Refreshment Vendor Licence on Seasonal Municipal Property Application

A Refreshment Vendor Licence is required for short-term vending at festivals, markets, and events.

Application deadlines:

- 7 business days before the event if licensed in another municipality
- 10 business days before the event if not licensed elsewhere

Applicant and Business Information

Applicant first name	
Applicant last name	
Applicant email	
Applicant phone number	
Applicant address	
Business name	
Business address	
Business phone number	

Operating on Municipal Property for Special Events

Name of event	
Name of organizer	
Location of event	
Organizer phone number	
Organizer email	
Date(s) & time(s) of food vendor operations	

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Date & time of arrival (setup)	
Date & time of departure	

Are you selling alcohol?

☐	Yes
☐	No

If yes, consult the Alcohol and Gaming Commission of Ontario.

Are your food premises licensed in another municipality?

☐	Yes
☐	No

If yes, attach related documents.

Vendor Class & Fees

Select your vendor class.

☐	Class A – Motorized Food Sales (food trucks, trailers, motorized ice cream vendors)
☐	Class B – Non-Motorized Food Sales (carts, coolers, BBQs, bicycle refreshment stands)

☐	Not-for-profit OR licensed in another municipality - one time event ($65.00)
☐	Not licensed in another municipality - one time event ($100.00)
☐	Not-for-profit OR licensed in another municipality - same vendor each additional event ($32.50)

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☐	Not licensed in another municipality - same vendor each additional event ($50.00)

If Class A – Motorized Food Sales, enter vehicle information:

Make and model of refreshment vehicle	
Year of vehicle	
Vehicle VIN #	
Provincial plate #	

Attach the Below Supporting Documents

☐	Menu or description of food offered, including off-site prep locations
☐	Detailed site plan showing location, adjacent structures, distances, garbage receptacle location, etc.
☐	Certificate of Insurance naming the Municipality of Meaford as additional insured ($2M liability)
☐	Photo of refreshment vehicle (taken within 12 months)
☐	Proof of identification (driver's licence, personal ID, health card)
☐	Approved and valid food premises permit from Health Unit
☐	Certificate of inspection from licensed gas fitter (if applicable)
☐	Spill containment plan (garbage, grease, grey water disposal)
☐	Sign permit (if displaying off-site directional sign)

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Certification

I understand that additional documents deemed pertinent in the granting of this application may be required at the request of the Clerk.

I authorize the Municipality of Meaford to release my contact information to any person inquiring about using the services of my refreshment vehicle.

☐	Yes
☐	No

Indemnification Agreement: I, the undersigned, agree that I shall at all times indemnify and save harmless the Corporation of the Municipality of Meaford, its employees and Members of Council from and against any and all manner of claims, demands, losses, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the Municipality in respect of any loss, damage or injury to any person or property, which are occasioned by or attributable to the issuance of this license or operation of the business.

Date (MM/DD/YYYY)	
Signature	

Declaration: I, the undersigned, do solemnly declare that all information provided in and with this application is factual and correct and agree to abide by and adhere to all relevant by-laws, rules and regulations, matters and things as are, or may be enacted by the Municipality of Meaford, and to any applicable federal or provincial legislation or regulation in effect, enacted, or amended from time to time, and make this solemn declaration conscientiously knowing that it is of the same force and effect as if made under oath. I also hereby agree to authorize the Municipality of Meaford to release any information which is deemed pertinent in the granting of this application.

Date (MM/DD/YYYY)	
Signature	

Submitting Your Application & Paying the Fee

Submit your completed application via email to bylaw@meaford.ca or drop off at the Municipal Office (21 Trowbridge Street West, Meaford, N4L 1A1).

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Payment Options:

☐	In person at Municipal Office
☐	By mail (cheques only)

Applications will not be processed until payment is received.

A licensing administrator will contact you if additional information is needed. For details visit meaford.ca/foodvendor or email bylaw@meaford.ca.