



## REQUEST FOR PROPSAL

### NGFM MARKET KITCHEN

January 2023 with Review in March for summer season

The New Glasgow Farmers Market is now accepting proposals for the Market Kitchen for the 2023 Winter/Spring Season from January 14th until May, 13 2023. Review for peak season in April 2023.

**Deadline for submission:** November 10, 2022

**Submit to:** [manager@ngfarmmarket.com](mailto:manager@ngfarmmarket.com)

The kitchen is rented on a seasonal basis and will go up for tender annually.

### REQUIREMENTS

The successful candidate must have:

- A valid Food Handlers Certificate
- A Food Establishment Permit issued by the Department of Environment (this will be obtained after your acceptance)
- [Submitted an online application](#)
- Proof of insurance that covers the business at the Market (after approval)
- Must sign Kitchen Agreement with terms

### FEES

**Winter/Spring** (average attendance 900-1000 per Saturday)

Member Rate: \$65/week

Non-Member Rate: \$80/week

**Peak Season** (average attendance 1500-1700 per Saturday)

Member Rate: \$80/week

Non-Member Rate: \$95/week

\*subject to change

Kitchen Fee includes:

- Access to kitchen one day per week to prepare and store food for Market on Saturday\*
- Use of Refrigerator, stove/oven and appliances
- Some storage in Kitchen

### VENDOR MUST:

- Supply serving/cooking utensils, dishware etc. (styrofoam serving containers are not permitted)
- Comply with all Market and Provincial regulations
- Sign a Kitchen Agreement upon successful application
- Thoroughly clean all areas, appliances, floors and cupboards clean after every Market
- Submit a \$200 damage deposit (this will be reimbursed at the end of the season after kitchen has passed final inspection)
- Maintain at least 4 items (you create yourself) on your menu throughout the season, additional items can be added upon approval
- Be in the kitchen every Saturday throughout the season

In addition to information you are submitting, we'd like to know a little more about you!

**PROPSAL SHOULD INCLUDE:**

- Information about your business
- Why do you want to be in the kitchen?
- A proposed menu (these items can change with approval)
- Identify any menu items not made by you
- Specify the approved facility you are making your food at if you are not using the market kitchen
- Where are your ingredients sourced (are they local)?

Acceptance will be based on Market needs and fit within the Market to maintain balance and variety for consumers.