

Section 1: Business Contact Information	
Name of Business:	
Business Address:	
Phone Number:	
Email:	

Section 2: Business Owner Contact Information		
Business Owner Name:		
Business Operator Name (If different from Owner):		
Mailing Address:		
Phone Number:		Cell:
Email:		

Section 3: Business Information	
Type of Sales:	
Method of Sales: (Cart, vehicle, stand, etc.)	
Days of Operation:	
Hours of Operation:	
Sales Location:	

Section 4: Town of Pelham Special Events
<p>Will you plan to participate in Town of Pelham Special Event(s) <input type="checkbox"/> Yes <input type="checkbox"/> No            If no, please proceed to Section 5.</p> <p>Have you been approved for a Town of Pelham Special Event? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending</p> <p>If "Yes" or "Pending", please indicate which event(s)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Farmer's Market - Event runs Thursdays from May to October</li> <li><input type="checkbox"/> The Pelham Summer Chill Series - Event runs Thursdays from June to September</li> <li><input type="checkbox"/> Canada Day - Event runs July 1<sup>st</sup></li> <li><input type="checkbox"/> Summerfest - Event runs third weekend in July</li> <li><input type="checkbox"/> Christmas Market - Event runs first Friday in December</li> </ul>

Local events frequently contact the Town to seek vendors to participate in their events. As a service, the Town of Pelham will include your business information on the Town's website. This information will be published for the duration of the calendar year. Please indicate if you consent to having your business information published on the Town's website, as provided in Section 1? Yes No

I/We \_\_\_\_\_ hereby make application for the above-noted licence and agree to operate said business in accordance with the by-laws and regulation of the Town of Pelham. I/We hereby certify that the information contained in this application is true and correct.

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date YYYY-MM-DD

\_\_\_\_\_  
Date YYYY-MM-DD

## Vendor Licence Application and Reference Checklist

Please provide the following information to the Clerk's Department together with the complete application form:

<b>Section 5: Required Documentation</b>	
MTO Valid & Safety Standard Certificate *Required for Refreshment Vending Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certificate of Compliance under the Ontario Propane Code (TSSA Inspection Certificate) *Required if propane is being used	<input type="checkbox"/> Yes <input type="checkbox"/> No
Payment (Cash/ Cheque/ Debit) \$250 for Annual Vendor Licence/ \$25 for Temporary Vendor Licence	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approval Letter from Public Health	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approval Letter from Fire Services *Additional inspection fee may apply	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site Plan of Location of Sale	<input type="checkbox"/> Yes <input type="checkbox"/> No
Permission Letter of Property Owner (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certificate of General Liability Insurance Non-Food Vendor: \$2 Million Dollars    Food Vendor: \$3 Million Dollars	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Additional Information:

1. Receipt of a Town of Pelham Vendor Licence does not guarantee participation in any Town of Pelham Special Events or other events. Vendors are required to apply directly with the appropriate event organizer to secure participation.
2. All applicable documentation must be submitted with the completed application.
3. Please submit your completed application and supporting documentation to the Town of Pelham Clerk's Department by:
  - a. Email: [clerks@pelham.ca](mailto:clerks@pelham.ca)
  - b. Regular Mail, In-person or Town Drop-Box: Town of Pelham, Town Hall, P.O. Box 400, 20 Pelham Town Square, Fonthill, Ontario, L0S 1C0
4. This application is a public document. All information set out in this document will be released to any person who makes a request for this information.
5. Licence Options:
  - a. Annual Licence: Covers all operations within the Town, including private events (subject to private event holder approval) for the calendar year (January 1– December 31)
  - b. Limited Licence: For private events outside of Town Special Events, this licence covers a duration of five (5) or fewer consecutive days.
  - c. For Town Special Events, including the Farmer's Market, Summer Chill Series, Summerfest, Canada Day, and the Christmas Market, the Limited Licence covers the entire event duration.