

TOWN OF AURORA
Department of Community Services
FOOD VENDOR OPPORTUNITY
REQUEST FOR EXPRESSION OF INTEREST

The Department of Community Services requests to hear from food vendors that are interested to sell food during Aurora's Concerts in the Park series in the Aurora Town Park (49 Wells Street). Aurora's Concert series is a weekly concert on Wednesdays between July 8 and September 2 from 7 p.m. to 9 p.m. There is an average of 1200 attendees per concert. Attendees are permitted to bring their own snacks or picnics, but having food vendors on site has been beneficial. At each concert there will be on site waste management services, access to municipal grade water, but no access to power.

Interested food vendors are requested to submit their proposal to the Coordinator, Special Events & Sponsorship at ehamilton@aurora.ca by;

April 8 at 12 p.m. (local time)

Expression of Interest needs to include the following:

1. The applicant must provide a minimum of two references for providing this service in an outdoor special event setting, including an overview of the applicant's involvement along with hours of service, number of staff on site and approximate event attendance numbers.

The following should be included in the reference information:

Proposal must demonstrate that your company has satisfactorily performed a minimum of two (2) services/events, for events that are similar in size and scope as described in this REOI. Services/events referenced must have been performed within the last five (5) years- 2021 to present.

2. The applicant must disclose the menu (brand, serving size) and pricing for all food that will be available for purchase.
3. The applicant needs to provide a description and diagram of the food vending area including dimensions of the required space. The diagram needs to include the required 2-part hand wash station. Municipal grade water source is available on site for applicant to use to fill water containers, but a direct hook up is not available.
4. The applicant needs to provide full contact information of the applicant and confirmation for the location of the business (whether it is home based or otherwise)

5. The applicant needs to agree in writing to obtain, that the Town's mandatory requirements of obtaining approval from York Region Health Unit to operate as a food vendor, a minimum of 30 days prior to the event. If the applicant is a food truck the applicant will be required to get a food truck vendor license from the Town of Aurora By Law Division a minimum of 30 days prior to the event. And that, a minimum of one food server on site must have a current Provincially recognized Food Handler certificate. Applicant needs to agree to provide Proof of Certification for each server to the Department of Community Services a minimum of 30 days prior to the event including information about the primary contact person on site: contact name, email, phone number. Servers must wear identification while on Town property.
6. The applicant must agree to be ready to fully service customers between 6 p.m. and 8:45 p.m. In your submission, please indicate if you will participate on each day of the event series. If you cannot participate in all dates, please indicates which dates you can. Event operating times at Aurora Town Park (49 Wells Street) are as follows:
 - July 8, 15, 22 & 29, August 5, 12, 19 and 26, September 2, 2026
 - Event time 7 p.m. to 9 p.m.,
 - Service time 6 p.m. to 8:45 p.m.
7. The applicant needs to agree to provide a \$250 refundable deposit and participate in any weather condition, unless the concert has been cancelled. The \$250 deposit will be refunded via cheque within 6 weeks of your last date of participation, if you attend all pre-approved concert dates.
8. The applicant needs to agree to provide a certificate of insurance upon acceptance. A minimum of \$2 million dollars in general liability coverage is required. The Corporation of the Town of Aurora must be listed as additional insured on the organization's insurance policy.
9. the fee to participate is 10% of vendor gross sales per concert evening or a fee of \$65.83 (including HST) per concert evening. The proposal is to include a confirmation of which fee.
10. The applicant must agree to not use single use plastics as restricted by Single-use Plastics Prohibition Regulation and is to limit packaging where possible. Proposal is to outline what green practices or initiatives the applicant will have in place such as reduced energy consumption, using eco-friendly materials, reducing waste etc.
11. The application needs to clearly describe the measures the applicant is taking to minimize their carbon footprint as part of their participation, including specific actions and strategies.

Please limit your submission to 20 pages.

Thank you for your interest in this partnership opportunity. All submissions will be evaluated for consideration and approval.

If you have any questions, please contact the Special Events Coordinator at 365-500-3165 or email ehamilton@aurora.ca