



COMMUNITY SERVICES DEPARTMENT

1166 Emily Street, Mooretown, ON, N0N 1M0
Ph: (519) 867-2651 Email: info@stclairtownship.ca

Moore Sports Complex - Vendor Policy & Procedure

Purpose:

The purpose of this policy is to provide clear guidelines for vendors using our facility, ensuring a safe, organized, and fair environment for everyone. It helps protect both the Municipality and vendors by outlining responsibilities, insurance requirements, and conduct expectations. Rental fees support the maintenance and operation of the facility, while optional services like internet access are available to enhance the vendor experience.

Definition of Vendor:

A vendor is defined as any individual, business, or organization external to the Municipality who enters the facility with the intention of selling items or services for profit. This policy **does not apply** to minor associations conducting fundraising events. It **does apply** to the sale of merchandise, swag, or other goods by external vendors for profit.

Scope:

This policy applies to all vendors using:

- Hallway space (e.g., vendor tables)
- Hall usage for selling activities
- Parking Lot or outdoor space

Vendor spaces are generally allocated by table size, typically **6-foot tables**.

1. Booking & Approval

- Vendors are required to **book their space in advance** with the facility.
- Space is allocated on a first-come, first-served basis, subject to availability.
- Vendors must complete and sign the **Rental Agreement** prior to participation.

2. Insurance & Liability

- All vendors are required to provide proof of **liability insurance** for the date of the event.
- By signing the Rental Agreement, vendors agree to:
 - Abide by all terms and conditions outlined in the contract.
 - Accept responsibility for their own property, staff, and sales activity.



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3. Fees & Rates

Vendor rental fees are based on either half-day or full-day usage.

1. Rental Fees (per table/space):

- **Full Day (7:00 a.m. – 6:30 p.m.):** \$140.00 + HST
- **Half Day (5.5hrs eg. 7:00 a.m. – 12:30 p.m. OR 1:00 p.m. – 6:30 p.m.):** \$100.00 + HST

Terms of Use

- Vendors may be permitted in the facility during certain events, such as hockey tournaments, provided the hall is not already booked by the hosting organization.
- During these events Hall 1 may be opened for viewing purposes and for vendor sales of merchandise or goods
- Space is limited during these events, and allocation will be on a first-come, first-served bases
- Vendors must remain within their assigned space and may not extend beyond the designated area.
- Set-up and take-down must occur within the rental time frame.
- Vendors are responsible for leaving the space clean and free of garbage.
- Non-compliance with this policy or the Rental Agreement may result in removal from the facility and/or denial of future bookings.