

Central Saanich 75th Celebration

Vendor Terms & Conditions



Eligibility & Application

1. **Eligibility:** Vendors must be local businesses, artists, non-profits, or organizations with priority given to those located in Central Saanich offering family-friendly products/services.
2. **Application Submission:** Complete all required fields in the application form.
3. **Permits/Licenses:** Vendors are responsible for obtaining and maintaining all required business licenses and permits.

Acceptance, Placement & Cancellation

- **Acceptance:** Submission does not guarantee acceptance; the District reserves the right to decline applications.
- **Placement:** Booth locations are assigned by the event team.
- **Event Cancellation:** In the event that the District cancels the booking, we will contact you to arrange a rescheduled date or confirm cancellation altogether.

Booth Specifications & Utilities

- Vendor booth space is suitable for a 10x10 tent, you must provide your own tent with weights and table.
- Power and water services are not available on-site unless specifically set up in the food truck area. Applicants should plan accordingly to ensure their event can operate without utility access.
- Food truck space and power requirements will need to be outlined at time of application. You must supply your own tents with weights, table and other needs.
- Vendors are responsible for setup/take down within designated times.

Sustainability & Local Focus

- Vendors are encouraged to prioritize local and/or sustainable materials. The District aims to support a low waste event through composting and recycling stations, volunteer supported waste sorting, and a post event waste audit. Vendors should minimize packaging wherever possible and consider offering reusable or reduced waste alternatives.
- **Reusable Containers – Food Vendors Only:**
The District is exploring a District funded program to provide reusable food and drink containers to reduce single use items. Food vendors may be invited to serve menu items using these reusable containers. Vendors should be prepared to identify the types of cups, dishes, and utensils typically used to support assessment of compatibility with reusable options.

Accessibility

The District of Central Saanich is committed to ensuring the 75th Anniversary Celebration is welcoming and accessible for all community members. To support this commitment, participating community groups are expected to design and operate their booths with accessibility in mind.

Promotion & Branding

- Provide signage and branding suitable for a family-friendly event.

Insurance & Safety

- Vendors must carry Commercial Liability insurance and provide proof upon request.
- Vendors must follow instructions from event staff in case of an emergency, evacuation, or severe weather.
- Vendors must report any injuries, accidents, or safety concerns to event staff immediately.

Waiver and Indemnity Clause

The Applicant accepts and will use the Premises at their own risk and agrees that the District of Central Saanich, herein referred to as the Municipality, nor its respective officers, employees, servants, agents, heirs, successors and assigns have made any warranties or representations respecting the suitability or condition of the Premises. The Applicant further agrees that it will indemnify and save harmless the Municipality and its respective officers, employees, servants, agents, heirs, successors and assigns from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs, including legal or other fees, incurred in respect of any such claim(s) or any action(s) or proceeding(s) brought thereon arising directly or indirectly from or in connection with this granting of this permit and use of the Premises. Prior to the execution of this permit the applicant will obtain and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the Municipality. The Municipality is to be included as an additional insured. Such policy will be written on a comprehensive basis with inclusive limits of not less than \$2,000,000 per occurrence including \$2,000,000 for bodily injury and/or death to any one or more persons including voluntary medical payments and property damage or such higher limits as the Municipality may require from time to time. Coverage must be *Primary and Not Contributory*, meaning the vendor's policy will respond to a claim first, before any other insurance policies are asked to contribute. The policy will contain a clause providing that the insurer will give the Municipality thirty (30) days prior written notice in the event of cancellation or material change. Applicant will provide the Municipality with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the Municipality ten (10) days prior to the execution of said agreement. It is the sole responsibility of the Lessee to determine what additional insurance coverage's, if any, including but not limited to Workers Compensation and Participants Insurance, are necessary and advisable for its own protection and/or to fulfil its obligation under this contract. Any such additional insurance shall be maintained and provided at the sole expense of the Lessee. The Applicant understands and agrees that this Permit may be revoked or cancelled at any time with or without cause. The Municipality will make every reasonable attempt to provide a minimum 48 hours notice of a cancellation to the applicant. The Applicant warrants and represents that if he/she executed this Application on behalf of a Group or Organization that the Applicant has sufficient power, authority and capacity to bind the Group or Organization with his/her signature. The Applicant, in consideration of being granted permission to use the Premises agrees to be bound by the Terms and Conditions referred to above and if the Applicant represents a group or Organization, the Applicant agrees to inform all responsible officials associated with the Group or Organization of the Terms and Conditions and Waiver and Indemnity Clause.