



Special Events - Temporary Vendor Permit Application

The personal information on this form is collected under the authority of the Stationary Licensing By-law 2018-90 and the Mobile Licensing By-law 2022-20, as amended. The personal information will be used for the purpose of administering, licensing, regulating and governing your event in accordance with applicable laws and regulations. Questions about this collection should be directed to the Deputy Clerk of Legislative Services.

Event Information

Festival/Event Name

Address of Event

Event Date(s)

Permit Time(s) From

 : AM PM

Permit Time(s) To

 : AM PM

Total Number of Days Operating

Contact Person (on event day)

Contact Phone No. (on event day)

FINAL Vendor List Form (attached)

Yes No

I have permission to run this event from either:

Private Property: Confirmation in writing OR: On City Property: Please provide Rental Agreement

City Event Staff

Yes No

Name of City Event Staff

Event Organizer/Applicant

Individual

Last Name

First Name

Initial

Address

Apt./Unit

City

Province

Postal Code

Telephone Number

Email Address

Mailing Address (if different from above)

Organization, Corporation, or Partnership

Name of Organization/Corporation/Partnership

Director's Name(s) Last, First

The Organizer is a registered affiliate with the City of Markham

Yes No

Business Address

Unit

City

Province

Postal Code

Telephone Number

Email Address

Mailing Address (if different from above)

Acknowledgement

Please read and initial that you understand the following:

A special event licence is issued in the name of the event and the event organizer/coordinator, who holds the responsibility of collecting and producing upon request all required application documents NOTE: failure to do so may result in the licence being cancelled and/or fines.

I have read the applicable by-laws and understand my responsibilities as an event organizer.

I have collected all application requirements from vendors in accordance with the permit requirements.

Acknowledgement of Applicant/Director

Date (YYYY MM DD)

For Office Use Only

Selling of Vendors

x

\$

fee per vendor = \$

TOTAL special event permit fee

APPLICATION GUIDELINES: The following pages *do not* need to accompany the application form.

Who requires a Special Event - Temporary Vendor Permit?

- Special Events that include vendors selling (includes display for sale, expose for sale and offer for sale Articles for Sale to the public)
- Special event means an event which is being held either as a community, social, sporting, cultural group celebration, grand opening of a commercial business or other similar event with such event being acceptable to the Deputy Clerk.

Special Event Licence Fees

- Payment instructions are forwarded once the permit application is approved. The reviewing officer will contact the applicant with instructions on how to pay online.
- REFUNDS will not be given to vendors withdrawing from the event after the licence is issued.

Fee Exemptions

- Temporary Vendors participating in a charitable or not for profit event may be exempt from the licensing fee.
- Proof of a registration will need to be provided to be exempted from the fee.

ADDITIONAL INFORMATION/REQUIREMENTS:

Temporary Vendor List

1. Please complete the “*Vendor List*” to be submitted as part of your application for a Special Event Licence.
2. You may print additional pages as required to complete your list.
3. List the name of the vendor, identify whether they are a “selling vendor (food or non-food)” or “display vendor (food or non-food)”.
4. Provide a brief description of the items that the vendor will make available to the public.
5. Please submit the completed Vendor List only when your vendor list is FINAL.
6. REFUNDS are not available after the permit has been issued.
7. APPLICATION REQUIREMENTS GUIDE, outlines what documents the event coordinator is responsible for collecting from each selling vendor for licensing.

Letter of Permission

- Letter from the property owner expressing permission for the event to take place on their property.

Floor Plan

- A floor plan with an overview of the event property, detailing areas/spaces for retail, food services, and/or areas serving alcohol.

Agencies/Departments you may need to follow up with:

- Operations Department (City of Markham) - Road Occupancy Permits (for any road, park or land closures) - If applicable.
- By-Law Department (City of Markham) - Noise Exemption - If applicable
- Building Standards Department (City of Markham) - Approved Building Permits - If applicable
- Parks Department (City of Markham) - Approval of park use - If applicable
- Fire Prevention Department (City of Markham) - Fireworks Permit - If applicable
- Alcohol & Gaming Commission of Ontario (Province of Ontario) Liquor Permit - If applicable

APPLICATION REQUIREMENTS GUIDE

The following checklist summarizes the documents the event organizer is responsible to collect from each vendor participating as per the by-laws, as amended.

| Document | Non-food Vendor | Food Vendor | Food Truck | Ice Cream Truck | Food Cart |
|-------------------------------|-----------------|-------------|------------|-----------------|-----------|
| Insurance | √ | √ | √ | √ | √ |
| TSSA Propane Inspection | | √ | √ | √ | √ |
| York Region Health Inspection | | √ | √ | √ | √ |
| Vehicle Ownership | | | √ | √ | |
| Vehicle Insurance | | | √ | √ | |
| Vehicle Safety Certificate | | | √ | √ | |

| | |
|---|--|
| General Liability Insurance | <ul style="list-style-type: none"> General Liability Insurance in the amount of \$2,000,000 with respect to all activities and operations of the Special Event against claims for personal injury, bodily injury including death, and property damage or loss, indemnifying and protecting the Special Event Coordinator, their respective employees, servants agents, contractors, volunteers, invitees or licensees. |
| TSSA Propane Inspection (Technical Standards & Safety Authority) | <ul style="list-style-type: none"> Required if using Mobile Food Service Equipment (MFSE) whose primary purpose is to prepare food (whether or not it's permanently parked) and contains propane or other hydrocarbon fuel-fired cooking appliances. TSSA inspection report dated within the past 12 months A portable BBQ requires an annual inspection from a licenced gas contractor provided on a TSSA provided form (<i>Mobile Food Service Equipment – Annual Inspection</i>). More information can be found at https://www.tssa.org/en/fuels/food-trucks.aspx or call 1-877-682-TSSA (8772) and vendor to produce a manufacturer's manual that does not include the phrase "Not for Commercial Use" A reputable registered gas contractor with a minimum G2 or G1 gas certificate will provide the inspection form and perform the inspection |
| Region of York Health Inspection | <ul style="list-style-type: none"> Event organizers and vendors are required to submit an application form to York Region Health Department <ul style="list-style-type: none"> → Send a "Special Event Application for Event Organizers" min. 30 days prior to their event → Send the "Special Event Application for Food Vendors" min. 15 days prior to their event For more information visit https://www.york.ca/health/food-safety or call 1-800-361-5653 to speak to a Public Health Inspector York Region to send an email of approved vendors to the event organizer which must be retained |
| Vehicle Ownership | Valid vehicle ownership; legible copy; showing both sides of the ownership; plate number to match vehicle participating in event; signed |
| Motor Vehicle Insurance | <ul style="list-style-type: none"> Must be a Certificate of Insurance (not pink slip), to include vehicle V.I.N. Each Vendor must produce, when applicable, Motor Vehicle General Insurance in the amount of \$2,000,000 for any vehicle used by the vendors participating in the Special Event. |
| Vehicle Safety Certificate | <ul style="list-style-type: none"> Safety Standard Certificate – must be valid within 36 days as noted on certificate; or Annual Inspection Certificate (Commercial Vehicles) – must be valid within 1 year |

Questions?

For more information contact the City of Markham at LicensingFC@Markham.ca