



Town of Innisfil Town Square Concession Rental

Information Package

The Town of Innisfil is excited to open the Town Square Concession rental opportunity. Sales/service are welcome to take advantage of this opportunity. See Appendix B for location details.

To take part in this program, you must first submit a completed application (Appendix A) along with the following documents to activeinnisfil@innisfil.ca:

- Valid Insurance, naming the Town of Innisfil co-insured
- Valid health certificate from Simcoe Muskoka District Health Unit for food vendors (<https://www.simcoemuskokahealth.org/Topics/FoodSafety/SpecialEvents>)
- Business Licence (if required)

Note: Concession operations do have special requirements and guidelines. A Town of Innisfil Facility Permit must be signed and returned with payment for your application to be approved.

Guidelines:

- The concession can only operate during the time indicated on your Town Permit.
- Permits are valid from 9 am-9 pm per your booking.
- No alcoholic beverages are permitted to be served or consumed on municipal premises.
- Businesses may provide a promotional brochure to customers but are subject to restrictions based on the type of service provided. Soliciting on Town property is prohibited as reflected in our Parks By-law. Businesses are able to provide operational information, flyers, brochures, and other such items to any person who approaches the vendor.
- The Town of Innisfil is not responsible for supplying the renter with a fridge, freezer, etc. All equipment/resources required must be supplied by the renter.
- Each renter is responsible for the set-up and clean-up of their vending location, any excess garbage must be taken with the renter.
- Signage must be times and posted on a free-standing structure outlining the Company name, operational times, and contact information. Signage is permitted only within the area assigned and must be pre-approved by Town Staff.

Fees and Payment Methods:

- Monthly - \$375
- Including: Electricity, Water, *Counter space, Triple Sinks*
- *Appliances not included*

Rates are subject to HST. A 20% non-resident charge applies. Prices are subject to change.



- Insurance is required for all vendors, naming the Town of Innisfil Co-Insured. Insurance may be available for purchase from the Town at an additional fee.
- All Rental Fees payable under this Rental Contract must be paid by the Payment Date outlined on your permit.
- Payment Methods:
 - a. Visa, MasterCard, or American Express.
 - b. Debit – paid at Town Hall Customer Services Counter (2101 Innisfil Beach Road);
 - c. Cash – paid at Town Hall Customer Services Counter (2101 Innisfil Beach Road); or
 - d. Cheque – Cheques must be made payable to “Town of Innisfil”. Cheques will only be accepted if provided at least 30 days before the Start Date. NSF Cheques - A service charge of \$30.00 will be charged for payments made by the Customer that are returned to the Town of Innisfil.

Cancellation:

- In the event of cancellation by the **Customer**, where notice is given at least 1 month before the scheduled time, a cancellation fee equal to 30% of the **Rental Fee** paid or payable for the canceled time will be charged to the **Customer**. Where notice is given less than 1 month before the scheduled time, the **Customer** shall forfeit the full **Rental Fee** paid or payable for the canceled time.
- The Town reserves the right to cancel this **Rental Contract** at any time and for any reason, without notice, should it be determined in the Town’s sole and absolute discretion that the **Customer** has failed to comply with the terms of this **Rental Contract**.

To book the vendor and market space at Town Square, please fill out the attached application form and submit to: activeinnisfil@innisfil.ca Or
Call 705-436-3710

Appendix A – Town Square Vendor Application Form

LOCATION: Town Square Concession Stand

Name: _____

Business Name (if applicable): _____

Email: _____ Phone #: _____

Address: _____

City/Town: _____ Postal Code: _____

Which of the following will you be providing? Product Sales/Service Food Sales

Description of business:

Do you have an existing registered business? Yes No

If yes, provide business #: _____

Do you have existing business insurance*? Yes No

If yes, provide the coverage \$\$: _____

If Food Service, do you have an existing health certificate from SMDHU? Yes No

If yes, provide your certificate number: _____

Preferred Rental Date(s): _____

Signature: _____

Date: _____

Appendix B

