



VENDOR LICENCE APPLICATION

The Vendor License application should be completed and submitted 30 days prior to the proposed starting date of operations.

For assistance, please contact the Town's Administration department at 613 584 2000 or townmail@deepriver.ca.

IMPORTANT: Completion of this application does NOT guarantee a license.

Please familiarize yourself with the Town's Vendor Policy (Policy A004), which can be found on the website www.deepriver.ca.

Applicants are encouraged to consult with the Administration departments and, if necessary, the County of Renfrew, Renfrew County and District Health Unit, and other agencies prior to submitting an application to confirm any other required approvals, permits and costs.

The following documents may form part of, and must be included (where applicable) with this Vendor Licence application:

- ☐ **Completed application (mandatory),**
- ☐ **Proof of General Liability Insurance for \$2,000,000 (mandatory),**
- ☐ **Written approval from the Renfrew County and District Public Health Unit dated in the last 30 days (mandatory for vendors selling or serving food and drinks)**
- ☐ Detailed site map and drawings of proposed location and layout,
- ☐ Written authorization from the property owner,
- ☐ Written authorization from event organizers, or facility rental contract holders
- ☐ Proof of vehicle registration and insurance, current mechanical fitness of the vehicle as issued under the Highway Traffic Act
- ☐ Signed Certificate from an inspector dated in the last 12 months for any equipment storing, handling or using propane.

Completed forms can be submitted to Administration Department electronically to townmail@deepriver.ca, or delivered to the Deep River Town Hall at:

Vendor Licence Application
ATTN: Administration Department
100 Deep River Road, PO Box 400
Deep River, K0J 1P0

APPLICANT

Applicant Name(s):		
Business Name:		
Business Type:	Registered Charity (Y/N)	
	Not-for-profit / community organization (Y/N)	
	For profit company (Y/N)	
Address:		
Home Phone #:		Work Phone #:
Email Address:		
Is the applicant 18 years old or younger? (Y/N)		

TYPE OF VENDOR – select one of the following

Outdoor Mobile - operates from a vehicle, trailer, cart, etc., motorized or muscular powered, and is moved from site to site	
Outdoor Stationary – operates from a immobile vehicle or structure	
Indoor – operates within any of the Town's public facilities (e.g. arena, pool, etc.)	

TYPE OF LICENCE – select one of the following

General	Single day	
	3 days in a year – valid for the calendar year, up to a maximum of 3 days in the calendar year	
	10 days in a year – valid for the calendar year, up to a maximum of 10 days in the calendar year	
	20 days in a year – valid for the calendar year, up to 20 days in the calendar year	
	270 days in a year – valid for the calendar year, up to 270 days in the calendar year, <i>private property only</i>	
Local Fresh Produce – valid for season, sales of locally grown fresh produce		
Event - single event, up to 5 days, unlimited vendors		

GOODS FOR SALE – indicate the type of goods and/or services that will be sold or displayed

Food and/or drinks	
Other	

LOCATION – list the proposed location(s). Please attach a site plan showing the location and layout of the Vending structures, and measurements to the nearest roads, buildings and other structures, where applicable.

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DATES OF OPERATION – please refer to the policy for permitted time frames

Start Date	
End Date	
Operating hours	

DECLARATION OF COMPLIANCE

I/We hereby agree that I/we have read and understood *Policy A-004: Licensing, Regulating, and Governing Vendors*, and will abide by the terms set therewith. I/We understand that my/our application will form the agreement and that approval must be granted prior to any vending operation. I/We understand that non-compliance will result in the suspension or revocation of the Vendor Licence and that I/we may be required to surrender the Licence and cease vending operations as directed by the Town of Deep River at my/our own cost. I/We also acknowledge that any modifications to any approved proposed sites, locations, routes, and/or plans will require municipal approval and/or other non-municipal approvals. Furthermore, by signing this application I/we acknowledge that it is a public record and some information may be released or available through requests of the Freedom of Information Act.

The undersigned further covenants and agrees to indemnify and save the Town of Deep River harmless from any loss, dangers, claims, damages or costs in connection with any alleged damages or injuries directly or indirectly resulting from the set-up, operation, and shutdown of any vending operations and/or use.

Signature of Applicant:

Date:

TO BE COMPLETED BY THE TOWN OF DEEP RIVER

Permit Approved			Permit Declined		
Permit #:			Expiry Date		
Comments and Conditions					
Inspections required?		Department:			
APPROVED BY:			APPROVAL DATE:		

Vendor Licence Application

LICENCE FEES – please refer to current Schedule of Fees By-law

Licence Fee	\$
Additional fee for use of Public Lands	\$
Additional fee for Indoor Vendors	\$
Discount for Charitable Organizations	\$
Discount for young owner/operators (18 years and younger)	\$
TOTAL	