

To allow us to plan the layout of the concession area, please give a detailed description of any equipment or other services that you use for your concession (i.e) electricity, water , shade tents (must be provided by the vendor, please indicate size), tables. **Please be advised that there is a table rental fee of \$8.00 plus HST per table, if you wish to have them provided to you:**

Set up may be done on Thursday, Aug. 4, between 8am and 5pm, or prior to 9am on Friday, Aug. 5

I plan to set up on: (date) _____ Time: _____
(organizers will be in touch in advance to arrange for set up)

Concession Booth Fees: Non-profit Groups: \$50/day + HST / Commercial Rate: \$100/day + HST

Concession Cost..... _____

of _____ Tables (@ \$8.00 ea.) _____

Plus HST (13%)..... _____

Total Fees..... _____

Insurance certificate provided? Yes____ **No**____ **Follow up(for office use)** _____

I, the undersigned, to the best of my knowledge, believe the above information to be correct and will provide proof of the approval by the KFL & A Health Unit to serve the above items in accordance to KFL & A Health Unit regulations within 15 business days of the event .

Signature & Printed Name

Date

Recreation & Leisure Department Approval

Date

For further information please contact Paul Turner, Assistant Supervisor, Community Programs
546-4291 ext. 1890 or by email: pturner@cityofkingston.ca

To Contact the Public Health Inspector : (613) 549-1232

Attached: Certificate of Insurance and Public Health Application Form. If these forms are not attached, please contact Paul Turner at above number.