



### **For all individuals and organizations operating Tournaments and Events in the Town of Halton Hills Recreation and Parks facilities.**

This memo is to notify you of changes to having vendors at tournaments and events at Town of Halton Hills Facilities.

In 2005 Council for the Town of Halton Hills approved by-law #2005-0067. This by-law was developed and approved to license, regulate and govern any business activity carried out in the Town of Halton Hills.

What this means is that any individual or organization operating an event at a Town of Halton Hills owned or leased facility such as tournaments (e.g. hockey, lacrosse, baseball, soccer tournaments etc.) that wish to have vendors present at their event must:

- 1) Submit a request in writing to the Facility Supervisor located the facility where the event is to be held;
- 2) Upon approval from the Facility Supervisor, the Event Organizer must contact Valerie Petryniak in Corporate Services 905-873-2601 ext. 2350. Valerie will direct you how to obtain an application for a "Non-store Direct Selling License" for each vendor. The cost is \$131.00 per vendor for one year, expiring April 30<sup>th</sup> each year. (Hawkers and Peddlers)
- 3) Each vendor must complete the application and submit payment to Corporate Services at the Town of Halton Hills to be approved, **or if approved, Corporate Services may allow the tournament or special event organizer to be responsible for payment and all vendors' information.**

The only exceptions to the temporary licensing requirement are local retailers or vendors who already **possess a Town of Halton Hills Retail Trade License (Temporary Event Sale \$197.00)**. Proof of this license is required. These retailers will not be required to obtain a temporary license.

Local non-profit organizations are also exempt. A non-profit organization that is a regular user of a facility must contact the Facility Supervisor for approval to sell their products. Examples of acceptable items are team jackets or pucks or team wear bearing the organization or team logo etc. **100% of all profits received must be going back to the non-profit organization.** At no time will an outside vendor be allowed to sell product on behalf of an organization without the appropriate Town of Halton Hills License.



## SPECIAL EVENT VENDOR LICENSES

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Under this same by-law, the Town of Halton Hills will not permit individuals or organizations to sell food and or beverage products at their events unless all appropriate approvals and licenses are in place.

If your non-profit organization would like to sell food at a tournament or event held on Town owned or leased property you must:

- 1) Notify in writing the Facility Supervisor in charge of the facility where the event is to be held to receive approval a minimum of six (6) months in advance of event;
- 2) Once the Facility Supervisor has given approval the Event Organizer and/or organization must provide the Town with a **minimum of \$1 million Commercial General Liability insurance with the Town of Halton Hills listed on the insurance policy as "Additional Insured"; and have an endorsement written on this policy stating that notice in writing at least ten (10) days prior to cancellation, expiration or variation thereof will be given to the Town by the insurance underwriter. This coverage must state clearly that it is to include and is for food handling and serving.** The Region of Halton Health Department must provide written approval and may complete an inspection before food and beverages can be sold. A copy of this inspection/approval must be provided to the Facility Supervisor before food can be sold or given away. Please note that the Region of Halton Health Department will require up to **60 days advance notice for inspections.**
- 3) After March 31, 2006 the Town of Halton Hills will not permit organizations to have portable barbeques at Town Arena Facilities. An approved licensed caterer maybe exempt.

All organizations selling draw tickets, 50/50 draws etc., must obtain a license and approval from the Corporate Services at the Town of Halton Hills Civic Centre under the Lottery License by-law.

If you have any questions or concerns, please contact the Facility Supervisor or Town of Halton Hills Corporate Services.



### SPECIAL EVENTS

#### **1. Commercial Auction Events**

Under the Licensing By-law #2005-0067, the Town of Halton Hills will License the "Auction". A *Non-Store Direct Selling* License is required for each Auction event. The cost is \$131.00 per event.

The Auction companies or organizers booking town-owned or leased facilities must apply and must obtain the business license from the Town of Halton Hills Corporate Services located in Town's Civic Centre. Please call Val Petryniak at 905-873-2601 ext. 2350.

#### **2. Flea Markets, Trunk Sales or Trade Shows**

Every Organizer of a Flea Market, Trunk Sale, or Trade Show requires a *Retail Trade* license (Flea Market, Temporary Sale, and Trade Show). The cost is \$197.00 for the length of the event. The individual sellers in the stalls or at tables do not require a municipal business license except any vendor selling food. Anyone selling food must contact the Health Department for approval.

#### **3. Lottery Licensing, Stag and Doe events with Wheels of Fortune or Black Jack tables**

The province only issues licenses to qualifying charitable and non-profit organizations for gaming events. All other types of events held by non-charitable organizations such as 'fun nights' or 'poker night' for the purpose of entertainment does not qualify for a provincial lottery and gaming license and independent legal advice should be obtained to see if permitted at all or in a municipal facility. Non-charitable gaming is subject to the Criminal Code of Canada.

Please be advised that the Town of Halton Hills will not permit any of these activities until Town staff receives proof of license.

A Social Gaming License is only issued in conjunction with a charitable event. Applicants must apply to the Province of Ontario. Information on how to apply is available on their website at [www.agco.ca](http://www.agco.ca).