



Transfer Beach Mobile Food Concession 2017

INFORMATION, GUIDELINES AND REGULATIONS

- 1. Program Overview:** The Chamber has entered into a contract with the Town of Ladysmith to offer a Mobile Food Vending Concession at Transfer Beach from May to September 2017. Two concession pads with electric and water connections will be available on a daily basis starting May 20, 2017 and running through to the end of September. The Chamber invites prospective vendors to review this information package and to submit the attached Application package if interested in participating in this exciting opportunity.
- 2. Hours of Operation:** Recognizing that consistency of service is important to the success of the program Vendors will be asked to provide Mobile Concession Services on their scheduled days minimally from 11 am to 7 pm. Hours may be extended at the vendor's discretion. The Chamber, in consultation with the Vendors, may reduce (or cancel) service for the day due to inclement weather.
- 3. Connections:** Each serviced pad has an electrical connection (15, 30 and 50 amp available) and water connection. Generators will not be allowed unless there is an interruption in the power supply. No sewage services are available and grey water must be removed with the Mobile Concession at end of day.
- 4. Fees:** A one-time, non-refundable, administrative fee will be charged to all successful applicants who wish to participate in the program. Vendors will be charged a rental fee of \$20/day to be paid on the first of the month for all scheduled time slots in said month. For example, if a Vendor is scheduled for 4 days in the month of July s/he will pay \$80 on July 1st. An additional \$5/day will be charged for electrical hookup. If adjustments are made during the month the fees will be adjusted accordingly in the subsequent month.
- 5. Cancellation:** If the Vendor is unable to attend on a scheduled day, they must contact the Chamber as soon as possible and with a minimum of 24 hours notice. If the Chamber is able to find a replacement vendor one half of the rental fee will be refunded (the other half will be held as an administrative fee). If no replacement vendor can be found than the fee will not be refunded. On the rare occasion that the Mobile Food Concession is cancelled due to inclement weather, the Vendor will receive a full refund for that day.

The Town of Ladysmith has reserved the right to grant permission to organizations to use other areas in the park and to utilize their own food services for charitable or private purposes. The Chamber will be responsible for reaching out to these groups to determine how the Mobile Food Service program will interface with these organizations. Options include: (i) the Mobile Food Service program will provide the food service for the organization/group, (ii) the Mobile Food Service program will operate in conjunction with the organizations services, or (iii) the Mobile Food Service program will not operate during the organizations rental period. If a Vendors scheduled day is cancelled due to the Town of Ladysmith granting the use of the park to another organization the Vendor will receive a full refund.

6. **Placement:** Mobile Food Concessions will be placed in one of the two locations indicated on the map attached as Schedule A. Vendors should assist one another in locating an appropriate stall and getting in and out of stalls safely. Vendors may arrive and begin setup by 9:00 am and should be in place and ready to provide service by at least 11:00 am. Vendors will remove all vehicles, garbage bins, structures etc. at end of day.
7. **Permits and Licenses:** All Vendors will need to obtain and display any, and all permits, licenses, and/or authorizations as may be required by government agencies including but not limited to a VIHA "Permit to Operate" for mobile food vendors and any appropriate regional or municipal business licenses.
8. **Sanitation:** The area surrounding the Mobile Food Concessions must be kept clean at all times by the Vendor. The Vendor will provide their own trash containers and empty them periodically throughout the day as needed and at the end of the day. Trash may be disposed in the dumpster located in the north parking lot.
9. **Sales Reporting:** Vendors will be responsible for maintaining a Daily Report used to report gross sales during the term of this agreement. Monthly reports of Sales must be submitted to the Chamber.
10. **Sound Systems:** No separate sound systems are permitted.
11. **Signage:** Vendors will limit all signage to that affixed to their vehicle. Any additional signage must be approved by the Chamber. Signage for the Mobile Concession Service will be prepared by the Chamber and placed at or near the entrance to Transfer Beach Park. Such location to be negotiated between the Chamber and the Town of Ladysmith.
12. **Insurance:** The Chamber and the Town of Ladysmith assumes **no responsibility** for loss or damage to the Vendor, its property, employees or guests. The Vendor shall at its sole expense provide **Property & Liability Insurance**. A Certificate of Insurance naming the Chamber and the Town of Ladysmith as "additional insured" **must be received at the signing of this agreement**. Liability coverage must be for the minimum amount of \$2,000,000.00.
13. **Fire & First Aid:** Each Mobile Concession must have an approved fire extinguisher and first aid kit in the truck at all times.
14. **Alcohol:** No alcoholic beverages may be sold, served, or consumed while on the premises/grounds of Transfer Beach.
15. **Staff:** Smoking is not allowed in the food preparation or service areas. No eating while on duty. Staff must be neat and clean, preferably in recognizable clothing, i.e. matching t-shirts or jackets.
16. **Menu:** Vendors will provide a full menu and prices to the Chamber for approval and will not alter such menu or prices without authorization from the Chamber. The Chamber reserves the right to exclude a menu item for the Vendor based on similarity to a previously approved vendor's menu offering or for any other reason it deems appropriate.
17. **Spirit of Cooperation:** The Mobile Food Concession is a new service provided by the Chamber and it's participating vendors. We encourage and hope for a spirit of cooperation and flexibility between the Chamber and the participating Vendors, and between the Vendor's themselves as we work out

the kinks in this program and find best practises that will make this proposition successful, profitable, fair and enjoyable for all.

18. Code of Conduct:

The primary purpose of this Code of Conduct is to ensure that the Transfer Beach Mobile Food Concession is enjoyable and safe for all participating Vendors and the public. In establishing polished and professional operating procedures we will build a strong reputation, and customer base that will maximize our potential profits while providing a valued and popular addition to beautiful Transfer Beach Park.

As a Vendor in the Transfer Beach Mobile Food Concession, I/we will:

1. Ensure that me and my staff conduct ourselves in a courteous and respectful manner towards our patrons, other participating vendors and other park users.
2. Work collaboratively with the Chamber and other vendors to make the Mobile Food Concession a successful and profitable venture for all.
3. Refrain from any behaviour that interferes with the working/selling opportunities of other vendors.
4. Refrain from using language which is offensive, threatening or intimidating to others.
5. Not participate in the Mobile Food Concession under the influence of alcohol or non-prescription drugs.
6. Operate vehicles or equipment in a safe and responsible manner.
7. Respect and adhere to the Guidelines and Regulations as set out by the Ladysmith Chamber of Commerce in this document.

Report of failure to comply with any component of this Code of Conduct or the Guidelines and Regulations will be investigated by the Chamber. Violations of the Code of Conduct or the Guidelines and Regulations will result in the Chamber taking disciplinary action appropriate to the severity of the violation. Such actions may include verbal and written warnings and/or suspension or expulsion from the Mobile Food Concession program.

- 19. Contact Information:** If you have any questions about this information or need more details regarding the Mobile Food Concession please do not hesitate to contact Mark Drysdale, Executive Director of the Ladysmith Chamber of Commerce at (250) 245-2112 or by email at Mark@ladysmithcofc.com.

Ladysmith Chamber of Commerce

Transfer Beach Mobile Food Concession

2017 Application

Please return completed application to :
33 Roberts Street (P.O. Box 598)
Ladysmith, BC, V9G 1A4
Fax: (250) 245-2124
Email: mark@ladysmithcofc.com

Applicant Name :

Date :

Mobile Food Concession Name :

Returning Vendor :

Yes

No

Address :

City & Postal Code :

Telephone :

Email :

Menu Options: *Please provide a description of your primary menu items and details regarding any alternate menu items that may be made available if needed/desired:*

Operational Description: *Please provide a photograph and description of your mobile food truck/equipment/display and any commentary that you believe will be beneficial to the selection process which could include items such as quality of product/equipment, availability/flexibility, qualifications and experience, community involvement, references, team work etc.*

Attachments: *Along with this signed application please attach a copy of your "Permit to Operate" a mobile food concession issued by VIHA. Also, please be aware that once you have been approved you will also need to submit a Certificate of Insurance with a Property & Liability Insurance coverage of no less than \$2,000,000.00 with the Ladysmith Chamber of Commerce and Town of Ladysmith each named as an additional insured.*

Declaration and Signature:

I _____ do hereby acknowledge that I have read the Transfer Beach Mobile Food
(Name)

Concession Guidelines and Regulations and the Code of Conduct and I have received a copy of these documents for my records. Furthermore, I hereby agree to comply with the statements contained therein.

Applicant's Signature: _____