

Food & Beverage Supplier for Community Event – Expression of Interest Form

The Municipality of Callander invites local community groups and non-profit organizations to express their interest in providing food and/or beverages at one or more of our annual community events. Typical opportunities include:

- **Pancake Breakfast** — *Family Day Skate, FunFest*
- **Hot Chocolate Service** — *Family Day Skate, Battalion Skate, Callander Lights Up Christmas*

Completion of this form indicates interest only. Participation will be confirmed based on event needs, scheduling, and compliance with all mandatory criteria.

Mandatory Eligibility & Participation Criteria

To be considered, applicants must meet all of the following mandatory criteria. Submissions that do not clearly demonstrate compliance may not be considered. A scoring rubric, Appendix A, will be used by the Events Committee when evaluating potential suppliers.

1. Community Benefit & Alignment

- Demonstrates a clear benefit to the Callander community
- Improves the quality of life for the organization's clients, members, or the broader community
- Is community-oriented and aligned with community values
- Profits generated through participation remain within the community and support local programs, services, or charitable purposes

2. Organizational Integrity & Reputation

- Organization is ethically managed and operates with transparency and accountability
- Has a positive record working with the Municipality of Callander and/or other organizations
- Demonstrates reliability, professionalism, and cooperative conduct

3. Capacity & Volunteer Support

- Has sufficient volunteers to:
 - Prepare and serve food and/or beverages
 - Manage customer service or payments (if applicable)
 - Maintain a clean, safe, and orderly workspace
 - Support setup, operations, and event requirements

4. Food Safety & Handling Qualifications

- Meets all applicable food safety standards
- Has at least one volunteer with a valid Food Handler Certificate present during the event
- Demonstrates appropriate experience handling and serving food and beverages at public events

5. Independent Setup, Tear-Down & Full Clean-Up

- Provides all required food, beverages, ingredients, equipment, supplies, and serving materials
- Is fully responsible for:
 - Setup and teardown
 - Sweeping, mopping (if required), and surface cleaning
 - Bagging and disposing of garbage in designated areas
- Leaves the space in equal or better condition than it was found

6. Accessibility, Sustainability & Event Contribution

- Operations and service approach are accessible to all attendees
- Uses environmentally responsible practices, including waste reduction and recycling
- Enhances the overall event experience through:
 - Provision of free products where feasible
 - An appropriate amount and variety of menu options suited to the event

Mandatory Criteria Confirmation

By completing this form, your group confirms that it meets **all** of the above criteria.

Organization Information

Organization/Community Group Name: _____

Primary Contact Name: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Organization Type:

- Non-profit organization
- Community Group
- Charity
- Other:

Event Details

Event(s) You Are Interested In:

- Family Day Skate Pancake Breakfast (February 16, 2026)
- Family Day Skate Hot Chocolate (February 16, 2026)
- Battalion Skate Hot Chocolate (February 28, 2026)
- FunFest Pancake Breakfast (June 27, 2026)
- Callander Lights Up Hot Chocolate (December 5, 2026)

Proposed Offering:

**(Typical pancake breakfast includes
pancakes, syrup, sausage and/or
bacon, juice, coffee)**

Volunteers and Food Safety

Estimated Number of Volunteers Available: _____

Number of Volunteers with a valid Food Handler Certificate: _____

How does your group benefit the Callander community?

Has your group provided food/beverage services at previous community events?

- Yes
- No

If yes, please provide details:

Authorization

I confirm that the information provided is accurate and that our group meets all mandatory criteria to be considered for participation.

Name: _____

Date: _____

Appendix A: Scoring Rubric

Criteria	0	1	2	3	Score
Community Benefit & Local Impact	Community benefit is unclear, minimal, or not well-defined	General community benefit identified with limited detail or local connection	Clear, meaningful benefit to the Callander community or specific local population	Strong, well-articulated local impact demonstrating clear value, relevance, and benefit to the Callander community	/3
Accessibility of Operations & Service	No consideration of accessibility provided	Minimal consideration (basic access only, limited explanation)	Clear and reasonable efforts to ensure accessibility for most attendees	Strong, proactive approach to accessibility (physical access, pricing, service approach, dietary considerations, etc.)	/3
Environmental Sustainability Practices	No environmentally responsible practices identified	Some practices mentioned by limited detail or impact	Clear waste-reduction and recycling practices planned	Comprehensive approach (reusable/compostable materials, waste minimization, recycling, reduced environmental footprint)	/3
Provision of Free Products	No free products offered	Limited or conditional free offerings	Free products provided to specific groups or at limited times	Free products meaningfully contribute to the inclusiveness and enjoyment of the event	/3
Amount & Variety of Menu Options	Insufficient quantity or variety for the event	Basic offerings appropriate to the event	Good variety and quantity suited to anticipated attendance	Strong menu variety, well-matched to the event, with consideration for different preferences or dietary needs	/3

Total score: _____/15