

Thank you for your interest in participating in the Town of Newmarket's 2025 Tim Hortons Canada Day celebration.

Canada Day 2025 Details

- Date: Tuesday July 1, 2025
- Time: 11 a.m. to 4 p.m.
- Location: Newmarket Riverwalk Commons (200 Doug Duncan Drive)

Vendor Application Deadline

Please read and complete all the required information below to be considered for participation.

Please return the completed form by **Friday, May 23, 2025 by 8:30 a.m.** to be considered.

Applications can be submitted by:

Email to Melissa McBride, Special Events Lead mmcbride@newmarket.ca

Dropped off or mailed to:

ATTN: Melissa McBride
Municipal Offices – Town of Newmarket
395 Mulock Drive, Newmarket ONT, L3Y 4X7

Vendor Fee

All vendor applications must be formally approved by the Recreation Lead prior to vendors making payment.

1. Please indicate below (check one box) if you are a profit or not-for-profit business, charity and/or organization.

<input type="checkbox"/>	Not-for-Profit: \$50 + HST (Total: \$56.50)
<input type="checkbox"/>	For-Profit: \$100 + HST (Total: \$113.00)

Vendor Fee (Continued)

2. Please indicate below (check one box) if you will be providing your own certificate of general liability insurance or if you would like to purchase general liability insurance through the Town of Newmarket.

NOTE: All vendors are required to provide a copy of general liability insurance naming the Town of Newmarket as an additional insured on the policy of up to \$2,000,000.00 for the event date.

Depending on the nature of your application, the Town of Newmarket reserves the right to request that you provide general liability insurance naming the Town of Newmarket as an additional insured on the policy in the amount of \$5,000,000.00 for the event date.

Any vendor that is a commercial entity and / or operates as a business DO NOT qualify for general liability insurance through the Town of Newmarket, as you should have you own insurance for your operations.

Yes – I would like to purchase general liability insurance through the Town of Newmarket as I am not a commercial entity and do not have my own general liability insurance.

- \$38.56 + HST - Policy in the amount of \$2,000,000.00
- \$77.11 + HST - Policy in the amount of \$5,000,000.00

No – I will be submitting my own certificate of general liability insurance naming the Town of Newmarket as an additional insured on the policy for the event date.

Vendor Fee:	(\$)	Certificate of Insurance (If Applicable)	(\$)
			Total:

Vendor Payment Options

Once you have received formal approval by the Recreation Lead, payment can be made either:

1. Online

Login information will be emailed to the email address listed on this application providing an online payment option. [Click here to login](#)

2. Cheque - dropped off or mailed to:

Town of Newmarket (cheque payable to the Town of Newmarket)
 395 Mulock Drive
 P.O. Box 328, STN Main
 Newmarket, ON
 L3Y 4X7
 ATTN: Melissa McBride

3. In Person - at a Customer Service Kiosk (cash, cheque, debit, or credit)

Municipal Office	Magna Centre	Ray Twinney Recreation Complex
395 Mulock Drive	800 Mulock Drive	100 Eagle Street West

Applicant Information

Organization Name:	
Website:	
Contact Person:	
Email:	
Address:	
City Province:	
Postal Code:	
Phone:	
Day of Event Contact:	
Day of Event Contact Phone #:	

Applicant Information Continued

Please describe what activities and interactive activations you will be doing within your display space.

- For example: Playing music, performing, selling items, food, inflatables, games, draws etc.
- Please explain how your activity relates to celebrating Canada.

If you are providing any amusement device that is under the jurisdiction of TSSA (e.g. inflatables, rides, slides), a copy of the TSSA certificate must be provided to the Recreation Lead prior to the event and the Town of Newmarket must be named as an additional insured on liability insurance up to the amount of \$5,000,000.

Are you planning on giving away or selling any food or drink at the event? If you are providing food of any kind you must comply with the requirements of York Region Public Health.

What type of vending space will you be providing?
(Example: tent, truck, trailer, table, chairs, cart, etc.)

- The Town will not be providing any vendor related supplies such as, but not limited to tents, tent weights, tables, chairs etc. This will be at the sole responsibility of the vendor.
- Please be aware that if you are bringing a food truck or cart that you will need to fill out a separate application for a Refreshment Vehicle Special Event Permit. A fee is required by Legislative Services in addition to the for-profit event vendor fee.
- Tents larger than 10' x 20' must be inspected by a Town of Newmarket Building Inspector prior to the event.

Applicant Information Continued

Do you require multiple spaces (one space is 10'x10')? If so, how many booths would you like and would you like them side by side or spread out? (One (1) vendor fee is charged per space)

Do you require any other specific needs or require a specific location? (i.e. power, water, pavement, close proximity to washrooms, accessible parking etc.) If you require access to power please indicate what your power needs are and please attach a photo of the connection if it is different from a typical plug.

NOTE: Please note that specific needs and/or locations cannot be guaranteed and are subject to review and availability.

Vendor Rules and Regulations

1. Vendor load-in times and instructions will be sent by email prior to the event. All set up must be completed within 30 minutes before the start of the event time. If you do not set up prior to the event your space is subject to forfeit and may be occupied by another group. The operator area must be supervised by qualified staff for the duration of the event.
2. All booths must be staffed for the entire duration of the event. At no time can any booth or space be left unattended.
3. The Town of Newmarket will not be responsible for any damage to vendor space and vendors assume all liability in attending the event.
4. The booth fee includes a 10' x 10' space. Vendors are not permitted to promote or sell outside of their allotted space (including signage and handing out materials). You are responsible for all of your set up, tear down and any items to accompany your space. Any equipment including but not limited to chairs, tables, garbage, canopies, tents, signs, power will be the responsibility of the vendor. If you are bringing a canopy/tent as part of your setup, please note that staking is NOT permitted and all canopies must instead be weighted down. You are responsible for providing your own canopy weights.

Vendor Rules and Regulations continued

5. For any music or sound amplification the maximum decibel level for amplification cannot exceed 85 decibels. If you are asked to turn down your volume by a Town staff you need to comply.
6. All garbage created at the space during the event is the responsibility of the vendor to dispose of. Nothing can be left after the event.
7. All food and drink vendors must complete and submit a York Region Public Health vendor application form for special events. This form is available on the [York Region website](#) This must be completed within 2 weeks of the event and submitted to York Region. This is mandatory. Generators are not permitted at this event. The Town will provide access to power if needed.
8. No smoking, alcohol, fireworks, weapons, or illegal substances are allowed at any event.
9. The Town is dedicated to eliminating single use plastics. If you are planning on using single use plastics at a Town event (e.g. plates, cups, straws, balloons, plastic water bottles etc.) please let the Recreation Lead know and we may be able to suggest a green alternative. The Town will not be responsible for any damage to operator property and vendors assume all liability in attending the event.
10. If you are using a generator for power it must be classified as low noise. Town staff reserve the right to refuse the use of the generator. No generators are permitted indoors.
11. This event is held rain or shine however, in the event of severe inclement weather, (e.g. thunderstorm, tornado, extreme temperatures) Town of Newmarket staff will make the decision to cancel or postpone the event.
12. Parking will only be allowed and available in designated areas. No cars, vans, or trucks will be permitted in the vendor areas unless otherwise arranged with the Recreation Lead.
13. All applications must include proof of Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$2,000,000 per occurrence or \$5,000,000 per occurrence, depending on the nature of your application. Vendors requiring the use of an automobile as part of the event must also provide proof of Automobile Insurance with a minimum of \$2,000,000 limit. The Town of Newmarket is to be named as additional insured on all Insurance Certificates. Proof of insurance must be provided in the form of a certificate.
14. Town staff reserve the right to refuse entry, participation of any vendor if the above requirements are not met.

