbox"/> Garbage container	<input type="checkbox"/> Probe thermometer	<input type="checkbox"/> Three compartment utensil washing station
<input type="checkbox"/> Plastic containers	<input type="checkbox"/> Waste water holding water tank	<input type="checkbox"/> Sanitizing solution for dishes/equipment
<input type="checkbox"/> Potable water tank	<input type="checkbox"/> Sanitizer test strips	<input type="checkbox"/> Thermometer in cold holding units
<input type="checkbox"/> Extra, clean utensils	<input type="checkbox"/> Other: _____	

Food Sold/Served etc.	Type of Food Preparation (e.g. grilling, frying, BBQ, etc.)	Food Precooked		Food Cooked On-site			Food Storage On-site	
		Yes	No	Yes	No	Pre-Heating	Hot 60°C (140°F) or higher	Cold 4°C (40°F) or lower
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MULTIPLE EVENT PARTICIPATION FORM

If you are attending more than one special event, not including Farmers Markets, within Simcoe Muskoka District, please list the events below.

Please note: If you are serving the same foods as detailed above on the application, you do not need to submit an application for these events you have specified below. If the food served/sold at another event is different please submit a new food vendor application detailing the types of foods and source information. Attach additional pages if needed.

Name of the Event	Location of the Event	Date of the Event	Operating Hours AM/PM	Proposed menu same as indicated below (Yes/No)	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No

EQUIPMENT LAYOUT & PHOTOS

Provide an equipment layout for your booth at the special event. The layout can be hand drawn in the space below or attached to this application.

FORM COMPLETION

Name(print):		Date: DD / MM / YYYY	
Office:	PHI:	Date: DD / MM / YYYY	
Inspector's Notes:		Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	

Revised April 2019

Temporary Refreshment Vehicle Licence Application

PART A- Temporary Refreshment Vehicle Type

☐

Refreshment Vehicle \$75

☐

Refreshment Cart \$75

PART B- Application Requirements

The following original documents must be included with this application:

- ☐ Photo Identification
- ☐ Certificate of Insurance
- ☐ List of Operators
- ☐ Approval from the Simcoe Muskoka District Health Unit

PART C- Applicant Information

Applicant is: ☐ Owner ☐ Operator **(Check both if Owner is also Operator)**

Last Name:		First Name:		Company:	
Street Address:					Unit Number:
Town:	Postal Code:	Province:	E-mail:		
Telephone Number:		Fax:		Cell:	

PART D- Special Event Information

Event Name:		Event Date: _____ to _____			
Last Name:		First Name:		Company:	
Street Address:					Unit Number:
Town:	Postal Code:	Province:	E-mail:		
Telephone Number:		Fax:		Cell:	

PART E- Declaration of Applicant

I _____ certify that:
(print name)
The information contained in this application and other attached documentation is true to the best of my knowledge.

Date Signature of Applicant

Date Received:	License Number:	Issued By:
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All personal information on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and the *Municipal Act, 2001* and will be used for the purposes of licence processing, monitoring, issuance and enforcement. The name and address and business name and address of the licensee are public information. Any other personal information collected will only be used for investigative purposes. Questions regarding this collection may be directed to the Licensing Officer, Town of Bradford West Gwillimbury, P.O. Box 100, 100 Dissette St., Units 7 & 8, Bradford, ON L3Z 2A7, Telephone 905-775-5366 ext. 1102; Fax 905-775-0153.



Special Events – Cooking within Tents Requirements

All vendors with cooking equipment will be subject to an inspection from a Bradford Fire and Emergency Services Fire Prevention Inspector.

- Tent materials must be **certified as fire-retardant**, having been treated in accordance with the Standard Methods of Fire Tests for Flame Resistant Textiles and Films, as referenced in NFPA 701, 705 or CAN/ULC-S109-M
- Tents utilized for cooking must be open on all sides. No cooking will be permitted in an enclosed tent.
- Tent shall be at minimum three metres (3m) to other structures, fences or obstructions
- Outdoor cooking not within a tent or canopy that produces sparks, flame or grease-laden vapours shall be at least six metres (6m) from any non-fire-retardant tent or canopy.
- A Class ABC fire extinguisher shall be within ten metres (10m) of cooking appliances
- Fuel fired cooking appliances must be approved by the Technical Standards and Safety Authority (TSSA)
- Electrical equipment shall be maintained and operated in a safe manner as required by the Electrical Safety Authority

Questions regarding fire safety with respect to special events may be directed to the Fire Prevention Division 905-775-7311 or fireprevention@townofbwg.com.

References:

NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films – 2023 Edition
NFPA 705, Recommended Practice for a Field Flame Test for Textiles and Films – 2023 Edition
CAN/ULC-S109-M, Standard for Flame Tests of Flame-Resistant Fabrics and Films
NFPA 10, Standard for Portable Fire Extinguishers – 2022 Edition

Certificate of Insurance

Standard Liability

Recreation & Client Services Division
3541 Line 11
P.O. Box 160,
Bradford Ontario L3Z 2A8



THIS IS TO CERTIFY THAT THE INSURED NAMED BELOW IS INSURED AS DESCRIBED

To be completed and signed by an Authorized Broker or Insurance Company

- Proof of insurance will be accepted on this form only (with no amendments)
- Insurance Company must be licensed to operate in Canada
- Completed Certificates are to be forwarded to the Town of BWG

Insured Information						
Named Insured						
Address of Insured						
Location & Description of Work/Activity to which this Certificate applies ALL OPERATIONS OF THE NAMED INSURED WITH RESPECT TO:					Town of Bradford West Gwillimbury Contract/File/Tender/Permit No.	
Type of Insurance	Policy No.	Insuring Company	Effective Date dd/mm/yyyy	Expiry Date dd/mm/yyyy	Limit of Liability	Deductible
Commercial General Liability Property Damage yes <input type="checkbox"/> no <input type="checkbox"/> Bodily Injury yes <input type="checkbox"/> no <input type="checkbox"/> Non-Owned Automobile yes <input type="checkbox"/> no <input type="checkbox"/> Tenant's Legal Liability yes <input type="checkbox"/> no <input type="checkbox"/> Blasting & Demolition yes <input type="checkbox"/> no <input type="checkbox"/>					\$ Per Occ. \$ Gen. Agg. \$ P & C Ops Agg.	\$
Professional Liability (Errors & Omissions)					\$ Per Claim \$ Gen. Agg.	\$
Contractor's Pollution Liability					\$ Per Claim \$ Gen. Agg.	\$
Motor Vehicle Liability For all owned, operated or leased vehicles					\$	\$
Umbrella or Excess Liability <input type="checkbox"/> Follow form Auto <input type="checkbox"/> Follow form Liability					\$ Per Occ. \$ Gen. Agg.	\$
Other					\$	\$

1. **Commercial General Liability** Policy is extended to include Personal Injury, Contractual Liability, Owner's & Contractor's Protective Coverage, Products & Completed Operations, Contingent Employers Liability, Cross Liability & Severability of Interest, and Employees as additional insured's.
2. It is understood and agreed that **THE CORPORATION OF THE TOWN OF BRADFORD WEST GWILLIMBURY** is added as an **Additional Insured** to the above listed **General Liability** or other liability as may be required with respect to liability arising out of the operations of the above named insured.

3. The following are also added as **Additional Insureds**:

4. It is agreed and understood that all claims arising out of the operations of the above mentioned project which fall within the deductible or self insured retention (SIR) limit are the sole responsibility of the Named Insured.

5. If the insurance provided under the said policy(ies) is canceled during the period of coverage stated in this Certificate, the Insuring Company will give thirty (30) days prior written notice of such a cancellation or change to:

Mailing Address: The Town of Bradford West Gwillimbury, 3541 Line 11, P.O. Box 160 Bradford ON L3Z 2A8.

Attention: Leisure Events and Marketing Coordinator Email: bkuboniwa@townofbwg.com

The General Liability Policy(ies) identified above shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each, but nothing shall operate to increase the Limits of Liability as identified above beyond the amount or amounts for which the Company would be liable if there had been only one Insured.

Certification

I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s). This certificate is valid until the expiration date(s) shown unless notice is given in writing in accordance with item 5 above.

Insurance Broker	Insurance Company
Name	Name
Address	Address
Phone	Phone
Date	Authorized Official - Signature and Stamp