



Summer Fest Downtown Oshawa Kids Zone Agreement

The annual Summer Fest Downtown Oshawa Festival will take place on Saturday 6 July 2019. Set up starts at 8:30 am and everything must be ready to begin at 11:00 am. Event runs from 11 am to 9 pm. The Children's zone will be open from 11 am to 8:30 pm. **Tables and chairs will not be provided.**

Location: Memorial Park

BY COMPLETING AND SIGNING THE ATTACHED AGREEMENT, YOU ARE AGREEING TO ABIDE BY THE FOLLOWING RULES AND REGULATIONS PERTAINING TO THIS EVENT.

The organizers of Summer Fest Downtown Oshawa reserve the rights to rescind, refuse or cancel this agreement for any breach of the below outlined show policies

- By registering for our shows you are committing to have your booth open for the entirety of our show hours. This is to ensure that everyone who attends the event, no matter what time they come, is provided with the same atmosphere and experience
- You must supply your own table, chairs and tent
- There is no access to electricity
- Your booth is ONLY considered secured once we have received the completed forms and provided the certificate of insurance
- You are agreeing to provide an activity for the Kids Zone during the event
- If you are providing an activity for the Kids Zone, you are encouraged to provide information about your organization at your station. This can include up coming programs or events as well as general information pertaining to the operations of your organization
- Everyone is required to complete the Fire Safety Check included in this agreement
- Location of activities will be assigned by Summer Fest organizers.
- You must provide a certificate of insurance indicating \$2 million liability insurance naming the City of Oshawa, Rotary Club of Oshawa and the Downtown Oshawa BIA as additional insurer

Attached is the agreement and fire safety check . Should you have any questions, contact us at Summerfest@downtownoshawa.ca or via phone 905-576-7606.



**Summer Fest Downtown Oshawa
Kids Zone Agreement**

| | | |
|--------------------------|--|--------------|
| Business Name: | | |
| Contact Name: | | |
| Address: | | |
| City/Town: | | Postal Code: |
| Phone Number: | | |
| Email: | | |
| Description of activity: | | |
| | | |
| | | |

APPLICATION IS COMPLETE ONCE CERTIFICATE OF INSURANCE HAS BEEN RECEIVED AND CONFIRMED.

I have commercial insurance

Space requirements:

- 10 x 10 space
- 10 x 20 space
- Other please specify size _____

Note: Tent, tables, and chairs are NOT provided. THIS IS AN OUTDOOR EVENT. Set up from **8:30 am to 10:45 am** and take down required by **10:00 pm**

PLEASE FORWARD WITH YOUR AGREEMENT TO:

- (1) summerfest@downtownoshawa.ca
- (2) Contact summerfest@downtownoshawa.ca or phone 905-576-7606 for more information

By signing, I understand that my contact information will be sent to the City of Oshawa Licensing.

Date: _____ Signature _____



Fire Safety check

This section must be completed and returned with the application.

Contact Name: _____

Business Name: _____

Address: _____

As a vendor are you preparing any food on site? Yes___ No___
If yes, continue completing the form below.

If no, are you using any source of heat? Yes___ No___
If yes, continue completing the form below.

If no to the above questions, you are not required to complete the rest of this form.

If you are preparing food, what is your source for heating or cooling that will be used?

Will you have a fire extinguisher on site? Yes___ No___

Will you have a source of water at your booth? Yes___ No___

Do you have a tent? Yes___ No___

If yes is your tent fire retardant? Yes___ No___

You are required to provide the following information:

- diagram of set ups (including appliances, tables, etc.)
- propane certificate if applicable
- picture of fire extinguisher and maintenance records (needs to be within 365 days of last inspection)
- Fire suppression paperwork if applicable (dated within 6 months)
- TSSA paperwork (food trucks that use propane)
- Photograph of food truck