



# POP-UP *Shops* on the *Beach*

Information Package



Innisfil

## Town of Innisfil: Pop-Up Shops Information Package

The Town of Innisfil is excited to welcome back Pop-Up Shops! Sales/service vendors and food trucks are welcome to take advantage of this opportunity. Several sales/service vendor and food vendor spaces are available at Innisfil Beach Park. At Leonard's (10th Line) Beach Park, we have one sales/service vendor space and one food truck vendor space. See **Appendix B** for location details.

To participate in this program, you must submit a completed application (**Appendix A**) to [activeinnisfil@innisfil.ca](mailto:activeinnisfil@innisfil.ca). You will then be directed to have the following:

- An approved Town of Innisfil Facility Permit (\*fee applies).
- Valid Insurance, naming the Town of Innisfil as additionally insured.
- [Valid health certificate from Simcoe Muskoka District Health Unit.](#)
- Business Licence (if required). Food trucks have special requirements and guidelines.

### Guidelines

- Your pop-up shop can only operate at Innisfil Beach Park or Leonard's (10th Line) Beach Park during the date and time indicated on your Town Permit.
- Pop-up shop permits are valid from 9 a.m. to 9 p.m. on the day of your booking.
- Parking is limited and fills up quickly; it is highly recommended to arrive on time.
- For non-resident permit holders, the Town of Innisfil will provide one temporary parking pass for your approved date and time. Any use outside of this can result in a parking ticket.
- The location is a maximum of 10x10 feet of space. If you need more space, please consult with the booking staff member.
- Park picnic tables are not to be moved or occupied by pop-up shop businesses. Tables are placed at the discretion of park staff.
- No alcoholic beverages are permitted to be served or consumed on municipal premises.
- Businesses may provide a promotional brochure to customers but are subject to restrictions based on the type of service they provide. Soliciting on Town property is prohibited as reflected in our Parks By-law.

Businesses can provide operational information, flyers, brochures, and other such items to any person who approaches the vendor space but are prohibited from approaching people or posting/placing any advertising material outside the 10x10 vendor space.

- Tents\*, tables, electronic cashiers, and payment devices are approved at the business expense.
  - \*Screened tents are allowed. The interior of a tent must be visible from the outside. Tents must be weighted down but not staked.
- The Town of Innisfil is not responsible for supplying the renter with tents, tables, chairs, etc. All equipment/resources required must be supplied by the renter.
- Each renter is responsible for set-up and clean-up of their vending location. Any excess garbage must be taken with the renter. Storage accommodations can be negotiated for renters with consecutive days booked and needing overnight storage (additional fees may apply.) The Town of Innisfil is not liable for any lost, damaged, or stolen items.
- On the day you arrive for business, you will need to look for the Pop-Up Shop sign marking the area and/or consult with a member of Town Park Staff to locate your permit-approved location.
- Vendors are not permitted to move location without approval from Town Park Staff. No motorized water sports/equipment permitted.
- The Town of Innisfil may contract with other vendors for goods and services the same as or similar deliverables or may obtain such goods and services internally.
- Vendors must stay within a 10x10 approved area and are prohibited from travelling throughout Town property to sell products or services.
- The Town of Innisfil makes no guarantee of the value or volume of work to be assigned to the successful proponent.
- A non-refundable deposit is required in order to secure space. This could be a percentage of your total permit cost or a minimum of \$100.00.

## Fees and Payment Methods

### 1. Innisfil Beach Park - no electricity

10x10 pre-approved open space (*no electricity, no shelter included*). Refer to map for locations.

Full Day: 9 a.m. to 9 p.m.

- 2 Days (Saturday-Sunday) - \$150.00
- 5 Days (Monday-Friday) - \$100.00
- 7 Days (Monday-Sunday) - \$250.00
- Monthly - \$500.00

### 2. Innisfil Beach Park – electricity

10x10 pre-approved open space (*electricity included, no shelter included*). Refer to map for locations – limited spaces available.

Full Day: 9 a.m. to 9 p.m.

- 2 Days (Saturday-Sunday) - \$175.00
- 5 Days (Monday-Friday) - \$125.00
- 7 Days (Monday-Sunday) - \$300.00
- Monthly - \$750.00

### 3. Leonard's (10th Line) Beach Park

10x10 pre-approved open space (*no electricity, no shelter included*). Refer to map for locations.

Full Day: 9 a.m. to 9 p.m.

- 2 Days (Saturday-Sunday) - \$125.00
- 5 Days (Monday-Friday) - \$100.00
- 7 Days (Monday-Sunday)- \$200.00
- Monthly- \$375.00

***Rates are subject to HST. A 20% non-resident charge applies. Prices are subject to change.***

- Insurance is required for all vendors, naming the Town of Innisfil Co-Insured. Insurance may be available for purchase from the Town at an additional fee.

- All Rental Fees payable under this Rental Contract must be paid by the Payment Date outlined on your permit.
- Payment methods include:
  - Visa, Mastercard or American Express
  - Debit – paid at Town Hall Customer Service Counter (2101 Innisfil Beach Road)
  - Cash – paid at Town Hall Customer Service Counter (2101 Innisfil Beach Road)
  - Cheque – Cheques payable to “Town of Innisfil”. Cheques will only be accepted if provided at least 30 days prior to the Start Date. NSF Cheques - A service charge of \$30.00 will be charged for payments made by the Customer that are returned to the Town of Innisfil.

## Cancellation

- In the event of cancellation by the Customer, where notice is given at least 1 month prior to the scheduled time, a cancellation fee equal to 30% of the Rental Fee paid or payable for the cancelled time will be charged to the Customer. Where notice is given less than 1 month prior to the scheduled time, the Customer shall forfeit the full Rental Fee paid or payable for the cancelled time.
- The Town reserves the right to cancel this Rental Contract at any time and for any reason, without notice, should it be determined in the Town’s sole and absolute discretion that the Customer has failed to comply with the terms of this Rental Contract.

To book your pop-up shop, please fill out the attached application form and submit it to [activeinnisfil@innisfil.ca](mailto:activeinnisfil@innisfil.ca) or call 705-436-3710.

## Appendix A - Pop-Up Shop Application Form

**CHOOSE LOCATION:** \_\_\_ Innisfil Beach Park \_\_\_ Leonard's (10th Line) Beach Park

Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Which of the following will you be providing?

Product Sales/Service

Food Truck/Sales

Description of business:

Do you have an existing registered business? \_\_\_ Yes \_\_\_ No

If yes, provide business #: \_\_\_\_\_

Do you have existing business insurance\*? \_\_\_ Yes \_\_\_ No

If yes, provide the coverage \$\$: \_\_\_\_\_

*Note: Insurance is required to name The Corporation of The Town of Innisfil as additional insured.*

If Food Service, do you have an existing health certificate from SMDHU?

\_\_\_ Yes \_\_\_ No

If yes, provide your certificate number: \_\_\_\_\_

Preferred Rental Date(s): \_\_\_\_\_

If requesting Innisfil Beach Park, note the preferred location: *(Refer to Appendix B)*

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_




Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix B

Innisfil Beach Park (North Beach) at 676 Innisfil Beach Road:



- Service spaces 
- Electricity spaces 
- Non-electricity spaces 



## Appendix B

Leonard's (10<sup>th</sup> Line) Beach Park at 2711 Ireton Street:



● Food Vendor (10x10 location)

▲ Service Vendor (10x10 location)



## Appendix C

Related Links:

- 1) [Business Licences for Food Truck Vendors](#)
- 2) [Simcoe Muskoka District Health Unit](#)