



NEWMARKET MUSIC SERIES

Vendor Application Form

Thank you for your interest in participating in the Town of Newmarket's TD Newmarket Music Series 2022.

TD Newmarket Music Series is a free outdoor concert series featuring top quality, professional tribute acts, along with local up and coming artists as openers every Thursday evening from July 7 to September 1, 2022 at Newmarket Riverwalk Commons (200 Doug Duncan Drive) in downtown Newmarket.

The following headliners have been scheduled for 2022:

July 7: Hotel California A tribute to The Eagles	August 11: Exodus A tribute to Bob Marley
July 14: Dwayne Gretzky Greatest songs of all time	August 18: ABBA Revisited A tribute to ABBA
July 21: Wannabe A tribute to Spice Girls	August 25: Blushing Brides A tribute to the Rolling Stones
June 28: Green River Revival A tribute to CCR	September 1: Sounds of Motown Greatest songs of the Motown era
August 4: Fleetwood Mac Mania A tribute to Fleetwood Mac	Event webpage: newmarket.ca/musicseries

Food & Beverage Operator

The Town of Newmarket is seeking a third party operator to manage the licensed food and beverage area for each concert. The day of concert schedule is as follows:

<ul style="list-style-type: none"> • 2 to 5:30 p.m. – Load-in and set up • 6 p.m. – Food and Beverage service begins • 6:30 to 7 p.m. – Opener • 7:15 to 8 p.m. – Headliner set 1 	<ul style="list-style-type: none"> • 8 to 8:15 p.m. – Intermission • 8:15 to 9 p.m. – Headliner set 2 • 9 p.m. – Food and Beverage service ends • 9 to 11 p.m. – Strike and load out
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The concerts are rain or shine, however, in the event of severe inclement weather (e.g. thunderstorm, high winds etc.) or COVID 19 related government restrictions, the concert will be cancelled. The decision to cancel will be made by the Town of Newmarket's Recreation & Culture department by approximately 5 pm on the day of the concert.

These concerts are very popular in the community and their return is highly anticipated. We expect between 1,000 and 3,000+ attendees each night. In 2019, the average number of drinks poured per night was approximately 400. We are estimating an increase in that number this year as we will be licensing the entire Riverwalk Commons concert area and eliminating fencing to make it more accessible for everyone.

Food & Beverage Operator Continued

The successful vendor will be responsible for providing the following products and services at their sole expense:

- Obtain a Special Occasions Permit from the Alcohol and Gaming Commission of Ontario for each concert and follow all rules and regulations set forth by the AGCO for public events. If the vendor has a Caterer's Endorsement as an add-on to their existing Liquor License an SOP may not be required. It is up to the vendor to confirm requirements with the AGCO and show proof to the Town at a minimum of two weeks prior to the concert.
- Follow the rules and regulations of the Town of Newmarket's Municipal Alcohol Policy.
- Sell and serve beer, wine, and spirits (optional) within the licensed area during the specified operating hours.
- (Optional) Prepare, sell, and serve a variety of food options within the licensed area during the specified operating hours. Please include items that accommodate common dietary restrictions (i.e. vegetarian, vegan, nut/peanut free, etc.)
- If the applicant opts NOT to serve food the Town of Newmarket reserves the right to invite food vendors to participate in the event
- Use only biodegradable or compostable containers for food and beverage
- Provide proof of Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$5,000,000 per occurrence, for bodily injury and property damage. The Town of Newmarket is to be named as additional insured on all Insurance Certificates. Proof of Insurance must be provided in the form of a Certificate.

The Town of Newmarket will provide the following items:

- Signage and distinct markings to identify the licensed area
- Access to hydro
- Access to public washrooms
- Garbage and recycling, including removal and replenishing
- Letter of Municipal Significance for the Special Occasions Permit
- Access to the event site for set up starting at 2 pm on the day of the event
- 2 paid duty York Regional Police officers
- Up to 5 uniformed security guards to monitor the entrance and exit points to the licensed area

Evaluation Criteria:

- We anticipate receiving several vendor applications for this event. The following criteria will be considered to determine the most appropriate fit for this opportunity:
- Each vendor must provide a sample food and beverage menu including the suggested retail price of each item on the menu
- Food service is optional
- Each vendor must provide a detailed description of any previous experience relating to food and beverage service at large outdoor public events

Food & Beverage Operator Continued

- Each vendor must provide a percentage of net revenue that will be shared with the Town. This percentage would be in addition to the mandatory minimum fee outlined below. Please indicate the percentage amount if applicable. (Optional)

Payment and fees

The vendor must pay the Town of Newmarket a minimum fee of \$800 + HST per concert. This payment must be made in full prior to the concert. This fee is to offset costs incurred as a direct result of operating a licensed area including York Regional Police Paid Duty, security guards, etc. If any concert has to be cancelled, the vendor will be reimbursed the full amount of the vendor fee for that evening. The vendor will still be responsible for all of the other associated operating costs for those dates.

Please return the completed form and payment by Friday, May 27, 2022 at 4:30 p.m. to be considered.

Applications may be emailed to Dave Lowes, Recreation Programmer – Special Events & Sponsorship, dlowes@newmarket.ca

Vendor Fee Payment Options:

Please note that all vendor applications must be approved by the Recreation Programmer before payment is applied.

Pay by credit card:

Once your application is approved, a login will be emailed to the email address listed on the application so you can make payment online at <https://play.newmarket.ca/Start/Start.asp>

Mail-in a cheque made payable to:

Town of Newmarket
395 Mulock Drive
P.O. Box 328, STN Main
Newmarket, ON
L3Y 4X7

Pay at a Customer Service desk by cash, cheque, debit, or credit once your application is approved. Customer Service desks include:

Municipal Office 395 Mulock Drive	Magna Centre 800 Mulock Drive	Ray Twinney Recreation Complex 100 Eagle Street West
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NEWMARKET MUSIC SERIES

Vendor Application Form

Applicant Information

Organization Name:	
Website:	
Contact Person:	
Email:	
Address:	
City Province:	
Postal Code:	
Phone:	
Day of Event Contact:	
Day of Event Contact Phone #:	

Please describe your proposed food and/or beverage menu including suggested retail price of each item on the menu.

Please describe any previous experience serving food and beverages in a licensed area of large public outdoor events. Please include 2 references relevant to your previous experience.

(Optional) Please outline your proposed revenue share with the Town of Newmarket. This could be in the form of a lump sum or a percentage of net revenue. This would be in addition to the mandatory fee outlined above.

Applicant Information Continued

How much space do you require for your set up? Provide a description of your setup that you will provide (e.g. canopies, refrigerators, trailers, vehicles etc.).

Vendor Rules and Regulations

1. Set up can be completed between 2 pm and 5:30 p.m. on the day of each concert.
2. The vendor area must be supervised by qualified staff for the duration of the event
3. You are responsible for all of your set up, tear down and any items to accompany your space. Any equipment including but not limited to chairs, tables, canopies, signs, will be the responsibility of the vendor. All canopies are required to be weighted down (staking is not permitted). You are responsible to provide your own weights and to make sure your canopy is secure. Extra weights are not available the day of the event.
4. All food vendors must complete and submit a York Region Public Health vendor application form for special events. This form is available at <https://www.york.ca/health/food-safety/special-events-farmers-markets-and-wild-game-dinners> . This must be completed within 4 weeks of the event and submitted to the Region. This is mandatory.
5. The Town is dedicated to eliminating single use plastics. If you are planning on using single use plastics at a Town event (e.g. plates, cups, straws, balloons, plastic water bottles etc.) please let the Recreation Programmer know and we may be able to suggest a green alternative.
6. No smoking, fireworks, weapons, or illegal substances are allowed at any event.
7. Generators are not permitted at this event. The Town will provide access to power if needed.
8. This festival is held rain or shine. In the event of severe inclement weather, (e.g. thunderstorm, tornado, extreme temperatures) Town of Newmarket staff will make the decision to cancel or post-pone the event.
9. Parking will only be allowed and available in designated areas. No cars, vans, trucks will be permitted in the vendor areas unless approved before hand by the event organizer.
10. The Town will not be responsible for any damage to vendor space and vendors assume all liability in attending the event.
11. This event will follow all current Federal, Provincial and Regional guidelines for Special Events related to COVID-19. Prior to the event, all vendors will be emailed with what COVID-19 guidelines are applicable to this event. Vendors will be responsible for ensuring their booth space and staff/volunteers comply with those guidelines.

Vendor Rules and Regulations

12. All applications must include proof of Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$5,000,000 per occurrence, for bodily injury and property damage. Events requiring the use of an automobile as part of the event must also provide proof of Automobile Insurance with a minimum of \$5,000,000 limit. The Town of Newmarket is to be named as additional insured on all Insurance Certificates. Proof of Insurance must be provided in the form of a certificate prior to the vendor move-in date.
13. Town staff reserve the right to refuse entry, participation of any vendor if the above requirements are not met.

Please Sign Form Below

By signing below you agree that you have included all information pertaining to your set-up and you have read and understood these rules and regulations and agree to abide by them for the event.

Signature of Applicant:

Date:

AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

In consideration of acceptance of this application the undersigned applicant agrees to save harmless and fully indemnify the Town of Newmarket and its officers, servants, employees, elected officials and agents from and against all claims, demands, suits, actions causes of action or proceedings that may be brought against or made upon the Town of Newmarket, its officers, servants employees, elected officials and agents by any person or persons in which the claims, demands, suits, actions causes of action or proceedings may result from, arise from, be contributed to or be, in any way related to any act, omission, failure to act or otherwise of the applicant its officers, servants, employees, and agents pertaining to the Special Event described in this application.

Signed Sealed and Delivered at the Town of Newmarket, in the Province of Ontario this _____ day of _____, 2022.

Authorized Signature of Applicant: