

# POP-UP Shops on the Beach

Information Package



Active  
**Innsfil**

## Town of Innisfil Park Pop-Up Shops – Information Package

The Town of Innisfil is excited to welcome back Pop-Up Shops. Sales/service and food trucks/vendors are welcome to take advantage of this opportunity. We have three approved sales/service vendor and three food vendor locations spaced out throughout Innisfil Beach Park and NEW this year one sales/service vendor and one food vendor at Leonard's (10<sup>th</sup> Line) Beach. See Appendix B for location details.

To take part in this program, you must first submit a completed application (Appendix A) along with the following documents to [activeinnisfil@innisfil.ca](mailto:activeinnisfil@innisfil.ca):

- Valid Insurance, naming the Town of Innisfil co-insured
- Valid health certificate from Simcoe Muskoka District Health Unit for food vendors (<https://www.simcoemuskokahealth.org/Topics/FoodSafety/SpecialEvents>)
- Business Licence (if required)

**Note:** Food trucks do have special requirements and guidelines. A Town of Innisfil Facility Permit must be signed and returned with payment for your application to be approved.

### **Guidelines:**

- Your pop-up shop can only operate at Innisfil Beach Park or Leonard's (10<sup>th</sup> Line) Beach and only during the time indicated on your Town Permit.
- Pop-up shop permits are valid from 9am-9pm on the day of your booking.
- Parking is limited and fills quickly; therefore, 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 ticket.
- The location is maximum 10 x 10 feet of space. If you need more space, please consult with booking Staff member.
- Park picnic tables are not to be moved or occupied by booking business. 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 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 would be able to provide operational information, flyers, brochures, and other such items to any person who approaches the vendor space but are not prohibited to approach people or post/place any advertising material outside of the 10x10 vendor space.
- Tents\*, tables, electronic cashiers and payment devices are approved at the business expense.
  - \*Screened tents are allowed. The interior of the 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 the set-up and clean-up of their vending location, any excess garbage must be taken with the renter. For renters with consecutive days booked, there is no overnight storage permitted, each day will require a new set-up and clean-up.
- On the day you are open 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.
- Vendor is not permitted to move location without approval from a Town Park Staff.
- No motorized water sports/equipment permitted.
- Signage must be printed and posted on a free-standing structure outlining the Company name, operational times, and contact information. Signage is permitted only within the area assigned and must be pre-approved by Town Staff.

### Fees and Payment Methods:

- Rental Fees:

1) Innisfil Beach Park

10x10 pre-approved open space (**no electricity, no shelter included**):

*(Refer to map for locations)*

Full Day 9am - 9pm

- 2 Days (Sat-Sun)      \$150.00
- 5 Days (Mon-Fri)      \$100.00
- 7-Days (Mon-Sun)      \$250.00
- Monthly                      \$500.00

2) Innisfil Beach Park (limited spaces)

10x10 pre-approved open space (**electricity included, no shelter included**):

*(Refer to map for locations – limited spaces available)*

Full Day 9am - 9pm

- 2 Days (Sat-Sun)      \$175.00
- 5 Days (Mon-Fri)      \$125.00
- 7-Days (Mon-Sun)      \$300.00
- Monthly                      \$750.00

3) Leonard's (10<sup>th</sup> Line) Beach

10x10 pre-approved open space (**no electricity, no shelter included**):

*(Refer to map for locations)*

Full Day 9am - 9pm

- 2 Days (Sat-Sun)      \$125.00
- 5 Days (Mon-Fri)      \$100.00
- 7-Days (Mon-Sun)      \$200.00
- Monthly                      \$375.00

***Rates subject to HST. 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:
  - a. Visa, MasterCard or American Express.
  - b. Debit – paid at Town Hall Customer Services Counter (2101 Innisfil Beach Road);
  - c. Cash – paid at Town Hall Customer Services Counter (2101 Innisfil Beach Road); or
  - d. Cheque – Cheques must be made 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 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 (10<sup>th</sup> Line) Beach

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 \$\$: \_\_\_\_\_

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 preferred location: (*Refer to Appendix B – location 1, 2, or 3*)

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

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

# Innisfil *Active* Innisfil

## Appendix B



Food Vendor - 3 10x10 Locations  
AVAILABLE FOR BOOKING



Service/Sales Vendor - 3 10x10 Locations  
AVAILABLE FOR BOOKING

\*Locations could vary slightly





Basketball	Snack Bar	Boat Launch	Parking Lot E
Soccer Fields	BMX Pump Track	Parking Lot A	Parking Lot F
Volleyball	Public Swimming Beaches 1-5	Parking Lot B	Parking Lot G Resident Only
Tennis	Pavilion	Parking Lot C	Washrooms
Baseball Fields	15 Minute Dock	Parking Lot D Resident Only	Playground Wheelchair Accessible
Toboggan Hill	SaveStation AED	Fitness Obstacle Course	
Creek	Road	Walking/Cycling Path	

**Appendix B**

**LEONARD'S (10<sup>th</sup> LINE) BEACH:**



 Food Vendor (10x10 location)

 Service Vendor (10x10 location)

**Related Links:**

1. Business Licenses for Food Truck Vendors – <https://innisfil.ca/en/my-government/food-truck-licence.aspx>
2. Simcoe Muskoka District Health Unit – <https://www.simcoemuskokahealth.org/Topics/FoodSafety/SpecialEvents>
3. Fees and Charges By-Law 088-20 – <https://innisfil.ca/fees-charges-schedule/>