



Town of Arnprior
 105 Elgin Street West
 Arnprior, ON.
 K7S 0A8
 613-623-4231

Business Licence Application Form

Special Event Vendor

Pursuant to Town of Arnprior Licencing By-law, As Amended

This is Not a Licence

<u>Applicant Information</u>			
Applicant Name:			
Full Address:			
Phone Number (primary):			
Phone Number (secondary):			
E-mail Address:			
<u>Vendor Information</u>			
Business/Group Name:			
Website URL:			
Description:			
List of Items for Sale:			
Farm/produce:			
Baked:			
Arts & Crafts:			
Other:			
Type of Licence:	Full Day (Non-Food Vendor)	Half Day (Non-Food Vendor)	
	Full Day (Food Vendor)	Half Day (Food Vendor)	
Name of Special Event:			
Dates of Special Event:			
Payment Type:	Cash	Cheque	Debit

NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION: Personal information collected on this application form is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of processing the application and for administrative purposes. Questions about the collection and use of this information in accordance with the Municipal Freedom of Information and Protection of Privacy Act may be made to the Town Clerk, 105 Elgin Street West, Arnprior, ON K7S 0A8 or by phone: (613) 623-4231 ext. 1817.

Important Application Approval Information:

- All Businesses must comply with the Town of Arnprior Licencing By-law, as amended.
- Full payment of the Business Licence Fee, as per the User Fees and Charges By-law, as amended, shall be received prior to a licence being issued. This fee is non-refundable.
- Any Application/Licence submitted/issued under the Town of Arnprior Licencing By-law, as amended, may be refused, revoked, suspended, or refused to be renewed by the Issuer of Licences for by-law non-compliance.
- Required approvals must be obtained prior to the application for a Business Licence.
- It is mandatory for all licenced businesses/ applicants to carry sufficient liability insurance, in compliance with the Town of Arnprior’s insurer.
 - For Vendors of a Town of Arnprior hosted Special Event who do not carry their own liability insurance or adequate insurance when participating in the Town of Arnprior hosted Special Event, a Facility User Liability Insurance Program **may** be available at the time of booking, depending on the event. Please contact the Clerk’s Office for further information.

Mandatory Application Requirements	Required
Copy of Approved Government Issued ID	<input type="checkbox"/>
General Liability Insurance	<input type="checkbox"/>
Health Unit Certificate of Approval (If Applicable - i.e. Food)	<input type="checkbox"/>
TSSA Certified Propane Fitter Inspection Certificate (where propane is being used by the vendor)	<input type="checkbox"/>
Letter of permission from the property owner/ Special Event Coordinator	<input type="checkbox"/>
Historic Compliance with all By-laws and Applicable Legislation	<input type="checkbox"/>
Applicable Licence Fee Paid	<input type="checkbox"/>

Licensee Declaration

I, the undersigned, have read the Town of Arnprior Licencing By-law, as amended, and I am fully aware of and agree to comply with said requirements, provisions and conditions. I further understand that the Issuer of Licences may refuse, suspend, amend or revoke a Licence at any time for by-law non-compliance.

Applicant’s Name Printed

Applicant’s Signature

Date

<u>Office Use Only</u>		
Special Event Vendor Location/ Special Event:		
Liability Insurance Provided: <input type="checkbox"/>	Facility User Liability User Insurance: <input type="checkbox"/>	
Application Status: Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>		
Payment Received: <input type="checkbox"/>	Date: Click here to enter a date.	Amount: \$
Licence Number:		Issued by:

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