



# Food Concessionaire Information

City of Prince George - Parks Recreation Services

Join the City of Prince George at Lheidli T'enneh Memorial Park on July 1 from 11 a.m. to 6 p.m. Canada Day in the Park is one of Prince George's largest free outdoor celebrations. The event attracts more than 15,000 people each year.

For more than 40 years, non-profit organizations participated by providing food services at the event to help raise funds to support their cultural activities. In 2022, food trucks were invited to participate to supplement the offerings and meet demand. Both non-profit groups and food truck owners are invited to apply for Canada Day in the Park.

A completed application does **not guarantee** participation. The Canada Day in the Park committee will consider all applications and menus to ensure there are a variety of options available that reflect Canada's diverse cultural mosaic. Registration and payment of registration fees **does not guarantee** application acceptance. Applications will be adjudicated once all required information is received. The Canada Day in the Park committee reserves the right to accept and reject any application. All unsuccessful applicants will be refunded in full.

## Application process

1. Apply on the City website before May 1: [princegeorge.ca/CanadaDay](http://princegeorge.ca/CanadaDay)
2. Ensure the information you provide is up to date. Applications without complete contact information will not be processed.
3. Registration fees are due upon registration:
  - o **Regular rate:** \$600 plus tax
  - o **Multicultural Heritage Society non-profit member rate:** \$400 plus tax
4. Applicants must send a menu with a price list, a copy of your fire suppression sticker (if applicable), business license, insurance, food permit, and current pictures of your concession to [pgcdfoodtruck@gmail.com](mailto:pgcdfoodtruck@gmail.com) to be considered.
5. By registering, applicants acknowledge and agree to all rules and regulations outlined in this document.

## Set up/breakdown

Set up begins on July 1, at 7 a.m.. Applicants will be given a scheduled set up time. Vendors that miss their scheduled time risk being removed from the event without a refund. Contact the Canada Day Food Services Coordinator upon arrival. Take down begins at 6:30 p.m., no vehicles can exit or enter the park until 6:30 p.m.. Groups that stop serving before 6:00 p.m. could jeopardize their involvement for next year.

## Hours of operation

Concessionaires are expected to operate on July 1, between 11 a.m. and 6 p.m.

## Rules and regulations

1. **Food permit to operate:** Your application to Northern Health must be completed by you and received by them directly. The original permit must be displayed in a conspicuous place in your work area. Concessionaires must ensure that they are following food safe regulations as per their food safety plan; failure to do so will result in your removal from grounds with no refunds. If you have a permit from outside the Northern Health region, ensure it is reviewed and approved by Northern Health. A copy of the above information must be submitted to the Canada Day in the Park committee by May 1<sup>st</sup> or sooner.
2. **Power:** Applicants requiring power, will contact the Canada Day Food Services Coordinator. **No generators are permitted at this event without permission of the Canada Day in the Park committee.**

## QUESTIONS? GET IN TOUCH:

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250-561-7640  
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3. **Fire suppression sticker:** All equipment must have the proper fire suppression sticker visible for inspection. A copy of the sticker **MUST** be sent to [pgcdfoodtruck@gmail.com](mailto:pgcdfoodtruck@gmail.com) as part of the application process. Contact Prince George Fire Rescue Services for an inspection to receive your sticker if you haven't already done so at 250-561-7667. All vendors must adhere to the PG Fire Rescue Services Mobile Vendors Safety Check Sheet.
4. **Fees for space rental:** No space shall be reserved without the required payment. No refunds will be made for any space not used or for space remaining unoccupied during the festival. The festival may rent or use unused space for other purposes with no obligation of refund. Once the payment has been received along with the required background material and you have been approved by the committee, your location and organization name will be placed on our map. Once you are placed, that is your location, and this will not change without approval of the committee.
5. **Allotment of space:** The allotment of space shall be at the discretion of the festival. All efforts will be made to avoid duplicates; however, it is not guaranteed and there may be concessionaires selling some of the same products/services. In all cases, the festival reserves the right to reject or accept conditional applications at any time.
6. **Use of space:** The space contracted is to be used solely for the concessionaire whose name appears on the application and only for those products listed on the application. The concessionaire agrees the allotted space shall not be assigned, shared, or subleased in whole or part except with written approval of the festival.
7. **Menus:** Menus with pricing must be submitted upon registration. To encourage variety, the Canada Day in the Park committee reserves the right to reject any menu items. Vendors cannot change the menu and pricing without the permission of the committee.
8. **Payment schedule:** Payment must be made upon registration. If the Canada Day in the Park organizing committee rejects an application a full refund will be issued. If a vendor fails to adhere to any of the rules and regulations, their participation may be cancelled with no refund.
9. **Cancellations:** Cancellation of any booked space results in a forfeit of the payment made.
10. **Staffing of booths:** Booths shall be manned by agents of the concessionaire.
11. The applicant is responsible for the safety of themselves, their staff, volunteer and customers and are required to respect and follow an expected standard code of conduct and comply with the Rules and Regulations as outlined in this document and also available as posted at the Park or online at [www.princegeorge.ca](http://www.princegeorge.ca), as well as adhere to applicable City policies and bylaws including the following restrictions which apply to all uses of the facility:
  - a. No smoking or vaping as per the City of Prince George Smoke and Vape Free Bylaw no. 8591, 2016.
  - b. No sale or consumption of alcohol.
  - c. No use of fire or materials considered hazardous by the Fire Code of the Province of B.C.

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Failure to follow these requirements may result in the applicant being subject to tickets, fines and/or removal from the facility with no refund.

12. **Damage and liability:** The concessionaire is responsible for all damages that they, their staff or their volunteers cause to the facility, show property, or equipment. The festival will maintain security services and will take reasonable precautions to safeguard concessionaire property; however, the festival assumes no responsibility or liability for loss or damage through any cause of goods, exhibits or any other materials owned, rented or leased by the concessionaire.
13. **Hold harmless:** The City is not liable for damage to property or bodily injury or death of person or persons, while at the facility, unless it was caused solely by the neglect of the City. This exclusion of liability is expressly made pursuant to section 4 of the Occupiers Liability Act of British Columbia. In no event shall the City be liable for any losses, cost, damages, expenses, claims, legal action, and liabilities arising or resulting from exposure to, transmission of, or infection with communicable disease among the applicant's directors, officers, members, participants and spectators while they are present on and using the facility, and whether or not the City's negligence has caused or contributed to that exposure, transmission or infection.
14. **Insurance:** The successful applicant will at all times during the participation in the event and at no expense to the City, supply general liability insurance of \$5,000,000.00 (bodily injury and property damage coverage) with the City of Prince George as an additional insured on the policy. A copy of the above information must be submitted to the Canada Day in the Park committee by May 1<sup>st</sup> or sooner. Concessionaires may not participate at the festival until this completed information has been received. No refunds will be issued, and the festival may re-sell the space.
15. **Indemnification:** The applicant shall defend, indemnify and save harmless the indemnitees from and against all claims, demands, actions, proceedings, and liabilities whatsoever and all costs and expenses incurred in connection therewith and resulting from the performance, purported performance, or non-performance of the event, excepting only where such claim, demand, action, proceeding or liability is based on the negligence of the indemnitees. The applicant will at all times, even after this event has expired or has been terminated, indemnify and save harmless the City from and against any and all losses, costs, damages, expenses, claims, legal actions, and liabilities for damage to property or for bodily injury or death of any person or persons, whether directly or indirectly caused or incurred, arising or resulting from any use or to this event. The applicant's obligation to indemnify and save harmless the City under this provision includes all losses, costs, damages, expenses, claims, legal actions, and liabilities arising or resulting from exposure to, transmission of, or infection with communicable diseases among the applicant's directors, officers, members, participants and spectators while they are present on and using the facility, and whether or not the City's negligence has in any way caused or contributed to that exposure, transmission or infection.
16. **Waiver and release:** The applicant promises and agrees not to sue, and hereby waives, releases, and discharges the City from any and all claims and liability for personal injury or death or damage to property or loss of any kind or nature whatsoever, whether directly or indirectly caused or incurred, arising or resulting from any use or occupancy of the facility pursuant to this document. The applicant's agreement to waive, release and discharge the City under this provision includes all claims and liabilities arising or resulting from exposure to, transmission of, or infection and communicable diseases among the applicant's directors,

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officers, members, participants, and spectators while they are present on and using the facility, and whether or not the City's negligence has in any way caused or contributed to that exposure, transmission, or infection.

17. **Access to area:** During wet weather, be cautious about damage to the grass. Vehicles may only access the Park before 10 a.m. and after 6:30 p.m. All vehicles must be out of the park between 10 a.m. and 6:30 p.m. unless previous permission is given by the organizing committee. Do not drive any faster than a walker. All vendors will be assigned a time to load in. If you miss your load in time, you may be expelled from the event with no refund.
18. **The concessionaire** will accept the space in the condition in which they rented. The concessionaire will leave the space as they found it. Exhibitors/concessionaires will be billed a fee of up to \$200 for any clean up required by the festival. Garbage is to be disposed of by the concessionaire in the bins provided.
19. **Restrictions:** The festival has the right to limit the generation of noise, smell, dust, smoke, litter and method of operation, creation of safety hazards or any other result, which may be objectionable or otherwise distract from or be out of keeping with the character of the event as a whole. Booths must be maintained in a neat and orderly manner throughout the event. Preparation and/or serving of food and beverages of any kind without permission of the festival is strictly prohibited.
20. **Consumption of alcohol or illicit drug use** or any related illegal activity will result in immediate expulsion from the ground with no refund and legal action may apply.
21. **Electrical outlets** must be installed by an approved designate of the festival. Each space booked is responsible for their power outlet. The festival will not be responsible for loss or damage occurred in the event of an overload in power due to sharing an outlet or insufficient wattage in power.
22. **Interpretation and enforcement:** The management of the festival rests with the City of Prince George. These conditions of contract, display rules and regulations form part of the contract between the concessionaire and the festival. All matters in question not covered by these regulations are subject in the first instance, to the decision of the Canada Day in the Park committee, or their duly authorized representative(s). All decisions made shall be adhered to by all parties. It is the responsibility of the concessionaire or their designated representative to familiarize themselves with the rules and regulations.
23. **Setup/breakdown:** The event starts at 11 a.m. You must be fully set up no later than 10:30 a.m. You can arrive any time after 7 a.m. to set up. Vending will go until 6 p.m. There will be no taking down of your booth before this time and access with any vehicle (in dry weather) is not allowed until 6:30 p.m. It causes unnecessary risk to everyone involved. You are required to provide all your own equipment. This includes proper weights for your tent. Please make sure you are prepared for all types of weather as this is an outdoor event. Groups that stop serving before 6 p.m. could jeopardize their involvement for next year.
24. **Security:** There will be security during the advertised hours of the festival. While such security is provided, The City of Prince George or any partners shall not be responsible for any stolen, lost, or damaged items of equipment or personal belongings. You shall be solely responsible for the protection and safeguarding of valuables and release the aforementioned parties from any losses or damage to your property. Please handle your affairs as you deem appropriate with respect to protecting your equipment and belongings.

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25. **General provisions and fees:** We reserve the right to deny any application without explanation. All vending fees are non-refundable after June 15.
26. **Disclaimer:** The Canada Day in the Park committee does not require a criminal record check to be a part of this event. If you submit this document, you are declaring that you and your staff/volunteers are able to attend this event with no restrictions.
27. **Signs advertising** your business must remain within your rented space.
28. **Harassment/Anti-bullying.** Any harassment, bullying, violence or threats of violence will not be tolerated. Any such act will result in expulsion from the event, loss of future participation and may include the involvement of the police. This include but is not limited to: -Any act that causes or may cause physical harm or significant emotional distress; -Deliberate destruction of City property; -Acts, gestures or statements that give persons reasonable cause to believe that there is a risk of injury to themselves or another person; -Statements that are menacing or taunting in nature; -Invitations to engage in violent acts.
29. **Cellular Service:** If you are relying on cellular service for monetary purposes, please be aware that some cell phone providers have "spotty" service during the event.

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