



Community Services
13205 Henry Ave, Box 159
Summerland BC V0H 1Z0
Tel: 250-494-0447 Fax: 250-494-3222
www.summerland.ca

**2023 DALE MEADOWS SPORTS COMPLEX CONCESSION
Application Form**

Please read and understand all terms and conditions stated herein as they form an integral part of the Concession Agreement and continued tenure is dependent on adherence to these requirements.

Applications will be accepted and reviewed up to Mar 8, 2023 or until the opportunity has been filled.

The District of Summerland invites Applications from individuals or business entities that are interested in operating a food and beverage concession business in an existing concession building at Dale Meadows Sports Complex, 10502 Dale Meadows Road, Summerland, BC.

The Licensee will be solely responsible for all operation of the concession and will be operating it as their own business. The Licensee will pay a fee to the District for a Licence of Occupation, in consideration of the opportunity to use the concession building and equipment for their business of selling food and beverages at the park.

The concession building includes a stove, fridge, beverage cooler fridge, freezer and barbeque. Utilities costs, equipment repairs and building maintenance are covered by the District. The Licensee must maintain the property in the vicinity of the concession to an excellent standard of cleanliness at all times.

The concession has historically (prior to COVID-19) been operational from approximately April 15 - October 15 of each calendar year. The expectation is that concession services are provided when the park is reasonably busy due to sports complex bookings, but the days and hours of operation are at the discretion of the Licensee. Booking schedules will be provided to the Licensee by District Parks & Recreation staff as they are finalized so that the Licensee may plan their hours of operation.

The term to operate the food concession will be for one (1) season, ending approximately October 15, 2023 (field closure for the season dependent on weather). The Licensee may start as soon as the License of Occupation agreement has been executed. There will be an option to renew the contract for up to four (4) additional seasons, upon the mutual agreement of both parties for the renewal period(s).

The District is seeking a License of Occupation fee of at least \$2,600 per season.

**For more information and to submit the application, please contact Nicole Lawrence,
Administrative Coordinator, 250-494-0447, nlawrence@summerland.ca**

Applicant Information	
1. Name	
2. Address	
3. City	
4. State	
5. Zip	
6. Phone	
7. Email	
8. Date of Birth	
9. Social Security Number	
10. Driver's License Number	
11. Vehicle Identification Number	
12. Vehicle Make/Model	
13. Vehicle Year	
14. Vehicle Color	
15. Vehicle VIN	
16. Vehicle Title	
17. Vehicle License	
18. Vehicle Registration	
19. Vehicle Insurance	
20. Vehicle Maintenance	
21. Vehicle Safety	
22. Vehicle Emissions	
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The Undersigned hereby applies to operate the Dale Meadows Sports Complex Concession:

Applicant's Name: _____

Business Name: _____

Company Registration Number: _____

Address: _____

City: _____ Postal Code: _____

Phone Number: _____ Cell Phone Number: _____

Email: _____

OPERATIONS: Please indicate in the space below, what kinds of food and beverages you would offer, including any considerations for healthy choices or options for individuals with dietary restrictions. Describe your approach to environmental sustainability (please provide additional documents in desired).

EXPERIENCE: In the space below, provide a summary of your capabilities and experience that make you well-suited to this project. Include examples (please provide additional documents if desired).

Fees

The undersigned Respondent offers to pay the District of Summerland a seasonal fee of \$_____ Canadian dollars plus GST for a license to occupy and operate the Dale Meadow Sports Complex Concession.

The seasonal fee shall be payable in three installments. The first installment will be due and payable upon notification of award, the second installment will be due June 1st, and the final installment will be due August 1st.

No refunds will be issued after payment.

Licensee Requirements

- Complete and sign the 2023 Dale Meadows Sports Complex Concession Application.
- License of Occupation Agreement signed by Licensee and District of Summerland.
- Must comply with all applicable health and food safety guidelines and regulations, including a valid Food Safe certification.
- Must provide a Business Licence that allows the Licensee to perform work in Summerland (either a Summerland Business Licence or an Inter-Community/Mobile Business Licence from another Okanagan-Similkameen municipality).
- Must provide proof of insurance as per the requirements in the Sample Agreement, Schedule B.

Dale Meadows Sport Complex Concession Schedule

The Concession Vendor may operate the concession anytime during park hours throughout the Sports Complex season between April 15 and the beginning of October (approximately the 15th when the fields close).

2023 Seasonal park bookings include:

- Adult Slo-Pitch League: Sundays to Fridays evenings, April – June
- Senior Slo-Pitch League: Tuesdays and Thursdays mornings, April – August
- Minor Fastball: TBD
- Youth Soccer: TBD Wednesday 3:30-7:30 pm; Saturdays 8:30 am – 4:30 pm
- Men's Soccer: TBD
- Weekend tournaments – TBD (Action Fest June 2-4, Skaha Tourney June 30-July 2)
- Skaha Kennel Club Dog Show – August 31-September 4
- Casual park use: off-leash dog park, walking track, playground

Maintenance & Expectations

All vendors shall have suitable garbage collection arrangements, keep the vending area clean while doing business and ensure it is left clean. Vendors who leave their site dirty and un-kept may be charged for the clean-up expenses and/or have their permit cancelled.

Licensee can be disqualified or their license terminated at the sole discretion of the District for:

- failure to complying with any of the requirements, terms and conditions as set out in the Concession Application and License of Occupation agreement;
- using or selling products that are perceived by the District to present a safety hazard or risk, or are otherwise not approved by the District for use or sale at the License Area; and
- unprofessional or inappropriate vendor conduct including, but not limited to, illegal activities, consumption of alcohol or drugs, use of profane language, actively soliciting or harassing pedestrians walking by, or smoking within the vendor area.

The District reserves the right to delete or alter the products and services that can be vended from various sites prior to awarding the Agreement.

Authorization of Application

I hereby certify that the above and provided information is correct and I agree to comply with all pertinent Bylaws of the District of Summerland whether the detailed information is contained herein or not. I have read and agree to comply with the above, as well as the terms outlined in the License of Occupation sample template.

The Undersigned hereby applies to for a Licence of Occupation for the concession building at Dale Meadows Sports Complex, 10502 Dale Meadows Road, in the District of Summerland.

Applicant's Name: _____

Date: _____

Applicant's Signature: _____

☐ I have read, understand, and abide by the terms and conditions outlined. (please check box)

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