



## Pitt Meadows Day Society

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12404 - 194th. Street  
Pitt Meadows, B.C. V3Y1A5  
Phone/Fax: 604-465-0969  
Email: [lenndeb@telus.net](mailto:lenndeb@telus.net)

Dear Participant,

Enclosed is the agreement for participation in Pitt Meadows Day, The First Saturday in June.

Please Sign where indicated and return to the contact person and address below, along with proof of: Insurance

Special Event Business License/Permit - available at City Hall.

Also, please note all food vendors must be make application to the Fraser Health Department and approved for operation on the day of this event.

**This year we will be accepting applications on a first come first serve basis regardless of whether you have been at our event in the past or not. For your benefit we do our best not to double up on the types of food being served.**

**Please also note the Terms 3.1**

Should you have any questions 'or concerns, please give me a call at 604-465-0969.

We look forward to seeing you in June and to another successful Pitt Meadows Day!

Thank you for joining us.

Sincerely,

*Debbie Walters*

Debbie Walters  
Pitt Meadow Day Committee  
Food Vendor Coordinator



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## PITT MEADOWS DAY VENDOR APPLICATION FORM

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Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Type of Service/Food Provided: \_\_\_\_\_

Have you participated in this event in the past? \_\_\_\_\_

Will you need power provided? \_\_\_\_\_ How many circuits? (15amp) \_\_\_\_\_  
Preference is given to vendors with their own power.

Do you have your own source of water? \_\_\_\_\_

Requirements for Service Providers: (Check all that Apply)

- \_\_\_\_\_ Valid Special Event License for Pitt Meadows
- \_\_\_\_\_ Special Event Food Permit Application –  
Faxed to the Fraser Health Unit - **by May 1<sup>st</sup>. @ 604-476-7060**
- \_\_\_\_\_ Valid proof of Insurance Coverage.

**Please return Application and copies of permits and coverage to:**

**The above address**

**Attn:**

**Deb Walters**

**Pitt Meadows Day Society  
Food Vendor Coordinator**



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## VENDOR CONTRACT AGREEMENT

**THIS AGREEMENT ENTERED INTO THIS FIRST SATURDAY OF JUNE:**

**Saturday June** \_\_\_\_\_  
Day                      Year

Between:

**The Pitt Meadows Day Society**

AND

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(Vendor's Company Name)

### **WHEREAS:**

- A. Pitt Meadows Day Society organizes activities for the annual Pitt Meadows Day event.
- B. The vendor is an individual contractor with expertise in food services or carnival services. (as per schedule A)
- C. The parties agree to establish mutually beneficial terms of a contract for services whereby the vendor will provide services on behalf of the society.

### **PURPOSE:**

1.0 Now therefore the parties agree as follows:

### **OBLIGATIONS OF THE VENDOR:**

- 2.0 The Vendor agrees to use all reasonable and necessary effort to provide the services.
- 2.1 The vendor will supervise the provision of the services. The services performed must meet the approval of the Society and shall be subject to the Society's right of inspection.
- 2.2 The Vendor is qualified and experienced in carrying out the services to be performed under this agreement. Any person hired by the contractor shall be and remain the Vendor's employee. Any person the Vendor proposes to employ to perform services pursuant to this agreement will be required to meet all standards.

- 2.3 The Vendor may perform services similar to the described services for other institutions or establishments and the Society recognizes the Vendor does not perform services solely for the Society.
- 2.4 The Vendor will not in any manner whatsoever commit or purport to commit the Society to the payment of any money to any person, firm or corporation.
- 2.5 The Vendor will comply with all applicable municipal, provincial, and federal laws.
- 2.6 The Vendor will provide necessary equipment to provide services. The Vendor is responsible for providing a generator and tent if required. The Society will provide location, table, chairs, and access to a water station.
- 2.7 The Vendor must meet health regulations as specified by the Health Department,
- 2.8 The Vendor must hold a valid special event business license to operate food services or carnival services.

### **TERMS**

- 3.0 The Vendor agrees to provide the service on first Saturday of June\_\_\_\_\_ 20\_\_\_\_ at Harris Road Park in Pitt Meadows, BC.
- 3.1 **Food Vendors agree to pay the Society 20 % of their gross daily sales acquired during the festival with a minimum amount of \$100.00 payable at the end of the event on the first Saturday in June or within fifteen days upon agreement of the Society.**

### **RELATIONSHIP OF THE PARTIES**

- 4.0 The Society and the Vendor agrees that as a result of this agreement, the Vendor is an independent contractor. The Vendor is not an agent, servant or employee of the Pitt Meadows Day Society.

### **LIABILITY:**

- 5.0 The Vendor shall make good and restore and make full compensation for any injury or damage done to or sustained by any person or any other property whatsoever in relation to this agreement and shall settle claims in respect thereof and shall indemnify, protect and save harmless The Pitt Meadows Day Society and its directors there from and against all claims, demands ,suits or action of every kind arising in any way connected with the fulfillment of this agreement or in connection with the services.
- 5.1 The Vendor is responsible for providing insurance. The Vendor shall provide any additional insurance which is required by law to carry or which it considers necessary to cover risks not otherwise covered by the insurance specified. The Pitt Meadows Day Society, Corporation of the City of Pitt Meadows, Corporation of the District of Maple Ridge and the Ridge Meadows Parks & Recreation Commission shall be named insured in the Vendor's insurance policy.

**TERMINATION:**

- 6.0 The Pitt Meadows Day Society may terminate this agreement at anytime if the Vendor fails to perform the services in a satisfactory manner as specified in this agreement.
- 6.1 Either party may terminate the agreement prior to expiry by providing to the other party notice in writing within seven days of the event.

IN WITNESS WHEREOF the Parties have executed this agreement on this:  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNED AND DELIVERED on behalf Of the Vendor

\_\_\_\_\_  
(The Vendor's Company Name)

\_\_\_\_\_  
(Authorized Signature)

SIGNED AND DELIVERED on behalf Of the Society

*Debbie Walters*  
\_\_\_\_\_  
Pitt Meadows Day Society – Food Coordinator  
(Authorized Signature)



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## SCHEDULE A SERVICE DESCRIPTION

### **The Services:**

The Vendor agrees to provide food services for Pitt Meadows Day on the first Saturday of June \_\_\_\_ 20\_\_.

Locations of the service is: Harris Road Park  
12064 Harris Road  
Pitt Meadows, BC

The service to operate between 11:30 a.m. to 5 p.m. Set up time is between 9:00 a.m. to 11:00 a.m. Food Vendors must be prepared for a health inspection by 11:30 a.m.

### **Criteria For Service:**

To deliver food services in compliance with the standards set in the Municipal Health and Safety Act.

### **Qualifications:**

The Vendor must have a valid business license to operate food services.

The Vendor must meet requirements of the health inspection as determined by the local health officer.

## SCHEDULED B

### FEES

The food Vendor agrees to provide the Society with 20% of the gross daily profits acquired during Pitt Meadows Day with a minimum no less than of \$100.00. Payment is required at the end of the festival or within fifteen days upon agreement with the Society.

Cheques can be made payable to: Pitt Meadows Day Society  
c/o 12404 194<sup>th</sup> Street  
Pitt Meadows, BC  
V3Y 1A5

All cash handling and sales are the responsibility of the Vendor.

*Debbie Walters*

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Debbie Walters – Food Vendor Coordinator - Pitt Meadows Day Society  
(Authorized representative)