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Executive Committee of Council  
City of Burnaby  
4949 Canada Way  
Burnaby, BC, Canada  
V5G 1M2

January 21<sup>st</sup>, 2016

Subject: Grant Request for Street Closure and Funding

Dear Chair and Members of the Executive Committee of Council,

I am writing you on behalf of Tourism Burnaby to request a grant for street closure and funding for the first-ever Burnaby Food Truck Festival (event name TBC). This event has been initiated by Tourism Burnaby, and is in the preliminary investigation and feasibility stages.

The Burnaby Food Truck Festival is a community event that has the goal of building engagement, interest and cohesion in the Burnaby community. By making this event free to attend and featuring live music and seating areas in addition to 10-20 food trucks, we hope to attract families and individuals from across the Lower Mainland to come enjoy a day of food and fun in Burnaby. Since Burnaby is a sustainability-focused community, we want the event to reflect those values and have the goal of making this a zero-waste event. To reach this goal, we will have separate bins for organics and recycling, and will encourage any food trucks and other suppliers who come on board to do everything within reason to help us achieve this goal.

The event would take place on a Saturday from 11 AM – 7 PM during the months of either July or September, depending on the availability for the road closure. We feel that the Beresford Street between Telford Avenue and Silver Avenue would be an excellent location for the Burnaby Food Truck Festival, as it features the ever-growing Beresford Art Walk, is very accessible by public transit, and supports a lower volume of vehicle traffic. I have included a rough sketch of how the event would be laid out at the end of this letter.

We are seeking approval for the road closure, as well as a grant in the amount of \$5,000. We are open to any support the City of Burnaby is willing to offer to support the event, including a combination of cash and in-kind sponsorship. The funds will be used to cover the costs of the road closure permit, Burnaby business licences for participating food trucks and sound equipment for the live entertainment. I have attached a draft budget for the event on the last page of this letter.

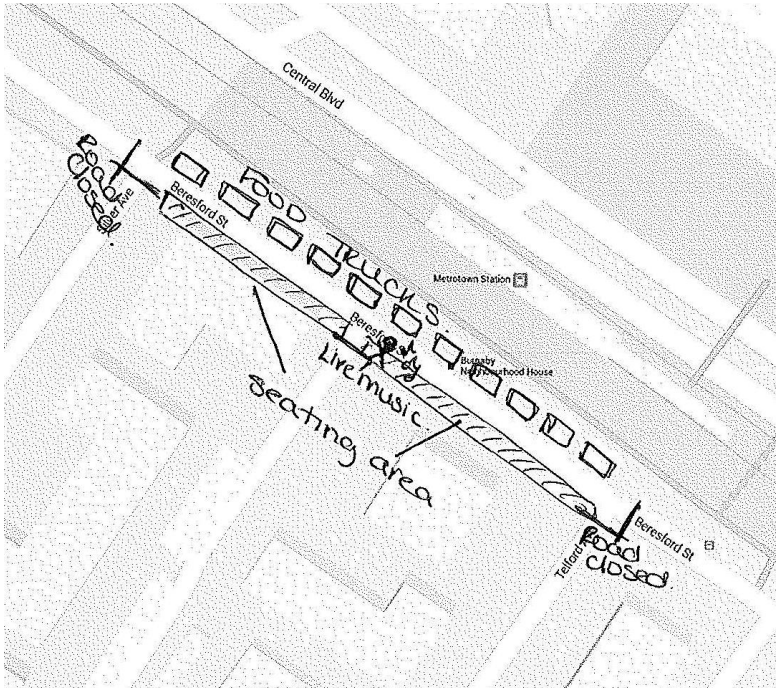
Thank you for your time and consideration. We are excited about this initiative and feel that the Burnaby Food Truck festival will add to the community of Burnaby. Please do not hesitate to reach out if you have any questions or would like to discuss this further.

Sincerely,

Anna Schlagintweit  
Manager, Business Development  
Tourism Burnaby

## Supporting Documents

Rough Sketch of Burnaby Food Truck Festival Layout:



Sample Event Budget:

### Burnaby Food Truck Festival

Revenues	Value	Quantity	Total
City of Burnaby Grant	\$8,286	1	\$8,286
Registration fees for food vendors	\$175	15	\$2,625
Sponsorship/Tourism Burnaby investment	\$9,804	1	\$9,804
<b>Total:</b>			<b>\$20,715</b>

Costs	Value	Quantity	Total
City of Burnaby Business Licences for Food Vendors	\$237	15	\$3,555
City of Burnaby Road Closure Permit	\$500	1	\$500
Communications of Road Closure/Festival	\$1,000	1	\$1,000
Traffic Management Staff/Barricade Supervisors	\$30	32	\$960
Waste Management for Organics (zero-waste event)	\$1,000	1	\$1,000
Sound equipment rental	\$2,000	1	\$2,000
Entertainment (live music)	\$1,000	1	\$1,000
Marketing Collateral and Promotions	\$5,000	1	\$5,000
Tables, seating and décor	\$3,000	1	\$3,000
Tents (if unfavourable weather)	\$450	6	\$2,700
<b>Total:</b>			<b>\$20,715</b>

Staffing costs based on hours of operation 11 AM - 7 PM

Estimates based on 15 food trucks