

ROM Pop-up Food Vendor Application Form

Friday Night Live

Please fill out this form and return to festivals@rom.on.ca

Application deadline: Wednesday, August 30th, 2017

Schedule: Every Friday starting Friday, September 29 to Friday, November 24, 2017
(NOTE – Contracts will be for 6 weeks only, see “Food Vendor Grid”)

Event Timing: Set up time: 4:00 – 7:00 PM
Event Duration: 7:00 PM – 11:00 PM
Teardown Time: starting at 11:00 PM - 1:00 AM
(Note – if any food vendors “sell out” before the end of service time, it is required that you remain in your position until 11:00 PM, as it is unsafe to move equipment and carts around the ROM prior to that time – NO EXCEPTIONS)

Locations: To be determined once all applications have been reviewed. Locations at the ROM for food service may include: Chen Court, Currelly Gallery, Gallery of Chinese Architecture, Canada Court, Teck Suite of Galleries, Schad Gallery, Bronfman Hall, Dinosaur Gallery, Mammals Gallery, Schad Gallery, Eaton Court and Glass Room

Fees: 18% of total sales based on day-of redeemed ROM Bucks, to be verified by on-site ROM Hospitality Management Team. Cheques will be issued on a weekly basis

Electricity - \$50 per night (Max. 1500 Watts or 10 amps), please specify needs

Name of business: _____

Contact Name: _____

HST #: _____

Street Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone: _____ **Fax:** _____ **Mobile:** _____

Email: _____

Describe the type of food and attach a proposed menu:

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Power/Electrical Requirements (Note – power at the ROM is very limited. No more than 2 separate 110V circuits available at 8 food vendor locations within the ROM. Central oven locations for re-heating purposes will be provided. Use of chaffing dishes with alcohol based Sterno fuel are permitted and encouraged):

Vendor Guidelines:

- Vendor selection will be made based on space availability, originality, sustainability, value for portion size, menu alignment with weekly themes* where relevant, presentation, overall compatibility with ROM Friday Night Live demographic and Global Cuisine requirement
- Selling price must be \$6.00 per item (or combination of items) including tax
- Presentation and portion size must be described in application form and approved by ROM
- Items sold in exchange for \$6.00 single denomination ROM Bucks Ticket
- Vendors are responsible for remittance of all HST on goods sold at the ROM
- Deliveries to be made during the set-up time noted above
- NO PARKING at the ROM, vehicles must be removed once deliveries are made
- Vendors are responsible for proper disposal of all waste in ROM provided receptacles
- ROM to supply 2 X 8-foot tables for food presentation, and 1 X 8-foot table for food prep/storage
- Vendors must supply their own food service requirements, including serving pieces
- Guest serving pieces must be compostable and/or biodegradable
- ROM Collection and Conservation Guidelines for food preparation do not allow for active cooking from raw
- Any electrical requirements are to be outlined in the application form and must be vetted by ROM (Note that ANY electrical requirements may seriously limit our ability to accept vendors – please design food offerings so that there is little to no power needed)
- In certain circumstances, re-heating may be accommodated in designated areas at the ROM. Re-heated food can then be transported to your table for final assembly and sale
- The Vendor is responsible for accurate collection of ROM Bucks in exchange for food items
- The Vendor is responsible for security of their merchandise and redeemed ROM Bucks
- Vendors must have the proper Food Handler Certification and valid insurance
(NOTE: the food vendor owner/operator must ensure that there is, at all times when the food vendor is operating at Friday Night Live, at least one (1) certified food handler working in a supervisory capacity in each area of the premises where food is prepared, processed, served, packaged or stored.)
- Vendors must follow all ROM and City of Toronto Public Health guidelines while at the ROM
- Once selected, vendors must acknowledge ROM Contractor Code of Conduct Policy
- Lateness is not acceptable. Food vendors who are not on time will not be allowed to set-up
- Lateness constitutes breach of contract and will be dealt with accordingly

For more information or clarification, please ROM Festival Programs at festivals@rom.on.ca

Note – Potential vendors will be notified of acceptance upon completion of the application process.

Please attach or include the following with your application:

1. Proof of Insurance – Comprehensive General Liability with a limit no less than \$5 million (certificate required upon acceptance)
2. Business License
3. HST Number (Or completed small supplier certification form)
4. Food Handler Certification
5. Proposed Menu including portion size description
6. 1 sentence “media ready” description of you/your company’s unique food offering
7. Hi-Res Food Photo (one)
8. Social Media links (Facebook, Instagram, Twitter)

Applications will not be considered complete without the submission of all the above.

Please send completed form and copies of requested documents to:
Royal Ontario Museum Programs, Events and Commercial Services Department
Email: festivals@rom.on.ca

FNL Food Vendor Grid

Number of vendors (per week)	September 29 WEEK 1	October 6 WEEK 2	October 13 WEEK 3	October 20 WEEK 4	October 27 WEEK 5	November 3 WEEK 6	November 10 WEEK 7	November 17 WEEK 8	November 24 WEEK 9
1	Blue	Blue	Blue	Blue	Blue	Blue	Pink	Pink	Pink
2	Blue	Blue	Blue	Blue	Blue	Blue	Pink	Pink	Pink
3	Blue	Blue	Blue	Blue	Blue	Blue	Pink	Pink	Pink
4	Blue	Blue	Blue	Blue	Blue	Blue	Pink	Pink	Pink
5	Blue	Blue	Blue	Blue	Blue	Blue	Pink	Pink	Pink
6	Pink	Pink	Pink	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
7	Pink	Pink	Pink	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
8	Pink	Pink	Pink	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
9	Pink	Pink	Pink	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
10	Pink	Pink	Pink	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow

- Blue Group:** September 29, October 6, 13, 20, 27, November 3 (6-weeks)
- Pink Group:** September 29, October 6, 13, November 10, 17, 24 (6-weeks)
- Yellow Group:** October 20, 27, November 3, 10, 17, 24 (6-weeks)

- *Weekly themes/titles (to be confirmed):**
- Sep 29 – FASHION
 - Oct 6 – Canadian Thanksgiving
 - Oct 13 – Rock On!
 - Oct 20 – Diversity
 - Oct 27 – Halloween
 - Nov 3 – Valhalla (Vikings Exhibition Preview)
 - Nov 10 – Tribute
 - Nov 17 – Mic Drop
 - Nov 24 – Chic (Finale, and Dior Exhibition Preview)

Please indicate your date preference below:

- 1st Choice BLUE PINK YELLOW NOT AVAILABLE
- 2nd Choice BLUE PINK YELLOW NOT AVAILABLE
- 3rd Choice BLUE PINK YELLOW NOT AVAILABLE