

Description

The City of Grande Prairie ("**City**") is looking for six food trucks/mobile concessions ("**Food Vendors**") to participate in Canada Day 2024 taking place on Monday, July 1, 2024 ("**Event**").

Food Vendors will be stationed in Muskoseepi Park from **2:00 p.m. to 12:00 a.m.** in the Amphitheatre parking lot.

All Food Vendor's applications will be considered on a first come first serve basis in order of completed and received application forms. Locations and arrival times will be provided closer to the date of the Event. All assigned locations are **final and are non-negotiable**.

Fees and Timelines

- All participating Food Vendors must pay a mandatory fee of **One Hundred and Five (\$105.00) Dollars**.
- Payments can be made in person at City Hall or over the phone by calling 780-538-0300. Upon confirmation of receipt of full application, the Food Vendor will have 48 hours to pay fees after which the Food Vendor will be allocated a spot at the event.

Submission Information

- Participants must apply. Applications must be submitted electronically to foodtrucks@cityofgp.com or by mail* to:

Canada Day 2024
C/O Events & Entertainment
City of Grande Prairie
PO Bag 4000
Grande Prairie AB, T8V 6V3

- All completed applications must be received by **June 7, 2024 at 4:30 p.m.** ("**Deadline**"). Any applications received after this date will not be considered for the Event.

*Allow for five (5) business days for mail delivery of your application to the City.

Questions

If you have any questions, please call 780-357-8710 or send an email to events@cityofgp.com.

FOIP Act Policy

The personal information collected herein is authorized under section 33(c) of the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, as amended from time to time. The information is used to administer the Canada Day 2024 Event, promotional advertising, and contract tracing. If you have any questions about the collection, use or disclosure of your personal information, please contact the Event Coordinator at events@cityofgp.com.

Section 1: Food Vendor's Information

Business Name:			
Contact Person:		Email Address:	
Phone:		Alternate Phone:	
Email:			
Mailing Address:			

Section 2: Food Vendor's Mobile Concession Information

Please describe your mobile concession:

Food Truck
 Trailer
 Other (Please specify):

What is the approximate length of your mobile concession? (In feet)

Please describe the services and serving location of your mobile concession and any other limitations: (e.g., service window on left side, payments at rear)

Generator

Will you be supplying a generator? Yes No

(Note: The City may not be able to provide power depending on your location for the Event.)

Tent

Will you be supplying a tent? Yes No

If so, what size is the tent? (In feet)

(Note: If you answered Yes, please be aware that a maximum size for a tent is 10 feet by 10 feet and that all tents must be adequately secured with sandbags if located on pavement or with pegs if located on grass. Sandbags and pegs must be provided by the Food Vendor. If using pegs, you will be provided with an irrigation map to ensure no damage is done to the irrigation system.)

Section 3: Staff Lunches

Would you like to participate in Staff Lunches during the Canada Day Celebration? Yes No

Food vendors who are participating in staff lunches will be provided with an order form. All staff orders must be accurately **recorded at time of sale, and a till receipt must be provided for each order.** Food vendors who are unable to provide a till receipt and record of sale will not be reimbursed for that sale.

All order forms and till receipts must be submitted no later than **Monday, July 8 at 4:30 p.m.** Order forms and till receipts not submitted by this time will not be reimbursed. Order forms and till receipts can be submitted in person at the Ernie Radbourne Pavilion or via email at foodtrucks@cityofgp.com.

Once your order form and till receipts have been received, the reimbursement will be processed.

Section 4: Additional Required Forms

If you have not already submitted a Mobile Food Concession Parking Application for the 2024 season, please include the following with this application:

- Mobile Food Concession Parking Application
- A Certificate of Insurance naming the City of Grande Prairie as an additional insured
- A copy of your Business Licence

Section 5: Signature Fields

By signing below, you agree that the information above is accurate and reflective of your application and intended activities.

Applicant Full Name:

Applicant Signature:

Date:

Section 6: Rules and Regulations

I / We, _____ (Food Vendor) hereby have read and understand the following:

- These conditions, instructions and specifications refer to the operation of a mobile food concession on the grounds of Muskoseepi Park for the Event.
- All Food Vendors (and any staff) must adhere to regulations put in place by the Government of Alberta. Food Vendors are responsible for obtaining and paying for all required Federal, Provincial and Municipal permits and licenses.
- Food Vendors will always and in all respects comply with and conform to all municipal bylaws, rules or regulations and all other legal requirements whatsoever whether imposed by Municipal, Provincial or Federal authority.
- Failure to provide proof of licenses, etc. by the Deadline will result in cancellation of the application.
- Food Vendors shall maintain a minimum of two million (\$2,000,000.00) dollars, inclusive, liability insurance for the entire Event and shall provide to the City on or before the Deadline a copy of the certificate of insurance evidencing proper insurance is in place.
- Food Vendors must provide the City with a copy of all applicable licenses and permits including copies of the Temporary Food Establishment Permit and a copy of their City of Grande Prairie Business License.
- Food Vendors are responsible for providing all equipment required for the operation of their mobile food concession, including tents, garbage cans, and power sources (including extension cords) as required.
- Food Vendors shall comply with all regulations as determined by the Occupational Health & Safety Act, SA 2017, c O-2.1 and any other safety regulations as determined by the City.
- Food Vendors shall indemnify and save harmless the City from and against all claims, losses, costs, damages, suits, proceedings or actions arising out of or related to the Food Vendors operation of the mobile food concession at the Event and activities in executing the work, including omissions, improper acts or delays.
- Food Vendors will actively promote the food services that they are offering for the Event, while presenting the City in a positive manner. All advertising by the Food Vendor(s) shall first be approved in writing by the City.
- Food Vendors are to supply a menu and prices with this Application. The City is expecting a wide variety of food products to be available for the Event.
- Under no circumstances will any controlled substances, alcohol, smoking or vaporizing products, marijuana products (including edibles), or sunflower seeds be available from the mobile food concessions.
- No permanent structures or fixtures will be permitted. Temporary structures such as tents must be pre-approved in writing by City staff.
- Food Vendors are permitted to bring one (1) vehicle per mobile food concession on to their assigned location. This vehicle is in addition to their mobile food concession and will have assigned parking.

Section 6: Rules and Regulations (Continued)

- **No vehicles are permitted on the turf areas without prior written approval from the City.**
- Food Vendors shall be responsible for the cost of repairing any damage caused by their mobile food concession or agents to fixtures or facilities including irrigation equipment and turf.
- Please be advised that both media and the general public may be taking photos throughout the Event. These photographs may be used for promotional reasons. All Food Vendors must fill out the included **Photography & Video Release Form**. All completed forms are to be returned via email to foodtrucks@cityofgp.com or in person at the Event.

Section 7: Agreement

Applicant Full Name	
Applicant Signature	Date

Section 8: Canada Day Food Vendor Menu

All applicants must specify **all items** and unit process to be charged. Add more pages if necessary.

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Event Information

Event:

Event Date:

Contact Information

Name:

Address:

City:

Province:

Postal Code:

Phone:

Email:

I hereby grant permission to the City of Grande Prairie and its agents to:

- Record my name, likeness, image, voice, interview, performance and testimonial as captured by the photographer or videographer on the date listed below.
- The rights of my image and testimonial, in video or still photography, and of the likeness and sound of my voice as recorded on audio or videotape without payment or other consideration.
- I understand that my image, in video or still photography, may be edited, copies altered, exhibited, modified, published, distributed, or combined with other content and waive the right to inspect or approve the finished product wherein my likeness appears and that I will not receive notification prior to the content's use.
- I understand that video or still photography of me may be used for print publications, displays, advertisements or media distribution and digital formats such as websites, social media, broadcasts and exhibitions for promotion, publicity, advertising or art created by / for the City of Grande Prairie, electronic direct mail or any such communication.
- I agree that I have no rights to the content and the City of Grande Prairie shall retain final editorial, artistic and technical control of all content, without limitation. I acknowledge that I will receive no compensation or royalties should any of my personal imagery be used for any purpose. I will be consulted about the use of my photographs or video recordings for any purpose other than those listed above.
- There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.
- By signing this release, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. The City of Grande Prairie and its agents will be discharged from / against any claims, damages or liability arising from or related to use of this material.

I hereby grant permission to the City of Grande Prairie and its agents to: (Continued)

- I am at least 18 years of age and have the full legal capacity to execute this release. I have read this document and I fully understand the contents, meaning and impact of this consent form.

If under 18 years of age: Parent or Guardian Consent

I represent and warrant that I am the parent or legal guardian of _____ (full name of minor) who is a minor and that I am entitled and authorized to sign this release and grant full rights to the City of Grande Prairie. I have read, understood and agreed to the foregoing.

Signature:		Signature Date:	
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Notice of Collection

This information is being collected under the Authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act, RSA 2000, c. F-25, as amended from time to time, and may be used for the administration of City of Grande Prairie programs including publicity materials. Your personal information is protected by the privacy provisions of the FOIP Act. If you have any questions about the collection, use and disclosure of your personal information, contact the Event Coordinator at events@cityofgp.com.

Office Use Only

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