

METCALFE AGRICULTURAL SOCIETY FOOD CONCESSION APPLICATION

This agreement is for all food concessions on the Fairgrounds of the Society.
Metcalf Fair dates: Thursday, September 30, 2021 through Sunday, October 3, 2021.

EXHIBITOR/RENTER, COMPANY NAME & ADDRESS	TYPE OF DISPLAY Describe ALL items being sold
Name: Company Name: Address:	
E-mail:	
Tel: (primary) (other)	

Two Million (\$2,000,000.00) Dollar liability insurance, is MANDATORY, showing Metcalfe Agricultural Society as an additional named insured. Copy to be included with signed contract and payment.
Name of Insurance Company:
Policy Number:
Date of Expiry
Signature of Policy Holder:

Space to be confirmed before sending payment. Payment to be made once confirmation is received. Preference will be given to returning Concessionaires confirming before September 1, 2021. After September 1st, first come, first served.
No refunds.

**** Concessionaire to provide sketch, showing hitch portion and dimensions, for mapping purposes.**

SET-UP TIME: Arrival Wednesday at 8 a.m., set-up commences at 9 a.m.

NOTE – MAS reserves the right to move a concessionaire who has placed equipment prior to set-up day, to the space allocated by MAS.

HOURS FOR PUBLIC:

- THURSDAY, September 30 - 4 p.m. to 9 p.m.**
- FRIDAY – October 1 - 10 a.m. to 9 p.m.**
- SATURDAY – October 2 - 10 a.m. to 9 p.m.**
- SUNDAY – October 3 - 10 a.m. to 5 p.m.**

CONCESSIONAIRES MUST REMAIN UNTIL 5 p.m. Sunday, October 3rd.

***** See Rental Conditions for further important information *****

Concession Space: Base Fee \$700 (includes 20 AMP Hydro) (space up to 25')	=	\$ _____
Additional Space: Over 25', add \$12 per foot	=	\$ _____
Additional Hydro: Over 20 AMP, up to 40 AMP add \$60 Over 40 AMP, up to 59 AMP add \$75 60 AMP and up add 120	=	\$ _____
Additional Trailers/RVs: # of Additional Trailers/RVs @ \$200 (includes up to 20 AMP hydro service)	=	\$ _____
Sub-Total		\$ _____
Late Application Surcharge (after September 1st)		\$ _____ 50.00
Additional Passes ** (see below)		\$ _____
TOTAL		\$ _____
Payment Due Once Confirmation has been Received		\$ _____
NET OWING		\$ _____

**** PASSES included with contract: EITHER 2 weekend passes OR 2 day passes for each of Friday, Saturday & Sunday. Additional passes (reduced cost for concessionaires) \$15 each for weekend passes (maximum 5); \$5 each for day passes (maximum 5/day).**

Please indicate the total number and type of passes you will require:

Weekend: _____ Friday: _____ Saturday: _____ Sunday: _____

Signature of Concessionaire: _____ Date: _____

Mail or email completed and signed application. Payment and copy of insurance is due once confirmation is received.

**Metcalf Agricultural Society
Attn: Concessions
P.O. Box 29 Metcalfe ON K0A 2P0
office@metcalfeair.com**

Checklist:

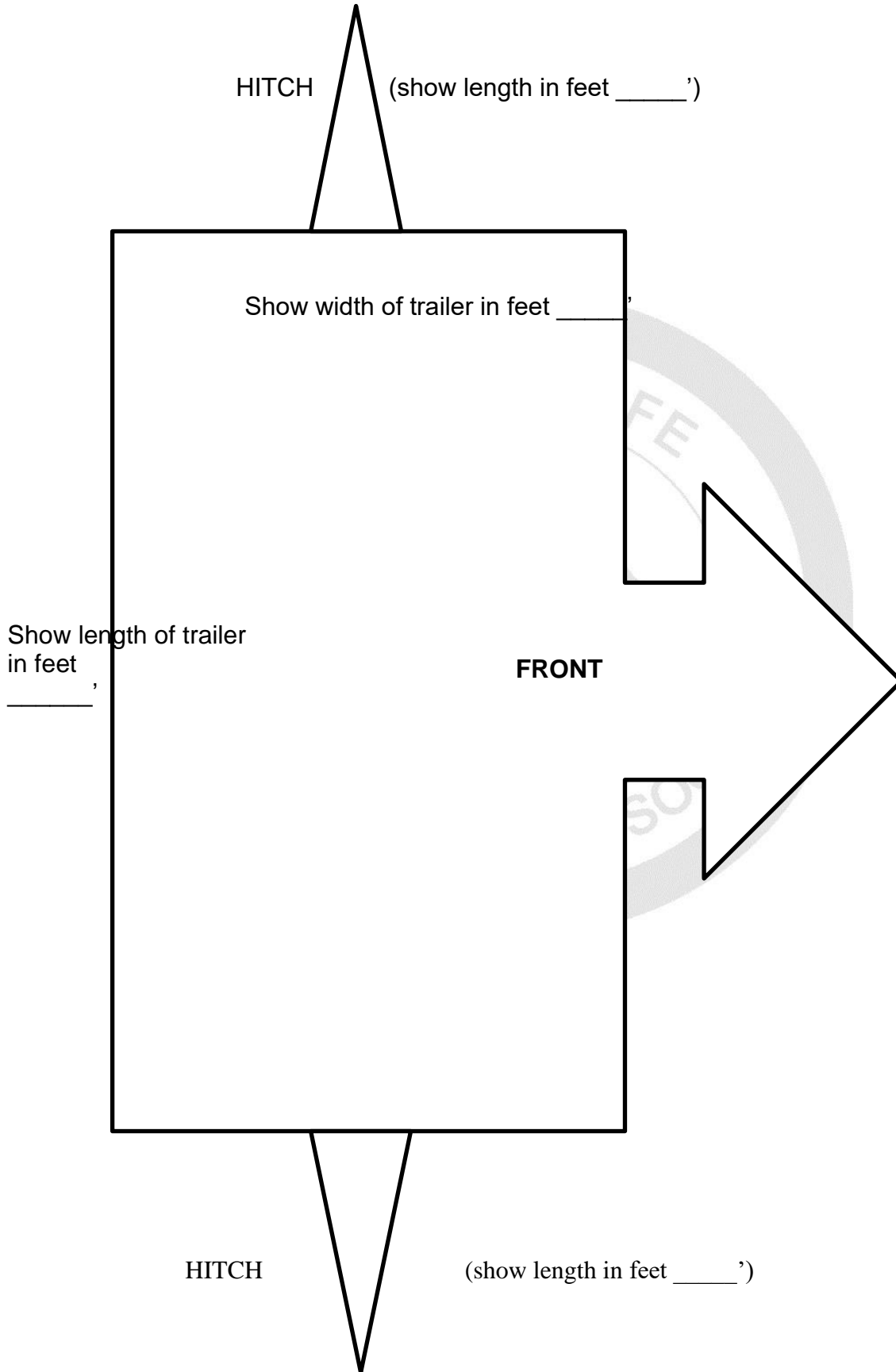
- 9 Completed and Signed Contract
- 9 Copy of Insurance Policy or Certificate (once confirmation is received)
- 9 Payment by cheque, money order, cash or e-transfer to treasurer@metcalfeair.com (no post-dated cheques) once confirmation is received
- 9 Sketch of trailer(s), including dimensions and hitch portion
- 9 Menu, including prices

***** See Rental Conditions attached for further important information *****

FOR MAS OFFICE USE ONLY	
Date Received: _____	
Payment Received: _____	
Copy of Insurance Received: _____	
Total Space Allotted: _____	Location: _____



SKETCH TO BE PROVIDED BY ALL FOOD / OUTDOOR VENDORS



BETWEEN: METCALFE AGRICULTURAL SOCIETY (hereinafter referred to as "MAS"), **Box 29, 2821 8th Line Road, Metcalfe ON K0A 2P0**

AND: _____ (hereinafter referred to as "Concessionaire")

PREFERENCE WILL BE GIVEN TO RETURNING CONCESSIONAIRES CONFIRMING BEFORE SEPTEMBER 1st, 2021. After this date, space will be allotted on a first come, first served basis, with no preference to returning or former concessionaires. Cheque or money order must be enclosed with application, payable to **Metcalf Agricultural Society. *POST-DATED CHEQUES WILL NOT BE ACCEPTED. No refunds.***

HOURS FOR PUBLIC:

THURSDAY, SEPTEMBER 30th – 4 p.m. to 9 p.m.

FRIDAY, OCTOBER 1st – 10 a.m. to 9 p.m.

SATURDAY, OCTOBER 2nd – 10 a.m. to 9 p.m.

SUNDAY, OCTOBER 3rd – 10 a.m. to 5 p.m.

CONCESSIONAIRE'S OBLIGATIONS:

1. The Concessionaire agrees to set up, operate and dismantle its food operation in the location determined by MAS and assumes all costs for the same.
2. The Concessionaire agrees that no food items or non-alcoholic beverages shall be sold without the written consent of MAS.
3. The Concessionaire agrees to operate his/her food booth the hours during the fair dates specified by MAS. No Concessionaire is to dismantle their booth prior to 5:00 p.m. on Sunday, October 3, 2021 without the written consent of the concession chair.
4. The Concessionaire agrees to maintain the premises it occupies in a clean and orderly condition, removing food containers and other litter on the premises occupied by it as soon as practical during each of the days it is operating its food booth, and at the end of each day, at its own expense.
5. The Concessionaire shall bear full responsibility for its vehicles, trucks and trailers on the Fairgrounds. In the event that a Concessionaire brings additional vehicles and/or storage facilities over and above those used in the rented space, MAS reserves the right to designate a parking area for such additional vehicles and/or storage facilities, which may or may not be in close proximity to the Concessionaire's rented space.
6. All Board of Health standards and regulations must be rigorously maintained by the Concessionaire. Breaches of any health regulation shall result in the immediate expulsion of the Concessionaire and MAS will not be required to refund any moneys to the Concessionaire.
7. It will be the responsibility of the Concessionaire to obtain and pay for necessary permits, licenses and inspections that may be required.
8. The Concessionaire shall, upon signing this Agreement, provide a full menu complete with prices of requested foods and beverages to be sold, picture of unit, statement of outside dimensions and hydro requirements, proof of comprehensive liability insurance (it is required that each Concessionaire carry a minimum of at least \$2,000,000.00 comprehensive liability insurance) protecting and naming the Metcalfe Agricultural Society. It is mandatory to provide a photocopy of liability insurance to the Metcalfe Agricultural Society office with signed application form and payment.

9. Without restricting the generality of the foregoing, the Concessionaire shall comply with all municipal and Provincial regulations concerning all food concessions together with MAS regulations concerning food concessions.

10. Each concessionaire must follow all Provincial, City of Ottawa, and Ottawa Public Health Safety Precautions, Guidelines, and Rules relating to Covid-19.

11. The Ontario Ministry of Labour advises that workers installing temporary structures on the Metcalfe Fair site fall under the scope of the Occupational Health and Safety Act, Ontario Regulation 213/91. Concessionaires must ensure that all individuals work in compliance with health and safety procedures as legislated by this act.

12. No holes allowed to be put into pavement surface.

13. No pets are allowed on the Metcalfe Fairgrounds. This policy does not apply to service dogs, or animals brought in as part of an exhibit or special event.

14. No business will be conducted prior October 3, 2019, without the written authorization of concession chair. **Anyone requiring electrical power prior to September 30, 2021 will be charged \$25.00 per day. PLEASE NOTE hydro rates below.**

15. In consideration of the right given to it by MAS to sell food items and non-alcoholic beverages and retain the profits of such sales for its own benefit, the Concessionaire agrees to the rates below.

16. Set-Up Day will be held **Wednesday, September 29th at 9:00 a.m (arrival time 8:00 a.m.)**. The Concessionaire or his/her agent must be on hand for allocation of space at that time. Anyone not present at that time may forfeit their space from previous years.

17. All Concessionaire applications will be reviewed by the Concession Chair to decide which ones to accept, since there may be more applications than Metcalfe Fair can accommodate.

18. Receipt and gate passes will be given to the Concessionaire at Fair time. Passes included with contract: EITHER 2 weekend passes OR 2 day passes for each of Friday, Saturday & Sunday. Additional passes (reduced cost for concessionaires) \$15 each for weekend passes (maximum 5); \$5 each for day passes (maximum 5/day).

19. It is the responsibility of the Concessionaire to collect from patrons and remit to the government the Harmonized Sales Tax when and where applicable.

20. Food concessions require a holding tank for grey water. The costs of this are the responsibility of the Concessionaires. Concessionaires who have their own holding tanks will be responsible for arranging and costs associated with required pump out. Grey water shall be dumped only at the designated areas specified by the food concession chairman.

MAS OBLIGATIONS:

1. MAS shall provide to the Concessionaire a location to be determined by MAS, having regard to the type of concession.

2. MAS covenants to supply the Concessionaire with electrical power and water, if required by the Concessionaire.

3. MAS and the Concessionaire agree that the Concessionaire shall sell only the **ITEMS at the PRICES on the MENU SUPPLIED** and which have been approved by MAS.

4. MAS shall notify Concessionaires of acceptance.