

### Applicability

This application is to be completed by every person/group operating a refreshment vehicle at any special event in the Municipality of Clarington, in accordance with By-law 2014-016. A “special event” means a cultural, recreational, educational or similar event including fairs, festivals and carnivals that has an expected daily attendance of at least 500 persons at any time during the event.

The event organizers must notify Durham Region Health Department (DRHD) at least two weeks prior to hosting an event. Failure to advise DRHD at least two weeks in advance may result in the failure of your food vendors to participate in your event. Contact DRHD at 905-666-6241 or 1-800-841-2729.

### Submission Requirements

1. This application shall be completed and submitted at least two weeks prior to the start of the event.
2. You must be at least 18 years old (or an authorized representative of a corporation) to apply.
3. It is the applicant’s sole responsibility to obtain and pay for all of the information and documentation required.
4. For your application to be complete, you must submit the necessary supporting documents. Part 2, Sections A, B, and C detail what you must submit.

All mobile vehicles, trailers or carts must be licensed pursuant to the Clarington Refreshment Vehicle Licensing By-law. For further information, please visit [www.clarington.net](http://www.clarington.net) to view the Refreshment Vehicle Licence requirements.

### Submission Instructions:

Your completed application form, fee, and all necessary supporting documentation shall be submitted to the Municipal Law Enforcement Division, 2611 Trulls Road, Courtice, ON L1E 2N3.

For further information regarding this application process, contact the Municipal Clerk’s Department at 905-623-3379 ext. 2150.

Personal information on this form is collected for the purposes of administration, management and enforcement of the Municipality’s special events permits and applications. Personal information along with other information provided with this application will be shared among authorized Municipal staff, and external agencies who have input or an interest in the event, for the purposes of administering and managing approvals and permits required for the special event. Questions concerning this collection may be addressed to the Municipal Clerk at 905-623-3379.

### Part 1 – Vendor Contact Information

Business Name

Contact Name

Telephone (Home)

Telephone (Cell)

Address

City

Province

Email

### Part 2 - Event Information

#### Event Overview

Event Name

#### Event Dates & Times

Event Start Date/Time

Event End Date/Time

Event Rain Date/Time

Set Up Date/Time

Hours of Operation

Take Down End Date/Time

#### Event Location

Name of Facility or Address of Property

Property Owner

Is applicant the property owner?  Yes  No

Where the applicant is not the owner of the property on which the event is to be held, written proof that owner consents to the event must be included with this application.

### Part 3 – Licenced Fees and Supporting Documentation

Complete one of Sections A, B, or C.

#### Section A - Do you hold a valid Refreshment Vehicle Licence in the Municipality of Clarington?

Licence Number:

Licence Expiry Date:

**Fee = None**

**Copy of Licence provided**

#### Supporting Documents Required

Written proof of participation approval by the special event host organization

#### Inspections Required

Upon set up of the event, you will require:

On-site Emergency and Fire Services Department inspection

On-site Health Department inspection

### Section B - Do you hold a valid Refreshment Vehicle Licence in the Region of Durham?

Municipality:

Licence Number:

Licence Expiry Date:

**Fee = \$25.00**

**Copy of Licence provided**

#### Supporting Documents Required

- Written proof of participation approval by the special event host organization
- Corporate Information
- \$2 million liability insurance listing the Municipality as a third party co-insured for the duration of the special event

#### Inspections Required

Upon set up of the event, you will require:

- On-site Emergency and Fire Services Department inspection
- On-site Health Department inspection

### Section C - Do you hold a valid Refreshment Vehicle Licence in the Province of Ontario? (If not, contact the Municipality of Clarington to complete a Refreshment Vehicle licence application.)

Municipality:

Licence Number:

Licence Expiry Date:

**Fee = \$50.00**

**Copy of Licence provided**

#### Supporting Documents Required

- Written proof of participation approval by the special event host organization
- Corporate Information
- \$2 million liability insurance listing the Municipality as a third party co-insured for the duration of the special event
- Copy of vehicle ownership

#### Inspections Required

Upon set up of the event, you will require:

- On-site Emergency and Fire Services Department inspection
- On-site Health Department inspection

#### Part 4 – Acknowledgement of Conditions

I certify that I have read this entire application form and am fully aware of its terms and conditions and of my obligations created by it.

**Applicant**

**Date**

#### Part 5 – Office Approval

**Approved By:**

**Date**

**Issued By:**

**Licence #**