



Town of Drumheller Vendor Agreement Form

This vendor Agreement is made this ____day of _____ in the year 2019 between the Town of Drumheller, and _____, hereinafter called the Vendor. The Town of Drumheller agrees to permit the Vendor to use the Badlands Community Facility parking lot/ area and be part of the July 1, 2019 Canada Day festivities.

a) Town of Drumheller Responsibilities:

- Provide you with a written confirmation of your reservation
- A designated parking spot for your food truck

b) Vendor Responsibilities:

Set up time: 9:30 am

Voluntary Take down time: 6:00 pm, though welcome to stay open as late as 11:00PM

- Fill out appropriate paperwork
- Provide copy of up to \$2 Million in insurance coverage
- Provide credit card info for a refundable \$100.00 deposit, in the case of damages
- Complete set up (30 minutes) before designated event start time (9:30am set up time)
- Cleaning of your event space during and after event i.e. garbage removal, grey water, grease
- Provide own power – The Town has the right to shut vendor down if generator is excessively noisy or exhaust is heavily polluting air. Silent generators are preferred.
- Vendor may not close early, the must stay until or after 6:00 pm

c) Damage Deposits:

That the Vendor accepts the responsibility for any damage done to their designated parking spot during the above mentioned period and agrees to pay for any such damage. The Vendor agrees to provide a refundable damage deposit of **\$100** through credit card. The damage deposit will be returned after the event if the Vendors station is returned clean and without damage.

d) Terms of Payment:

That for the agreed use of said facilities; the Vendor shall pay the Town of Drumheller a non refundable booking fee of **\$150.00**. This payment must be made 14 business days prior to the event and no later than June 15, 2019. Payments should be made out to the Town of Drumheller through cheque, cash or credit card.

e) Terms of Use:

That the Vendor has received, as part of the rental package, the Town of Drumheller’s Badlands Community Facility “Vendor Agreement”. The Lessee has read, understands, and agrees to all the terms and conditions listed. That all local, provincial, and federal laws, bylaws and regulations will be followed including but not limited to the requirements of the Alberta Fire Code (see attached Standata Joint Code), Alberta Gaming and Liquor Act, Alberta Health and Safety, Alberta Health Services and the Town of Drumheller Community Standards Bylaw (see attached Bylaws).



DRUMHELLER

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CONTACT INFORMATION

Name of Company: _____ Contact Name: _____

Phone: _____ Cell: _____ Fax: _____

E-mail: _____ Website: _____

Mailing Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Licence Plate Number: _____

INFORMATION RELEASE

I, _____ (*Authorized Company Representative*) do hereby authorize the Town of Drumheller to publish my company information as stated below in all publications and/or media related to the 2016 Drumheller Canada Day.

Please complete the following information as you would like it to appear in the publications:

| | | | |
|-----------------|--|----------|--|
| Company Name: | | | |
| Representative: | | | |
| Address: | | City: | |
| Province: | | Country: | |
| Postal Code: | | Phone: | |
| Website: | | Fax: | |

Company name to be printed on printed material: _____

Preferred email address: _____



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PAYMENT INFORMATION

Please select your method of payment (check one): Cheque Cash Credit Card

Please make cheques payable to *The Town of Drumheller*.

Credit Card Payment: We accept VISA and MasterCard. Credit card payment is subject to completing all required information below. By signing in the Authorized Cardholder Signature box, this verifies that you hereby authorize the Town of Drumheller to process the indicated amount on your credit card for both payment and the damage deposit. This is legal and binding.

| | | | |
|--|--|-------------------------------|----------|
| Cardholder Name (please print) | | | |
| Credit Card Number | | Expiry Date (MM/YY) | |
| Card Type | Refundable Deposit: \$100.00 Vendor Fee: \$150.00 | Total Amount | \$250.00 |
| Authorized Cardholder Signature | | | |

Full payment must be received by the Town of Drumheller no later than June 18, 2019.

I, the undersigned, in signing this rental agreement, as the Vendor, agree to indemnify and save harmless the Town of Drumheller of any and all claims, demands, suits and costs arising out of any act or omission of the Town of Drumheller or any servant, agent or officer of the Town of Drumheller.

Signed this _____ day of _____, 2019

Vendor (Authorized Representative) – Print

Vendor (Authorized Representative) – Signature



INSURANCE INFORMATION

To be completed by the Insurer or their Authorized Representative. Complete this section **ONLY** if you do not currently have a Certificate of Insurance to submit with this application.

| | Name | Phone # | Address- Street, City, Province |
|---------|------|---------|--|
| Insured | | | |
| Agent | | | |
| Broker | | | |

DESCRIPTION TO THE NAMED BUSINESS OPERATIONS TO WHICH COVERAGE APPLIES:

| Policy Type | Policy Number | Effective Dates | Expiry Date | Limit of Liability, Bodily Harm & Property Damage- MINIMUM \$ 1,000,000 |
|----------------------------------|---------------|-----------------|-------------|---|
| General Liability | | | | |
| Excess Liability (If Applicable) | | | | |

This Liability Insurance is extended to include Personal Injury, Contractual Liability, Non-Owned Automobile Liability, Products, Completed Operations, Cross Liability Clause and Severability of Interest Clause. This is to certify that the Policies of Insurance as described above have been issued by the undersigned to the name insured named above and are in force at this time.

If cancelled or changed in any manner, that would affect the Town of Drumheller Canada Day event, as outlined in coverage specified herein for any reason, so as to affect this certificate, thirty (30) days prior written notice by registered mail will be given by the Insurers to:

*The Town of Drumheller
 Canada Day
 224 Centre St
 Drumheller, Alberta T0J 0Y0
 Tel: (403) 823-1333 Fax (403) 823-6991*