



FOOD & BEVERAGE VENDOR APPLICATION

THE OPPORTUNITIES

If you are interested in **applying** to attend the City of Calgary **Canada Day 2025** celebrations as a food/beverage vendor, please read through this form and complete all sections of the application.

Canada Day 2025 event sites: **The Confluence Historic Site & Parkland (formerly Fort Calgary), St. Patrick's Island & Municipal Building (no food vendors at this site).**

Food vendors must have current AHS Food Handling Permit and current City of Calgary Fire Inspection. All service ware (plates, cups, cutlery, and napkins, etc) must meet [ASTM-6400 standards](#) or be biodegradable/compostable to align with environmental practices. **Vendors are required to supply their own water, power, plywood (if parking on a grass area), and all other resources required to operate.** No additional water, power or plywood will be provided to vendors at any of the sites. Vendors are responsible for removing and disposing of their own grey water. We will be selecting food vendors based on resource requirements, menu offerings, environmental practices and if necessary, longevity in the industry.

Note: Due to limited food vendor stall availability, only one submission will be accepted, and priority will be given to local vendors.

EVENT SCHEDULE

Date: Tuesday July 1, 2025

THE CONFLUENCE HISTORIC SITE & PARKLAND (FORMERLY FORT CALGARY)

Event Description: Indigenous Spotlight and Powwow, Main Stage & all-age activities
Service / Event Time: 11 a.m. – 11 p.m. (Vendors can replenish supplies from 6 p.m. – 7 p.m.)
Site Arrival Time: 7 a.m. (Note: All support vehicles are to be off site by 10 a.m.)
Ready for Inspection Time: 10 a.m.
Site Departure Time: Approx. 11:30 p.m. (when City staff deems safe)

ST. PATRICK'S ISLAND

Event Description: Multiple performance stages and children's activities.
Service / Event Time: 11 a.m. – 5 p.m.
Site Arrival Time: 7 a.m. (Note: All support vehicles are to be off site by 10 a.m.)
Ready for Inspection Time: 10 a.m.
Site Departure Time: Approx. 5:30 p.m. (when City staff deems safe)



REQUIREMENTS FOR FOOD & BEVERAGE VENDORS

Please read the following vendor requirements carefully prior to completing and submitting the attached application:

- Vendors must provide proof of insurance for \$2 million listing The City of Calgary as an additional insured and have a 30-day cancellation policy.
- All service ware (plates, cups, cutlery and napkins) must meet [ASTM-6400 standards](#) or be biodegradable/compostable. Non-compliance will result in the loss of the \$100 damage deposit.
- Vendors are responsible for providing all supplies related to their onsite operations including but not limited to: canopy/tent, extension cords, hand washing station, tables, flooring, lighting, appliances, etc.
 - **No water will be available at any site.**
- Vendors must be self-sufficient in transporting all items required to operate. There will be no golf cart or vehicle shuttling permitted during the event to ensure pedestrian safety.
- Vendors must commit to conduct arrival, service start/end, and departure at the aforementioned times.
- Vendors must comply with [The City of Calgary Festival and Event Food Vendor Operating Requirements](#).
- Vendors do not require a City of Calgary Business License to operate at Canada Day.



APPLICATION REQUIREMENTS & DEADLINE

Those interested in applying must complete the below Canada Day 2024 Vendor Application Form.

Applications are due **by 4:00 p.m. on Monday, May 5, 2025**. Confirmation of receipt will be provided by email. Notification of application status will be made by **Tuesday, May 13, 2025**. Only successful applicants will be contacted. Successful applicants will be required to submit their Alberta Health Service (AHS) Decal Number, 2025 Fire Decal and Certificate of Insurance by **Friday, June 6, 2025**.

Due to limited food vendor stall availability, only one submission will be accepted and priority will be given to local food vendors.

Submissions can be sent via: Email: eventservices@calgary.ca

Delivery/Courier:

Historic Holy Angels School Civic Building
2105 Cliff Street SW Calgary, AB

*Faxed or mailed submissions will not be accepted.

FOOD & BEVERAGE VENDOR APPLICATION

Company/Organization Name:	
Contact Person:	
Phone:	Cell:
Mailing Address:	E-Mail Address:

Please **note** generators are required for The Confluence and St. Patrick's Island sites. **No water will be provided at any of the sites.**



Please briefly describe type of structure, cart, trailer, truck, stand or kiosk:

Please provide the dimensions of the structure, cart, trailer, truck, stand or kiosk:

If using a tent structure does it have a CAN-ULC S109 Certificate of Flame Resistance?

- Yes
- No

Do you require additional space behind your set-up for items such as sinks, freezers, BBQ's, storage etc.?

- Yes If yes, indicate on the attached booth layout.
- No

Do you require additional space in front of your set-up for items such as displays, tables or other?

- Yes If yes, indicate on the attached booth layout.
- No

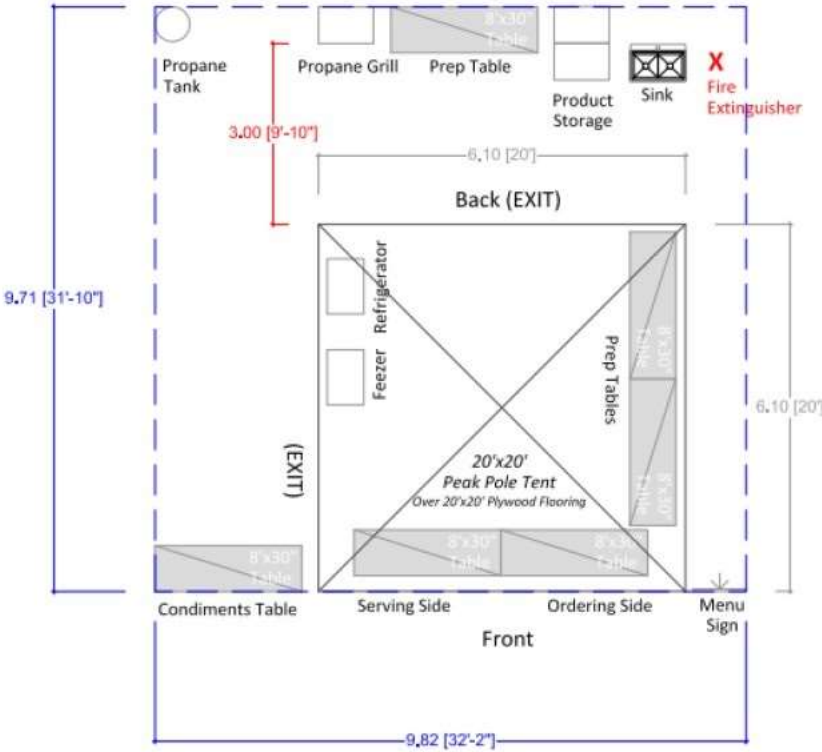
In the space provided below, please draw an aerial view of your set-up and **include dimensions**. This drawing should include the structure, cart, trailer, truck, kiosk or stand itself, as well as items outside or separate from the structure as requested above. Please indicate the serving sides, location of fire extinguishers and exits. If you already have a separate drawing it may be attached with the application package.

Please complete your layout drawing on the following page based on the sample provided:

LAYOUT DRAWING SAMPLE

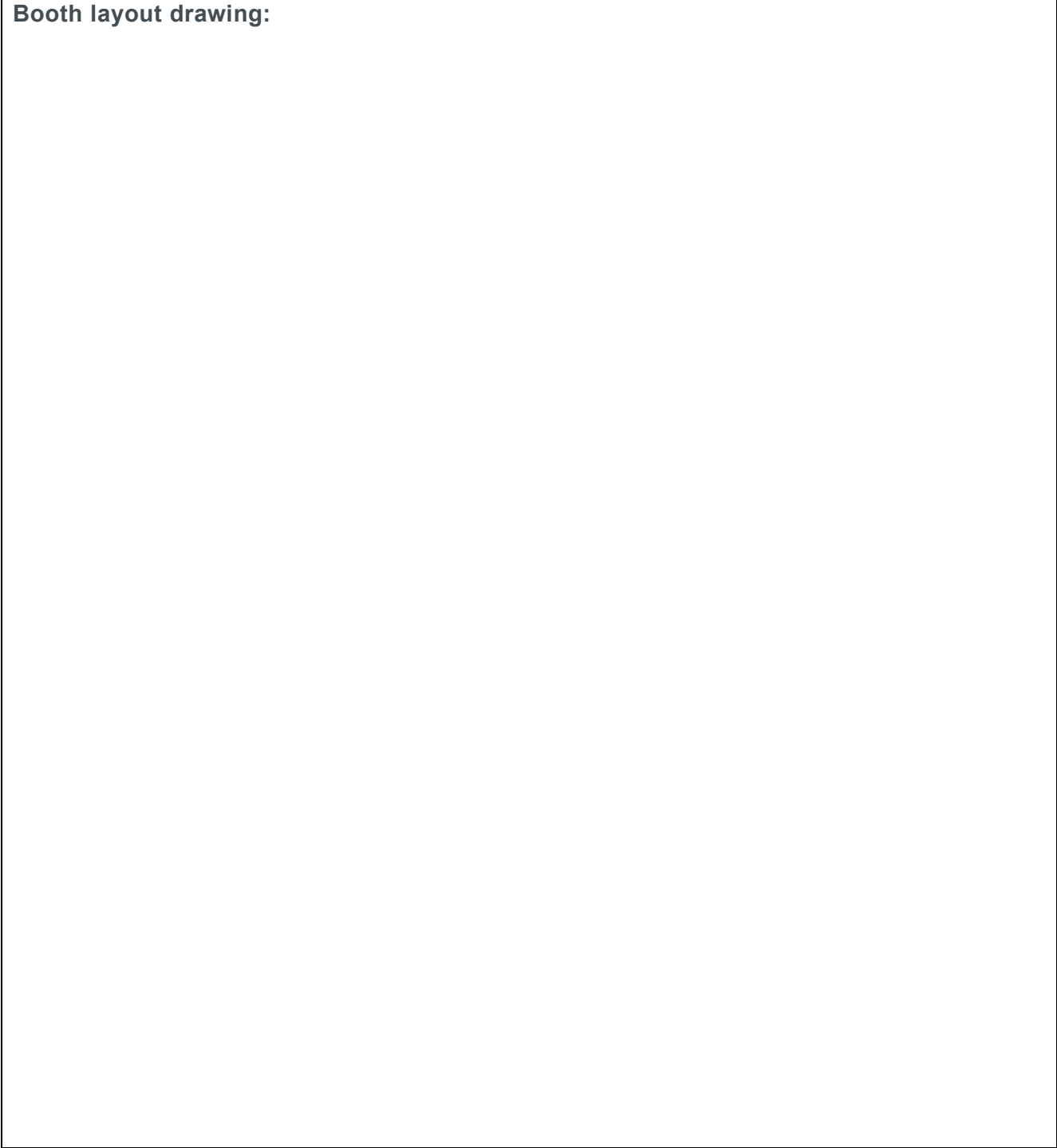
Food Vendor Booth Layout Example

Applicant Name / Address
 Booth Name (if different)
 Booth Area: (rounded to nearest foot) 32' x 32' = 1,024 sq ft.





Booth layout drawing:





VENDOR FEES PER LOCATION (GST Included)

Location	Fees	Potable Water Service	Power Service	Length of Operation
St. Patricks Island	\$480	NO	NO	6 hours
The Confluence	\$960 (Food Trucks Only)	NO	NO	12 hours

- A \$100 damage deposit fee will be required at the time of fee payment.
- Inspections (AHS, Fire and Building Regulations) will be conducted. Vendors that do not pass an inspection will not be refunded any fees.
- **Vendor fees are not to be submitted with the application.** Payment will be requested upon delivery of the permit invoice via email. If selected, please note that payment will be required on or before **Friday, June 13, 2025.**

VOLUNTEER FOOD VOUCHER PROGRAM

The City of Calgary is using a Food Voucher Program to provide food & beverage services for approximately 100 volunteers and City of Calgary event staff. Each Food Voucher will have a value of **\$20 (including GST)**. All Food Vendors are required to participate, collect, and return Food Vouchers to eventservices@calgary.ca **July 11, 2025**. Failure to submit food vouchers by this date will result in no reimbursement from the City.

This personal information is collected and shared under the authority of the Freedom of Information and Protection Act, Section 33 (c) for the purposes of selecting vendors for Canada Day and other special events operated by The City of Calgary. This information may be shared with volunteers on planning committees. Please direct any questions regarding the collection of this information to eventservices@calgary.ca.