



Snack Concession Application

Non-Profit Groups

Thank you for your interest in operating a **snack concession** at a Town of Morinville community event. Please complete this application and submit it by the stated deadline. Submission of an application does not guarantee approval.

1. Organization Information

Organization Name: _____

Primary Contact Name: _____

Position/Role: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

2. Organization Details

Are you a registered not for profit organization?

☐ YES ☐ No

Brief description of your organization and how funds raised will be used:

3. Event Interest (select all that apply)

Dates available (pending sponsorship contracts):

- ☐ Friday June 19, 6:30 to 9:30 p.m. Festival Days Kick Off Party
- ☐ Friday, October 30, 6:30 to 9:30 p.m. Family Fright Halloween Dance
- ☐ Friday, November 27, 6:30 to 9:30 p.m. Lite Up the Nite Dance Party

Previous concession experience? ☐ Yes ☐ No

If yes, please briefly describe:



4. Proposed Menu

Please list types of food and beverage items you plan to sell, including estimated price list.
(eg. Juice box, chips, candy, canned pop)

☐ I understand that menu items and pricing must be approved in advance and may be subject to change and to AHS approval.

5. Equipment & Operations

Check all that apply:

- ☐ Tables / serving equipment
- ☐ Coolers / warming units
- ☐ Fridge / freezer
- ☐ Electrical equipment

Note: Use of generators, BBQs, propane, or open flames requires prior approval.

6. Food Safety & Insurance

Please confirm the following (documentation will be required if approved):

- ☐ Concession Lead holds **valid Food Safety Certification**
- ☐ Required **Alberta Health Services (AHS) permits** will be obtained
- ☐ Organization holds **general liability insurance** naming the Town of Morinville as Additional Insured



7. Staffing

Name of designated Concession Lead (18+): _____

Estimated number of volunteers on site: _____

☐ I understand a Concession Lead **valid Food Safety Certification** must be on site at all times.

8. Acknowledgement & Agreement

By submitting this application, I confirm that:

- Our organization will be responsible for clearing tables and disposing of all bottles, cans and food garbage during and at the end of the event.
- The information provided is accurate and complete
- Our organization agrees to comply with all Town policies, event rules, and safety requirements
- Our organization is responsible for its volunteers, equipment, cash handling, and clean-up
- Our organization will provide concession metric data including profit, number of items sold, number of customer transactions

Name: _____

Signature: _____

Date: _____

Submission

Please submit your completed application and supporting documents to:

Email: Events@morinville.ca

Deadline: April 15, 2026

Applications will be reviewed based on event needs, space availability, and completeness of submission. Only approved organizations may operate a concession at Town events.