



151 Caithness St. E. Caledonia, ON N3W 1C2
P. 905-765-6861 F. 905-765-4598 manager@caledoniafair.ca www.caledoniafair.ca

Application & Contract for Food Concession Space

148th Caledonia Fair: September 30th & October 1, 2, 3, 2021

Contact First Name

Contact Last Name

Business Name

Mailing Address:

Street

City/Town

Province

Postal Code

Phone

Fax

Email Address

Hereinafter called the Lessee

Please specify product line in detail: _____

THIS BOX FOR OFFICE USE ONLY

Date Received: _____

Date Payment Received: _____

Received By: _____

Cheque Number: _____

Date Insurance Received: _____

Date Deposited: _____

of Passes Given: _____

Date Passes Given: _____

Concession #: _____

Date Health Unit Forms Received: _____

CONCESSION RENTAL AGREEMENT

BETWEEN: **Caledonia Agricultural Society**

151 Caithness St. E., Caledonia, ON N3W 1C2

Hereinafter called "lessor"

AND: ***per information on page 1***

Hereinafter called "lessee"

In consideration of the rents paid by the lessee to the lessor and the other covenants contained herein, the lessor agrees to rent to the lessee, a concession space at the 2021 Caledonia Fair (hereafter called the concession) upon the following terms and conditions:

1. The rental period will be 4 Days- Thursday, September 30th, 2021 through to Sunday, October 3rd, 2021 inclusive of set-up and tear-down.
2. The rent to be paid by the lessee to the lessor shall be as calculated here:
Not-for-profit rent: \$375.00 + 13% HST
Commercial rent: \$600.00 + 13% HST (add \$50.00 for corner space)

15-foot frontage by 10-foot depth per space I require _____ space (s)

OR

10-foot frontage by 20-foot depth per space I require _____ space (s)

at a cost of \$ _____ rent

+\$ _____ 13% HST (on rent) HST# 106829849

+\$ _____ motor-home/ trailer hook-up (Add \$50.00)

+\$ _____ extra admission passes (\$5 each, maximum 10 passes)

Total cost =\$ _____ **to be paid in advance of the event.** Cheque, money order, or bank draft payable to Caledonia Agricultural Society, or Interac Debit (in-person at our office).

3. Special requests for electrical hook-up and special location requests must be submitted in advance to the Caledonia fair Office. The lessor cannot guarantee any special requests for location or electrical hook-up. Concession location will be determined at the discretion of the lessor.
4. **The lessee shall leave the concession in a clean and tidy condition or will be billed for clean-up. Tables and chairs will not be provided. If bringing a tent or trailer, allow space for the tent ropes or trailer tongue within your concession space.**
5. The lessee agrees to assume full responsibility for the character, acts, and conduct of all of its staff/employees/volunteers on site during the event. No person shall be allowed to set-up in any part of the building/ grounds other than the area contracted in this agreement.
6. The lessee agrees that the Caledonia Agricultural Society is not responsible for lost, stolen or damaged property in the concession.
7. The lessee shall be responsible for any damage caused to any part of the concession or property during the rental period and any period of access allowed to the lessee.

8. The lessee shall take out a comprehensive policy of public liability and property damage insurance providing insurance coverage in respect of any one accident or occurrence to the minimum limit of two million dollars (\$2million) for the duration of the rental period and any period of access allowed to the lessee, and shall provide the lessor with written confirmation of the coverage prior to the commencement of the rental period.
9. The lessee acknowledges and agrees that he/she/it shall assume all risks and be responsible for any and all of its actions in the concession during the rental term set out in this agreement. The lessee hereby agrees to indemnify and hold harmless the Caledonia Agricultural Society and their respective agents, officers, directors, members, servants and employees from and against all claims, actions, proceedings, suits, losses, damages, injuries or death brought by or sustained by any person or entity, including, but not limited to, all costs and expenses incurred in defending any such claims by the Caledonia Agricultural Society caused by, resulting from or in any way related to the rental, use of occupancy by the lessee of the concession; the negligent actions or omission of the lessee, its members, officers, servants, employees, agents, contractors, invitees or any other person present at the concession or any breach or default of any of the terms of this agreement by the lessee.
10. The lessee hereby indemnifies and saves harmless the lessor, its members, servants, agents and directors and officers from and against any and all claims, losses, demands, actions, and causes of action that arise out of or in connection with the activities carried on by the lessee during the rental period and any period of occupation or use of the concession by the lessee, and shall include any acts by the lessee, its directors, officers, agents, servants and licensees.
11. On arrival to the Fairgrounds for set-up, lessee will be provided twelve (12) single admission passes. These passes are good for one (1) person on any one (1) day of the Caledonia Fair and must be surrendered at the gate.
12. The lessee shall be provided with one (1) car pass which provides parking of one (1) standard vehicle in the designated concession parking area. This parking pass must be left in the vehicle at all times.
13. The lessee may purchase up to 10 additional single admission passes at **\$5.00 each. These must be purchased by September 30th, 2021.** The lessee will arrange for staff admission in advance of the fair. No passes or lists will be held at the gate by the lessor.
14. The lessee must be set-up before 4pm on Wednesday, September 29th 2021.
15. The lessee can tear-down no sooner than 6pm on October 3rd, 2021.
16. The sale of laser pointers, knives, lighters, bongs, vaping products, or any smoking or drug related paraphernalia is strictly prohibited. **The sale of raffle tickets or lottery tickets is prohibited. No cannabis related products including edibles or oils are permitted for sale or use on the grounds.** If found selling these products, you will be asked to leave the premises immediately and forfeit your concession fee- **the OPP or RCMP will be contacted to remove illegal items.**
17. No subletting of concession space will be permitted.
18. All lessees using propane must comply with provincial propane regulations.

19. The Lessee may cancel this contract by notice in writing to the lessor which notice shall be effective at the time of receipt by the Society. Any monies paid by the lessee to the Society shall be non-refundable unless written notice of cancellation is delivered to the lessor before **August 1st, 2021**.
20. The lessor reserves the right to revoke this contract if false information is provided on your application of if our rules are not followed.
21. The lessee will complete and submit to the lessor any applications or documents required by the Haldimand-Norfolk Health Unit, Electrical Safety Authority, local Fire Department, or any other inspection agency as deemed necessary by the lessor or as required by local laws.

This Agreement shall be binding upon and enure to the benefit of the parties hereto, and their heirs, executors and assigns. The lessee has read the above and hereby covenants and agrees to the terms and conditions as set out in this rental agreement and acknowledges and agrees that any breach of the terms and conditions of this agreement may result in the termination of the lessee's right to use the concession, at the discretion of the lessor.

Dated at _____, this _____ day of _____, 2021

CALEDONIA AGRICULTURAL SOCIETY

Per: _____
Lessor

I have authority to bind the Corporation

Print Lessee Name Here

Per: _____
Sign Lessee Name Here

If a Corporation, I have authority to bind the Corporation.

Show Hours

Thursday 4pm - 10pm, Friday & Saturday 10am - 10pm, Sunday 10:30am - 6pm

Please mail/email signed contract with full payment and certificate of insurance to:

Caledonia Agricultural Society
151 Caithness St. E. Caledonia, ON N3W 1C2

manager@caledoniafair.ca
email for contract, insurance, and e-transfer.

If you send an e-transfer please ensure you make a note with your full name and email address. No password will be required as we are set up with auto-deposit. Should a password be required- please use Fair2021



Special Event Fire Safety Requirements Form

Event Name:	Caledonia Fair
Event Location:	Caledonia Fairgrounds- 151 Caithness St. E., Caledonia, ON N3W 1C2. Canada.
Organizer/Vendor Name:	
Organizer/Vendor Address:	
Organizer/Vendor Telephone:	

1. Fire Extinguishers

All vendors must have a fire extinguisher that has been inspected by a qualified person within a 12 month period and has a tag securely attached.

- a) Non-cooking vendors must have not less than a 2A10BC extinguisher
- b) All cooking vendors must have not less than a 40BC or Type K extinguisher

2. Tents

All vendors that use tents must present proof that the tent meets a recognized flame retardant standard (NFPA 701 or CAN/ULC S109) upon inspection.

3. Building Permits Requirements

All tents or group of tents having a combined area of 60 square metres (645 square feet) or more must have a building permit prior to being put up.

All tents or group of tents having a combined area of 225 square metres (2420 square feet), used for Assembly Occupancy, accommodating more than 30 persons consuming food or drink or containing bleachers must be approved by a Professional Engineer.

4. Fire Safety Plan Requirements

Your tent(s) will require a Fire Safety Plan if:

- a) More than 30 members of the public will be consuming food or drink in the tent
- b) Your tent will be used for assembly purposes

If you have any questions about whether or not your tent(s) require(s) a Fire Safety Plan, please contact the Haldimand County Fire Department.



5. Fire Watch Requirements for Vendors

If a tent requires a fire alarm system under the Ontario Building Code but does not have a fire alarm system a person shall be assigned to fire watch duties. Please contact the Haldimand County Building Division to determine if your tent requires a fire alarm system.

6. Specific Requirements for Tents

- a) Cooking with fuel fired appliances (open fires), smoking, the use of candles or other open flames are strictly prohibited in any tents used by the public.
- b) An area at least three metres (nine feet) surrounding the tent must be kept clear of all materials or vegetation that will support and allow/or fire extension.

7. Other Provisions

- a) Open air burning is prohibited without approved burn permits.
- b) Fireworks displays must be in compliance with the applicable federal legislation. The Haldimand County Fire Department must be contacted to obtain approval.

8. Technical Standards & Safety Authority Requirements

Organizers must comply with the requirements of the TSSA for operation of amusement devices (i.e. Amusement rides, water slides, go-karts and inflatable/bounce devices), appliances and fuel requirements. Refer to: www.tssa.ca for further information.

9. Electrical Safety Authority Code Requirements

Under the provisions of the Ontario Electrical Safety Code, any electrical equipment installed in Ontario, temporary or otherwise, must have an application for inspection. This includes all film, television, live performance or event productions. Failure to comply could result in unsafe working sites, production downtime and/or fines.

An application for electrical inspection must be filed, **at least 48 hours prior to the production set up** with the ESA Customer Service Centre, Cambridge at 877-372-7233/Fax 800-667-4278/Email esa.cambridge@electricalsafety.on.ca.

By signature, the vendor certifies that they understand and will comply with the above conditions.

Applicant Signature:	
Date:	



Tent Fire Safety Plan

Note – A copy of the approved Tent Fire Safety Plan must be posted visibly near the entrance.

Event Location:	Caledonia Fairgrounds
Owner of Property:	Caledonia Agricultural Society (Caledonia Fair)
Address:	151 Caithness St. E., Caledonia, ON, N3W 1C2. Canada
Telephone:	Ian D Thompson, Manager (905) 765-6861 manager@caledoniafair.ca

Letter of permission (required if location is on private property belonging to someone other than the organizer): ☐ Yes ☒ No

Tent Supplier:	
Address:	
Telephone:	
Tent Size:	
Installation Date:	
Removal Date:	
Event Organizer/Vendor Name:	
Address:	
Telephone:	



Occupant Load: _____ Posted: ☐ Yes ☐ No

Fire Alarm: ☐ System or ☐ Fire Watch

Person Designated and Identifiable: _____

Fire Alarm Sounding Device: _____

Portable Extinguishers: ☐ Yes ☐ No Number: _____ Type: _____

Exit #1 – Width: _____ Exit #2 – Width: _____

Flame Resistance Label: ☐ Yes ☐ No Exit Signs Posted: ☐ Yes ☐ No

Fuel-fired Appliances: ☐ Yes ☐ No T.S.S.A. Inspection: ☐ Yes ☐ No

Tent Site Plan: ☐ Yes ☐ No 2 copies – 1 copy for Fire Department

Fire Chief Designate (signature): _____

Responsibilities:

- a) Keep means of exit clear
- b) Enforce no-smoking policy
- c) Hourly fire inspection tours and log
- d) Proper use of combustibles
- e) Direct responding fire personnel to the location of the emergency
- f) Sound alarm, call 911 and extinguish fire if safe to do so



Tent Fire Safety Site Plan

Caledonia Fair Electrical Safety Guidelines

To be circulated to all vendors & concessionaires

Carnivals, festivals and traveling shows have specific electrical safety requirements.

Electrical safety tips for celebrations large or small

Whether you're powering a public address system for speeches and music, setting up a large event tent, plugging in twinkle lights or using portable heaters after the sun sets, following these electrical safety tips will help you avoid an unfortunate accident that could otherwise spoil the fun.

Event tents and decorations

Before moving and setting up a tent, always look up and look out for powerlines first! Remember, you don't have to touch the powerline to get a severe shock, burn or be electrocuted. Even coming too close could cause electricity to jump or 'arc' through the air to the tent pole or other equipment and seriously injure or even kill you.

When using a ladder to put up decorations, banners or lights always look up first for powerlines. Carry your ladder horizontally as you move around the yard or event location.

Stay at least three metres away from all powerlines that run along the street and at least one metre from the wires that run from your house to the electricity system.

Portable generators

Size matters when it comes to portable generators – choose one that meets the needs of the equipment you want to power up.

An ESA inspection is not required for the type of generators that allow you to plug electrical equipment directly into outlets located on the generator.

But generators larger than 12 kilowatts or 240 volts do require an electrical permit and ESA inspection. Call 1-877-ESA-SAFE (372-7233) at least a week in advance of your event.

Water and electricity don't mix! Set up your portable generator in a dry, well-ventilated area outdoors.

Generators produce poisonous carbon monoxide gas. Keep the generator away from your event tent, and also away from open doors, windows and vents of the house or other nearby buildings.

Gasoline and its vapors are extremely flammable. Allow the generator engine to cool at least two minutes before refueling and always use fresh gasoline.

Extension cords

Choose the right extension cord for the job – use three-prong (grounded) cords rated for outdoor use.

Plug in safely – plug your extension cords into an outlet that's protected by a Ground Fault Circuit Interrupter (GFCI) to prevent shocks. You can buy portable GFCI protected outdoor power bars at most home improvement retailers.

Extension cords are rated to deliver a specific amount of power – make sure the one you choose is rated for the amount of power your equipment needs.

Don't coil the cords – coiled extension cords can become very hot and potentially cause a fire.

Remember to secure cords to the ground to prevent tripping hazards or damage to the cord.

Look for the product certification mark on extension cords to make sure they've been safety tested approved for use in Ontario.

Outdoor heat and light

If you're using lights and heaters inside an event tent, remember to make sure they're kept well away from the tent fabric to avoid a fire – check the manufacturer's instructions for specific requirements.

Remember to choose products that are approved for where you're planning to use them – indoors, outdoors or wet locations.

Look for the product certification mark on lighting and heaters to make sure they've been safety tested and approved for use in Ontario.

By signing below, vendor acknowledges receipt of these Electrical Safety Guidelines and understands that they may be inspected by the Electrical Safety Authority during their participation in this festival.

Signature of Vendor/ Concessionaire

_____,2021
Date



September 30, & October 1, 2, 3, 2021

Concessionaire Checklist

Please read entire the entire contract carefully and use this checklist to ensure you don't miss anything

- ☐ Complete name, address, postal code, phone and e-mail
- ☐ List complete product line (add additional sheet if necessary)
- ☐ Choose space size
- ☐ Calculate cost - **make sure you have added 13% HST**
- ☐ Submit payment – cheque, bank draft, or money order payable to ‘Caledonia Agricultural Society’
DO NOT MAIL CASH
- ☐ Please note set-up and tear-down times
- ☐ Please note show times
- ☐ **Sign contract (as lessee). The contract is not valid without a signature**
- ☐ Attach copy of insurance certificate with application (\$2 million minimum)
- ☐ **The Caledonia Agricultural Society must be named as additional insured**

FOOD VENDORS:

- ☐ Please ensure you have also filled out the *Haldimand Norfolk Health Unit Food Provider Application* for approval.

IMPORTANT: *The Health Unit has stated that they will be strict on the enforcement of the 30-day rule. If you do not submit in time, you may not get approval. There will be no refunds to concessionaires who are not approved by the health unit.*

*If you have any questions, please contact Ian D Thompson at the Fair Office at 905-765-6861
or e-mail: manager@caledoniafair.ca*

What you need to know about **ELECTRICAL** SAFETY

CARNIVALS / TRAVELLING SHOWS



Don't be the one to spoil the fun



Amusement rides and equipment that aren't installed safely could have tragic consequences.

Your best defense:

Ensure rides and equipment are inspected by the Electrical Safety Authority (ESA)!

Know the requirements

Planning an event? Talk to your carnival/travelling show operator about the following:

Electrical permits are not optional. Every show must be inspected to ensure compliance with the Ontario Electrical Safety Code (OESC).

Only certified products are allowed. All rides and equipment must bear the mark of a recognized certification or approval agency. A list of marks is available at www.esasafe.com/electricalproducts/marks.

Permit Number: Make sure your operator provides you with the notification number associated with the electrical permit. This is your record that an ESA inspection has been scheduled to ensure your event meets provincial safety requirements.

Making sure these requirements are met will help your planning go smoothly and keep carnival-goers and operators safe and able to enjoy the fun!

Plan with safety in mind

Look Up! Look Out! Large tents and amusement devices need ample clearance from powerlines to avoid accidental contact. Visit esasafe.com to find required clearance information.

Start early. Ensure your permit application is submitted at least 4-6 weeks prior to the date you would like the event inspection to take place.

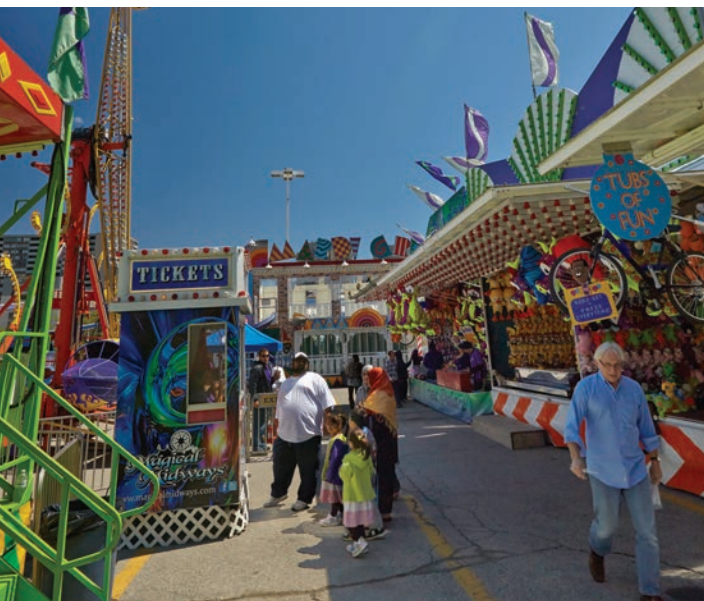
Apply for a permit. Download ESA's Entertainment/Special Events permit form at www.esasafe.com in the Business section under Carnivals/Travelling Shows.

Electrical safety at special events

Carnivals and travelling shows present a heightened electrical safety risk to the public.

Here's why:

- » There are many more members of the public than usual at these well-attended events.
- » Repeated set-up and tear-down means more wear and tear on equipment.
- » Just-in-time set-up and tear-down can lead to errors in how equipment is installed.



Carnivals and travelling shows create fun and a sense of community across Ontario every year.

The Electrical Safety Authority (ESA) works successfully with show operators to eliminate electrical hazards that might otherwise spoil the fun.

ESA inspectors know that the show must go on . We work together with operators and communities to make sure the necessary inspections are complete before opening day to minimize disruption and avoid delays.



For more information

To find out more about
electrical safety at
carnivals and travelling
shows, please contact the
Electrical Safety Authority.

www.esasafe.com

1-877-372-7233

