



Vendor Application Form

Event Details:

- **Event Name:** Tunes on the Terrace
- **Date:** August 22, 2025
- **Location:** The Encore Terrace at RBC Place London (north side, on King st)
- **Time:** 11:30am - 2:00pm
- **Organizer:** RBC Place London
- **Organizer Contact:** Joy Gallaiford, joyg@rbcp-london.com

To be provided by RBC Place London (RBCPL) free of charge:

- 10'x10' space
- Electrical outlet (vendor must send pictures of electrical equipment with ESA labels)
- Table(s)
- Potable water
- Wastewater and garbage disposal available

To be provided by Vendor:

- Cooking/serving utensils and all other necessary equipment
- Any food safety items required by the [London Middlesex Health Unit](#)
- Extension cord(s) (if needed)
- Plates, bowls, cups, utensils, and napkins (compostable where possible)
- Ingredients lists with known allergens listed.
- Fire Safety equipment (e.g., fire extinguisher)

Arrival/Setup Instructions:

- Arrival/setup time: Between 10am - 11:30am
- Unload at the loading dock and transport equipment to Terrace using provided carts
- Once items are unloaded, car must be moved to underground parking
- Parking is complimentary in the underground lot, paid parking is available on York st, across from RBC Place London.

Vendor Rules/Regulations:

Food vendors must:

- Provide two (2) options for handheld items and may include an additional side.
- Price food at around \$10-15 for main items or \$7 for smaller items.
- Transport all food products in compliance with Food Health & Safety Standards.



- Must fill in the “Notice of Intent to Operate as a Food Vendor” on next page and submit to London Middlesex Health Unit at least 14 days before start of event.
- Provide staff to prepare, serve and accept payment for food.
- Have a complete breakdown of menu components including allergens and dietary restrictions.
- Remain until all food components have concluded and cleared (tear down will take place after 2:00pm, once guests have cleared the terrace).
- Remove all equipment and food items immediately following the event.

Additional Notes:

- **All cooking equipment must be pre-approved by our Facilities Manager.**
- No access to RBC Place London kitchen/refrigeration
- Open flame cooking equipment may only be used on the encore terrace with proper safety precautions (including fire extinguisher)
- For food safety questions, contact Environmental Health Team at:
 - Phone: 519-663-5317 or Email: inspections@mlhu.on.ca

Fill in your details in the form below and return it to joyg@rbcplacelondon.com.

Company Name:

Contact Full Name:

Email:

Phone:

Social Media Handles:

Number of 6ft Tables Required (1 - 4):

Do you require potable water?

Food Items to be Served:

Item 1:

- Description:
- Price:

Item 2:

- Description:
- Price:

Side (optional):

- Description:
- Price:

Please read and complete all sections of this form and submit **by August 4, 2025**.

Thank you for your participation in **Tunes on the Terrace!**

NOTICE OF INTENT TO OPERATE AS A SPECIAL EVENT / MARKET VENDOR

Special Event / Market Information

*Name of Event: _____ Start Date: _____

*Event Dates & Times: (e.g. Wednesdays 12-3 pm) _____

*Location/Address: _____

*Organizer: _____

Name	Phone Number	E-mail
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Vendor Information

Name of Booth: _____

Outdoor Vendor ☐ Indoor Vendor ☐ Are you a farmer? Yes ☐ No ☐

Certified Food Handler: Yes ☐ No ☐ Have you attended an event in Middlesex-London before? Yes ☐ No ☐

Contact Person: _____

Name	Phone Number	E-mail
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Contact Address: _____

Unit #	Street	City/Province	Postal Code
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Food Information

Food products provided: _____

Food Suppliers: _____

Food Preparation Location: On-site ☐ Inspected Facility ☐ N/A: Whole Fruits & Vegetables, Commercially Packaged ☐

Location Address: _____

Method of Transporting Food: Coolers with Ice ☐ Insulated Container ☐ Refrigerated Unit ☐ Other: _____

Are all food products pre-packaged? Yes ☐ No ☐ Will food samples be provided? Yes ☐ No ☐

Booth Site Information

Tent ☐ Table ☐ Truck ☐ Trailer ☐ Plate #: _____ Other: _____

Water Source: _____ Hot Water ☐ Cold Water ☐ Warm Water (hot/cold mix) ☐

Handwashing: Coffee Urn ☐ Camp Jug/Container with Spigot ☐ Portable Hand Sink ☐ On Truck/Trailer/In Premises ☐

Dishwashing: On-site: Sinks/Compartments: 2 ☐ 3 ☐ Off-site location: _____

Approved Sanitizer/ Test Strips: Chlorine ☐ Quaternary Ammonium ☐ Other ☐

Cold Holding: Yes ☐ No ☐ Method: _____

Hot Holding: Yes ☐ No ☐ Method: _____

Waste Water Disposal Site: On-site ☐ Off-site ☐ Garbage Disposal: On-site ☐ Off-site ☐

PLEASE NOTE THE FOLLOWING

1. Section 16(2) of Ontario Health Protection and Promotion Act, R.S.O. 1990, c. H.7 requires that every person who intends to commence to operate a food premise shall give notice of his/her intention to the Medical Officer of Health of the health unit in which the food premise will be located.
2. The personal information on this form is collected under the authority of The Health Protection and Promotion Act, R.S.O. 1990, c. H.7. It will be used for ownership identification and enforcement of the Act and the applicable Regulations under the Act. Contact David Pavletic, Food Safety & Healthy Environments Manager at 519-663-5317 ext. 2303 if you have further questions. Copies of the Act and the Regulations are also available at www.ontario.ca/laws.

Comments: _____

Name of Vendor / Operator submitting form (Please print name clearly)

Date

London Office: 355 Wellington St, Suite 110, London, ON, N6A 3N7
Strathroy Office: 51 Front St. E., Strathroy, ON N7G 1Y5
www.healthunit.com

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inspections@mlhu.on.ca