**INSTRUCTIONS**

The intended use of the NPP Special Events Licence (“Licence”) is for food and beverage vendors who are invited on bases and wings to provide services for special events. (e.g. Family Days, Canada Days, Air Shows). For that access, some bases and wings charge vendors fees, some do not.

This NPP Special Events Licence allows businesses to use a dedicated area of NPP/DND property between specified hours of a specific day (or in a case of an Air Show, a few days) for a defined purpose. It stipulates the arrival and departure dates/times and requires permits and licences from the appropriate authorities for their activity, which also includes food handling. Insurance for this license is mandatory. If applicable, vendor fees must be paid prior to the event.

The special instructions section is to be used for local requirements such as a list of required local permits/certificates (e.g. Alberta Health Services Special Event Vendor Notification Form, Food Handling Permit/Course Certificate, etc.), due date for fees, payment method, specific items the vendor is responsible for bringing (sandwich board/chalk board), etc.

This Licence is not to be used for vendors who are selling/providing alcohol.

This Licence **is not** a contract for services and it should not be used instead of one. A contract for services is used for services acquired by NPP and paid with the non-public funds. The Licence is used for food and beverage vendors invited on bases/wings to provide services for special events either for a fee or at no cost to NPP.

**Delete these instructions before sending this Licence to a vendor for signature.**

His Majesty the King in right of Canada, as represented by the insert Chief of the Defence Staff or Base/Wing/Unit Commander in his/her/their Non-Public Property capacity through Insert Canadian Forces Base/Wing/Unit name as appropriate (“NPP”) grants to the Insert Vendor Name (“Vendor”) a licence for use of the following described premises for the following period or periods for the purpose of Insert special event name (“Event”):

Premises name or name of an area within premises being licensed for use:

Area or premises licensed  
Event dates and times: Insert dates and times

Permitted entry date and times: Insert dates and times   
  
Required Departure date and times: Insert dates and times  
The Vendor shall pay a fee of Insert zero dollars OR dollar amount.

The Vendor must be self-sufficient in all ways. NPP Insert will OR will not provide access to utilities.

The Vendor shall provide a list of foods and/or beverages offered and respective pricing.

The Vendor shall clean up the space within the premises assigned to it before leaving and dispose of all waste in the appropriate waste receptacles, or remove it at their own expense from Insert Base/Wing name upon their departure.

The Vendor shall provide a proof of all Provincial and Municipal permits and licences required to undertake their business or activity.

The Vendor shall provide, at the Vendor’s sole cost and expense, proof, satisfactory to NPP, of the following property and liability insurance:

* + 1. Comprehensive general liability insurance covering liability for personal injury, bodily injury, death and/or damage to the property of others; and,
    2. Comprehensive insurance covering loss or damage to the property of NPP.

The insurance purchased by the Vendor shall have limits of not less than two million dollars ($2,000,000.00) in respect of any one (1) accident or occurrence.

The Vendor shall be liable for any damage caused by the Vendor, its employees, subcontractors, or agents to NPP or any third party and shall maintain insurance at its own cost against those risks. NPP shall be liable for any damage caused by NPP, its employees, or agents to the Vendor or any third party. No limitation of liability or indemnity provision applies.

Special Instructions :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Vendor Signature |  | NPP Representative Signature |  |
| Name and Title: | Insert Name | Name and Title: | Insert Name |
| Date: | INSERT DATE | Date: | INSERT DATE |