



TOWNSHIP OF
Melancthon

The North Dufferin Community Centre Board of Management
758070 2nd Line EHS Mulmur, ON L9V 0G8

REQUEST FOR PROPOSAL

FOR

2022-2023 CONCESSION BOOTH OPERATION NORTH DUFFERIN COMMUNITY CENTRE RFP-2022-01

Sealed Documents CLEARLY MARKED "2022-2023 BOOTH PROPOSAL BID" - on forms, as supplied by the NDCC Board of Management, will be received by the undersigned until 2:00 p.m. local time on Wednesday, September 14, 2022.

The highest or any proposal not necessarily accepted. The NDCC Board of Management reserves the right to accept or reject any or all proposals.

For further information, please contact

Heather Boston, Treasurer
Phone (705) 466-3341 ext. 233
Fax (705) 466-2922
E-mail: hboston@mulmur.ca

DATE ISSUED: August 26, 2022

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NDCC Board of Management



NORTH DUFFERIN COMMUNITY CENTRE 2022-2023 ICE SEASON BOOTH PROPOSAL FORM

Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Proposed Monthly Rent: \$ _____
(Minimum Bid \$500)

- I understand that minimum bid is \$500 per month.
- Rental of the concession booth includes the use of all appliances.
- A draft booth operation contract is attached as Appendix A to this RFP
- I understand that the booth is to be open during all arena events and scheduled ice times as indicated in the Booth Operation Contract.
- I agree to acquire and provide proof of liability insurance in an amount no less than \$2 million within 72 hours of being notified as the successful bidder.
- I have attached my WSIB Clearance Certificate (if applicable) or will provide it within 72 hours of being notified as the successful bidder.
- If proof of insurance and a WSIB Clearance Certificate (if applicable) are not provided to the Township within 72 hours of being notified as the successful bidder, the contract may be awarded to another bidder.

Signature

Date



Appendix A
BOOTH OPERATION CONTRACT
NDCC Board of Management
-- AND --



I _____, hereinafter referred to as the **tenant**, agrees to enter into a contract with the **NDCC Board of Management**, hereinafter referred to as the **landlord**, for the operation of the booth at the North Dufferin Community Centre for the **2022-2023** ice season.

The monthly rent, as accepted by the **landlord** is \$_____ **plus** H.S.T. and is payable monthly upon receipt of invoice. The **landlord** agrees that the monthly fee for rent will be pro-rated for the first & last month of the operating season dependent on the dates that the arena opens and closes.

The **tenant** agrees to have the booth open during ice rental times at their discretion and may discuss appropriate times with the Arena Manager. Typical hours of operation when the booth could be open are Monday – Friday 5:00 pm – 9:00 pm, Saturday's 9:00 am – 4:00 pm and Sunday's 1:00 pm – 3:00 pm.

Arena staff shall immediately communicate any and all cancellations to the **tenant**. Private functions (i.e. family celebrations) are excluded and the tenant is not required to be open unless indicated by the Arena Manager.

The **tenant** agrees to maintain the booth space in a clean and safe manner and provide their own janitorial supplies for the booth. The **tenant** shall clean down the Booth at the end of the season and it will be inspected by arena staff.

The Arena Manager will act on behalf of the **landlord** with respect to supervision of day-to-day maintenance. Should any issues not be resolved satisfactorily and there is some urgency to the issue, the Township of Mulumur will assist with the matter. The **landlord** shall provide the booth space and all equipment currently installed therein and shall keep such equipment in normal operating condition. The **tenant** has access and full use of all equipment located within the booth area and the storage room located under the upper floor staircase.

The **tenant** is responsible for acquiring liability insurance in an amount no less than \$2 million and providing proof of coverage to the **landlord**. A Clearance Certificate from WSIB is required to be provided to the **landlord** if the **tenant** has any employees working for them in the Booth at any time.

The **tenant** is responsible for any additional costs of running their business due to COVID-19 and ensure all necessary preventative measures are taken to reduce the risk of COVID-19 exposure.

The **tenant** agrees to ensure that all personnel working in the booth are Food Safety Certified, and that all practices are in compliance with the Ontario Food Premises Regulation 562. The **tenant** agrees to sort food waste and recyclables, upon provision of green bins and recycling boxes/bins by the **landlord**.

It is understood by the **tenant** that from time-to-time external organizations may also be renting the premises at the same time the booth is open and they may be serving food. Those organizations responsible for such rentals shall only serve food items that do not compete with the normal booth food, snack, and beverage offerings. In the event of non-compliance, the **tenant** shall inform the Arena Manager as soon as an infraction occurs, so that it can be immediately dealt with. Non-compliance may result in immediate cessation of food service or immediate forfeiture of the rental of the premises.

This agreement will commence **Tuesday, October 1, 2022**, and can be terminated by either party with 30 days written notice. This agreement will automatically terminate on **April 30, 2023**, unless extended.

Dated this _____ day of _____, 2022

Landlord: Treasurer on behalf of the Board

Tenant