

# Blues Market Application Form

Please send completed forms along with payment to:  
**Festivals & Special Events - Attention Hoi Bing Mo**  
111-4940 Canada Way  
Burnaby, BC V5G 4M5

## I. Application Details

\*Company Name: \_\_\_\_\_

\*Full Name (Main Contact): \_\_\_\_\_  
First Name Last Name

\*Primary #: \_\_\_\_\_ Cell: \_\_\_\_\_ \*Business #: \_\_\_\_\_

\*Email: \_\_\_\_\_ Website: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*Prov. \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

Booth Staff Names: 1. \_\_\_\_\_ 2. \_\_\_\_\_

## II. General Information

Please describe what items will be sold at the festival. (please attach separate sheet if necessary)

Please provide a sample price list of items you intend to sell:

Will you require (Max 2 tables, and 2 chairs):

**Chairs:** Yes: ☐ No: ☐ specify #: \_\_\_\_\_ **Tables:** Yes: ☐ No: ☐ specify #: \_\_\_\_\_

Will you require a 10 x 10 tent? (Please specify if you'll be providing your own, or require one)

**Tent:** Yes: ☐ No: ☐ I will bring my own ☐

Please note the City cannot guarantee all tents, tables and chair requests, and is not able to provide access to electricity.  
Final confirmation of equipment will be discussed in conversation with staff.

Please remember to provide your website link to product images to [hoibingmo@burnaby.ca](mailto:hoibingmo@burnaby.ca)

## III. Application Fees

Artisan and Creator Fee* (\$17.00/hour x 6.5 hours)	\$110.50
Subtotal:	\$110.50
5% GST:	\$ 5.53
<b>Total:</b>	<b><u>\$116.03</u></b>

\*Fees for vendor participation are set as part of Burnaby bylaw No. 14485C (Fees & Charges)

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## IV. Insurance Requirements

The City of Burnaby requires all groups using or renting City facilities to have Liability Insurance protection. The Licensees shall obtain and maintain at all times during its use and occupation **General Liability** insurance with limits of not less than **Five Million dollars (\$5,000,000.00)** per occurrence, with the **"City of Burnaby"** named as additional insured, and **must** include the date, name of event, a 30-day cancellation notice and a cross-liability clause. A copy of the policy must be provided prior to the Licensee's event.

**What is Liability Insurance?** Liability insurance is a contract that requires an insurer to pay on behalf of the parties it insures for legal liability arising out of the activities of the insured parties.

**Why is User Group Insurance important to Burnaby?** Burnaby provides services and facilities to residents and visitors including renting facilities to others to operate their own programs and activities. There is potential liability associated with programs and activities (i.e. sports, celebrations, gatherings) provided by others that use a City facility. The rental agreement requires the User to assume the liabilities arising from their use and to "indemnify" the City when losses occur. The only way to reasonably ensure that a User has the financial means to meet this obligation is to require liability insurance.

**What is a Certificate of Insurance?** It is a document that provides one party with evidence that another party has valid insurance. Certificates are used by property and project owners to confirm that those that use and occupy their lands or provide goods and service have valid insurance.

### Key Elements of a Certificate of Insurance:

i. Properly identifies the first "named" insured(s) and those "named" as additional insured - specifically the City of Burnaby and if applicable Burnaby SD#41, needs to be identified as an additional insured party. ii. These should match the contract. iii. Identifies the insurer (sometimes more than one). iv. Includes a policy number. v. Sets out the coverage period (start and end date). Booking to fall within current coverage. vi. Specifies the limits of coverage (i.e. \$5 Million per Occurrence, bodily injury/property damage etc.). vii. Describes the basic coverage and endorsements (i.e. includes cross-liability, these words must appear on face of Certificate). viii. Is executed by the insurer or someone authorized on their behalf (usually an agent or broker). ix. Includes a basic description of the "activities" or "operations" that are insured.

**AON Insurance:** Providing proof of liability insurance is mandatory when using Burnaby Parks, and Recreation and/or School District #41 facilities. The City of Burnaby offers access to the [AON Insurance](#) portal for the convenience of our user groups, that wish to purchase coverage. The City does not recommend, endorse, approve and/or favor any one insurance provider over another.

Insurance which meets the above criteria, and payment will be provided prior to event date:

☐

### Notices About Payment:

1. Please enclose payment with application (if application is **not** accepted payment will be returned).
2. Please make cheques payable to **The City of Burnaby**
3. Please note that all fees are non-refundable
4. Receipts will be issued on festival day

### Agreement:

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Signature: \_\_\_\_\_

Print First Name

Last Name

Date

Please send completed forms to:

Email: [celebrate@burnaby.ca](mailto:celebrate@burnaby.ca)