

# Manor Park Community Council Community Events Application & Agreement



## Small Business Application & Agreement

The Manor Park Community Council (MPCC) welcomes all interested applicants to complete the Community Events Application & Agreement. Completing and submitting this application will serve as your expression of interest to participate. Should you be selected and approved to participate, an MPCC representative will contact you via email to complete the confirmation process. Once confirmed, this document will serve as your official vendor's agreement. Read on for full details.

### Select your event(s) below:

#### Sunset Soiree – July 2, 2022

Start / End Time July 2: 3:00 – 8:00 PM

Location: 1805 Gaspé Ave, Manor Park

Deadline to apply: Friday, June 10, 2022, at 4:00 PM

Acceptance emails will be sent no later than: Friday, June 17, 2022 at 4:00 PM

*(No scheduled rain date)*

#### Pints in the Park – July 23, 2022

Start / End time July 23: 2:00 – 7:00 PM

Location: 100 Thornwood Road

Deadline to apply: Friday, June 10, 2022 at 4:00 PM

Acceptance emails will be sent no later than: Friday, July 8, 2022

*(No scheduled rain date)*

### I am applying to participate in the following events - select all those that apply:

*(Vendor fees may apply – See: Vendor Fee below)*

- Sunset Soiree: Saturday, July 2, 2022
- Pints in the Park: Saturday July 23, 2022

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## Vendor Information

<b>Business or Brand Name:</b>	<b>Business Owner or Owner Name:</b>
<b>Business Email:</b>	<b>Business Telephone:</b>
<b>Business Website or Etsy:</b>	<b>Business Instagram or Facebook Handle:</b>
<b>Mailing Address:</b>	<b>Business Location:</b>
<b>How many years has your brand been in business:</b>	<b>Smart Serve Certificate Number (if applicable):</b>

## What category does your business or brand fall into

<b>Apparel</b>	<b>Woodworking</b>	<b>Agriculture</b>
<b>Jewelry</b>	<b>Arts &amp; Printmaking</b>	<b>Not-for-profit</b>
<b>Home Goods</b>	<b>Bath &amp; Body</b>	<b>Community Group</b>
<b>Food &amp; Drink (specify)</b>	<b>Ceramics</b>	<b>Restaurant</b>
<b>Kids &amp; Baby</b>	<b>Knits or crochet</b>	<b>Other (Please describe):</b>

## Describe:

- 1) Your business or brand
- 2) What products you will be selling at the event
- 3) How you intend to set up your space:

## Do you need to rent a table for an additional fee of \$20?

*(If YES a link will be sent to the email you provide on this application)*

YES / NO

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## Vendor Confirmation Process

All vendors must be selected, pre-approved and confirmed by MPCC.

Once we receive your completed application, we will select the vendors and send an email of approval.

Vendors are not considered confirmed until they have:

1. Completed and submitted this application and agreement to MPCC
2. Submitted proof of insurance and have it received by MPCC, no later than Jun 17, 2022 at 4:00 PM
3. Full payment of vendor fee is received by MPCC, no later than June 17, 2022 at 4:00 PM
4. Submit most recent business logo in .jpg or .png format, no later than Jun 10, 2022 at 4:00 PM
5. Received a confirmation email from MPCC

## Vendor Fee

Vendors will pay a vendor fee to MPCC based on the number of events in which they participate. Community event fees are as follows:

### NEW PRICING!

*We have lowered our pricing after receiving valuable feedback from our community and small businesses. The new pricing structure is as follows:*

1 Event	\$70.00 taxes waived
2 Events	\$120.00 taxes waived

1 Event	\$175.00 taxes waived
2 Events	\$275.00 taxes waived

***We aim to be as inclusive and welcoming as possible. If your small business has been hit hard during the pandemic, or vendor fees are an obstacle which may prevent you from participating – please let us know! We will work to find a solution that works for both parties.***

All vendor fees must be paid before **June 17, 2022 at 4:00 PM**, otherwise vendors' confirmed space may be forfeited. A link to pay the vendor fee will be sent to the business email on this application, so that you may pay online with credit card.

All vendor fees are invested back into the community through the work of Manor Park Community Council, who are leaders in community engagement and inclusivity.

Vendor fees are waived for

## Refund Policy

All vendors acknowledge that all vendor fees are non-refundable. Vendor fees will not be refunded should the vendor not be able to participate for any of the following reasons (but not limited to): inclement weather, Covid-19 (infection or close contact), inability to show proof of full vaccination or medical exemption, if vendor runs out of stock prior to event, vendor does

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not plan appropriately for event and cannot attend – among others. The MPCC will not refund vendor fees for any reason out of our control.

Refunds may be provided to vendors if the community event is not able to operate based on changing Covid-19 health and safety guidance from the Ontario Government or Ottawa Public Health.

Refunds may be provided to vendors if MPCC chooses to not operate the event because of extreme weather events or unforeseen circumstances.

### Vendor Space and Related Details

- Vendors must complete and submit this agreement;
- Vendor space will be allocated at the discretion of MPCC staff;
- Vendor spaces are **approximately** 8 feet x 8 feet;
- Vendor spaces will be situated on either grass or pavement (a map will be emailed to you in advance);
- Vendors will be required to bring their own table and any necessary equipment;
- Canopies (tents) are highly encouraged but not required;
- A non-flamable light source (battery operated string lights, lanterns, etc) is highly encouraged to illuminate your space if necessary after dark;
- We cannot guarantee the use of electrical outlets - vendors are discouraged from using electricity at their vendor space. No extension cords will be provided;
- Washrooms and handwashing are available indoors on-site;
- Sinks located inside the facility allows vendors indirect access to clean, potable water and hand-washing;
- Wifi is available inside the facility, but is limited in the event space;
- Street parking is free, however, due to the nature of some community events, street parking spaces may be difficult to find or far from the event space;
- Vendors are welcome to drive up and unload their merchandise, set-up and/or display in advance of the event's start time. All vehicles used for loading or unloading must vacate the premises a minimum of 30 minutes before the event start time;
- Any staff who may be pouring and serving alcoholic beverages must be smart serve certified

### Covid-19 Measures

All vendors will:

- Review MPCC's Covid-19 Safety Plan prior to the event (found at [www.manorpark.ca/policies](http://www.manorpark.ca/policies));
- Provide proof of full vaccination or medical exemption prior to the event, for any staff in attendance;
- Physical distancing will not be enforced;
- Vendors are highly encouraged to wear masks while participating.

### Insurance

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All vendors must carry general liability insurance coverage to a limit of \$5,000,000 inclusive per occurrence for bodily injury, death and damage to property. Insurance certificates must be submitted to the organizer (Stephanie Sears, MPCC Arts Supervisor, ssears@manorpark.ca).

The named/added insured **must** include:

- Manor Park Community Council (MPCC)
- City of Ottawa

Certificate of Liability Insurance must list MPCC's business address:

Manor Park Community Council  
100 Braemar Street  
Ottawa, ON  
K1K 3C9

## Photography

By completing and acknowledging this application and agreement, the vendor gives permission to the MPCC and our partners to photograph the vendor, their products and/or set up and display, and use the photos and/or videos to promote the event, the MPCC or future events. Photos of the vendor and/or their products may be used on MPCC social media, in print, digital newsletters, annual reports, and more.

## Promotion & Attendance

MPCC's community events have been very well attended in the past, before and during Covid-19. The MPCC does not guarantee any level of attendance, however, are committed to promoting the event through our newsletters, social media and website.

We highly encourage all vendors to participate in the promotion of the event. We encourage vendors to share the details on social media, newsletters and other networks.

## Set Up

- Vendors should arrive a minimum of 45 minutes prior to the event's scheduled start time;
- Upon arrival, vendors will notify a MPCC representative that they are present;
- If vendors need to carefully pull their vehicle into the parking lot to unload their equipment, they must do so 1 hour prior to event time;
- Vehicles will then need to be moved into an appropriate street parking space.

## Vendor Requirements

- Products offered for sale are locally produced and can be legally sold at this event;
- Representatives of the MPCC can inspect all vendor spaces upon request;
- Vendor will be set up and ready for business by **the event's specified start time** and will tear down no earlier than **event's specified end time**, otherwise instructed by an MPCC representative;
- Enough product will be on hand to last the duration of the event;

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- Vendor is encouraged to maintain a strong social media presence to promote and post event details frequently, leading up to the event.
- Vendor will supply their most up to date logo to the MPCC in .jpg or .png format, for use on social media, posters and promotion of the event as soon as possible;
- Vendor will supply own canopy, tent, tables, chairs, weights and any other equipment necessary for the smooth operation of the vendor space;
- Vendor will show respect for fellow vendors in demeanor, creation of signage, set up and patron approaches;
- Vendor will remain in designated space throughout the event and engage with patrons;
- Vendor is solely responsible for all their product, equipment, supplies, personal belongings and money;
- Vendors are encouraged to use contactless payment methods, as an ATM will not be available for guests on site;
- Vendor will keep space clean, organized and visually appealing;
- Vendor will dispose of recyclable items in the proper recycling bins;
- Vendor will not leave any trash or materials behind when departing the event;
- Vendor will clear the space and leave it as clean as it was upon arrival;
- Vendor will approach an MPCC representative when encountering a problem. Discussion of any challenges in front of customers is strongly discouraged;
- Vendor will treat all MPCC representative and patrons with dignity and respect. By not doing so may result in the vendor being asked to leave the premises;
- Vendor or vendor representatives will not consume any drugs or alcohol during or prior to arriving at the event.

### **By signing this application and agreement I certify that:**

- I understand and have read the above vendor's application and agreement;
- I certify that I will adhere to the rules and requirements of the event, and MPCC, should I be selected and confirmed to participate;
- I agree that if I do not follow the rules and requirements laid out in this agreement, I may be asked to leave or vacate the event premises;
- I agree to all terms and conditions laid out in the above application and agreement

All the agreed upon requirements laid out in this agreement, may also apply to future events with MPCC if mutually agreed upon

**Once the vendor is confirmed by MPCC (see Vendor Confirmation Process), this application will also serve as a vendor's agreement.**

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**Signature(s) of Vendor(s)**

**Date**

Send completed application and agreement to: [ssears@manorpark.ca](mailto:ssears@manorpark.ca)



# Manor Park Community Council Community Events Application & Agreement

For more information, questions or comments,  
please contact:

Stephanie Sears, BFA, BEd, OCT  
Arts Supervisor  
Social Media Coordinator  
Supervisor - Summer Day Camps in Manor Park

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