



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

Town of Arnprior Special Event Vendor Application Form

<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:			
Vendor Fee:	Not Applicable		
Do you require power?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		
Name of Special Event:			
Dates of Special Event:			

Important Application Approval Information:

- It is required that all vendors attending Town Municipal Events have and comply with the “Mandatory Application Requirements” listed herein.
- Any Special Event Vendor Application submitted to the Town of Arnprior may be refused, for non compliance.
- Required approvals must be obtained and submitted to the Town Event Coordinator **a minimum of 1 week prior** to attending the Town’s Municipal Special Event as a vendor.

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 Continued:

- It is mandatory for all vendors 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	N/A
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"/>	<input type="checkbox"/>
TSSA Certified Propane Fitter Inspection Certificate (where propane is being used by the vendor)	<input type="checkbox"/>	<input type="checkbox"/>
Historic Compliance	<input type="checkbox"/>	
Applicable Vendor Fee Paid	<input type="checkbox"/>	

Licensee Declaration

I, the undersigned, am fully aware of and agree to comply with said requirements, provisions and conditions outlined herein. I further understand that the Town of Arnprior may refuse or revoke acceptance for non-compliance.

Applicant’s Name Printed

Applicant’s Signature

Date

<u>Office Use Only</u>	
Town Municipal 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"/>	
Date: Click here to enter a date.	