

Carrot Fest Vendors 2018 Food Contract and Information

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.

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)
- Visit www.carrotfest.ca/vendor-applications.html to download the Food Event Permit. This must be completed and submitted no later than 10 business days after acceptance.
- If you have any questions, please contact Mona Ziaee, Public Health Inspector at Mona.Ziaee@smdhu.org

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)
- 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.

Business Licensing Requirements

- 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 participating at Carrot Fest 2018 **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. if they are a restaurant serving outside their store front or handing out food samples).
- Visit www.carrotfest.ca/vendor-applications.html to download further information and the Temporary Business License Application. This must be completed and submitted no later than 10 days after acceptance.

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.
- The participants are responsible to bring their own relevant decorations to enhance their booth.
- 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.

Vendor Application for Event Permit (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:			
Event Address:			
Date of Event:	From: DD / MM / YYYY To: DD / MM / YYYY	Hours of Operation:	
Event Coordinators Information:	Name:		Phone No#:
	Email:		

APPLICANT INFORMATION

Name (Contact):		Business Name:	
Address:		Business No#:	
		Fax No#:	
Phone No#:		Email:	

COORDINATOR / ORGANIZER'S INFORMATION

Name of Sponsoring Group or Agency:	Phone No#:
	Other # (Business / Cell):
Contact Person & Mailing Address:	Fax No#:
	E-Mail:

TYPE OF FOOD PREMISE AT EVENT

Mobile Premise
 Inspected Restaurant
 Street food Vending Cart
 Temporary Booth

Food Handler Name: _____ Is Food handler certified? Yes No Date: DD / MM / YYYY

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

NOTE: a donors list must be provided if exempted from regulations and accepting food from an un- inspected source.

Menu Item	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 hotter	Cold 4°C (40°F) or colder
		<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TYPE OF EQUIPMENT AT EVENT

Water Supply Source

Potable water supplied to vendors: Yes (if yes, complete next question on water source) No

Bottled Water Municipal Well

Water Truck – Other (specify): _____

Water Source Water lines: Food-grade material Yes No Length: _____

Backflow devices provided: Yes No

Ice supplied to vendors: Yes No _____

(If yes, source of water used to make ice)

Hydro

Electricity available: Yes No Backup power available: Yes No

Municipal (City/Town) _____

Generator N/A Premise

Refrigerated truck available: Yes No

Sewage, Waste Water & Garbage Disposal

Method of Sewage Disposal: Municipal Private/Septic

Method of Waste Water Disposal: Holding Tank Grey water Containers Other, specify: _____

None Available, please explain: _____

Food Storage/ Transportation

How will food be transported to the event? Insulated container Cooler with ice

Refrigerated vehicle Other: _____

Cold Holding Equipment Refrigerator (4°C or lower) Cooler with ice (4°C or lower) Refrigerated Truck

N/A Chest Freezer (-18°C or lower) Other: _____

Cooking Equipment BBQ/grill Deep Fryer Stove Oven

N/A Microwave Smoker Rotisserie Other: _____

Hot Holding Equipment BBQ/grill Steam table Chafing Dish Oven

N/A Heat Lamp Crock Pot Other: _____

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

Designated hand sink Liquid soap and paper towel Two compartment utensil washing station

Sanitizing solution Probe thermometer Thermometers in cold holding units

Garbage container Sanitizer test strips Grey water tank

Plastic containers Three compartment sink Other: _____

Multiple Event Participation Form

If you are attending more than one special event 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 – May be required

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. To confirm requirements review the Special Events Guidelines

Name(print):	Signature:	Date: DD / MM / YYYY
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FOR OFFICE USE ONLY

Office:	Date: DD / MM / YYYY	PHI:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Inspectors Notes

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 2018 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. if they are a restaurant serving outside their store front or handing out food samples. The definitions provided below can assist you in determining whether or not you require a business license.

The definition of a **Refreshment Vehicle** in the Town of Bradford West Gwillimbury's Business Licensing By-law 2014-70 is *a vehicle which is used or is designed to be used for the sale of refreshments and includes a Motorized Refreshment Vehicle and a refreshment cart.*

The definition of a **Refreshment Cart** in the Town of Bradford West Gwillimbury's Business Licensing By-law 2014-70 is *a conveyance or device, other than a Motorized Refreshment Vehicle, which is used or is designed to be used in connection with the sale, transportation, storage or cooking of refreshments to the public...*

To obtain a temporary business licence the applicant must provide the documentation listed below and pay the prescribed fee of **\$75**:

Listed below are the requirements for obtaining an appropriate temporary business license for Carrot Fest 2018. The application and required documentation must be submitted to the Licensing Officer in a timely manner to ensure proper approvals and inspections are complete. Not all of the documentation listed in Part B of the Application form needs to be submitted. The list below is what is required for this event:

- Completed Application Form
- Photo Identification
- Health Unit approval
- Safety Standards Certificate for Vehicle (not required for a refreshment vehicle)
- Certificate of Insurance

If the vehicle is already licensed in the Town of Bradford West Gwillimbury, an additional licence is not required. If the vehicle is licensed for the 2018 year in a different municipality, the license from that municipality along with the documentation listed above and prescribed fee can be accepted by the Licensing Officer.

*The Licensing Officer will be on site the day of Carrot Fest and will shut down any refreshment vehicles/carts who do not have the Bradford Business license.

Please forward all the required information by **10 business days after acceptance** and/or any questions or concerns to Randi-lynn Blanchard at rblanchard@townofbwg.com.

Temporary Refreshment Vehicle Licence Application

PART A- Refreshment Vehicle Type

Refreshment Vehicle \$75
 Refreshment Cart \$75

PART B- Application Requirements

The following original documents must be included with this application:

- Police Vulnerable Sector Check (dated within 90 days)
- Photo Identification
- Canadian Citizenship, permanent resident, proof of eligibility to work in Canada.
- Driver's Licence (**not required for Refreshment Cart**)
- Certificate of Insurance
- Safety Standards Certificate for the vehicle to be licensed (**not required for Refreshment Cart**)
- Approval from the Medical Officer of Health (Health Approval)
- Approval from Fire and Emergency Services Department

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:** _____

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.