



2019 Colchester Parks & Recreation Special Events Vendor Interest Form

Dear Vendor,

Colchester Parks & Recreation would like to cordially invite you to attend our special events for the summer of 2019 to provide food & beverage concessions for our visitors. We feel that inviting food trucks and pop-up vendors will add character to our events and expand options for those visitors in attendance, while also supporting our local vendor community. We hope you will consider joining us!

Available 2019 Events are listed below. More details can be found on our website at: <http://colchestervt.gov/357/Events>. Please note that a Concession Vendor Application Form must also be submitted if you intend to vend at a Parks & Recreation Special Event, including all business documentation, insurance certificate, and any required fees.

Applicants will be reviewed based on participation in prior events, appropriateness to the theme of the event, and product offerings. Submission of this form does not guarantee acceptance for every event.

APPLICATIONS ACCEPTED ON AN ONGOING BASIS, UP TO ONE (1) WEEK PRIOR TO EACH EVENT

About You and Your Organization

Name of Business/Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person(s): _____

Primary Phone #: _____ Secondary Phone #: _____

General Description of Product & Price Range: _____

Email Address: _____ Website Address: _____

Best way to contact you? No Preference Email Phone Text Message (to primary phone)

Events

CHECK BOX FOR EVENT INTEREST. Submission does not guarantee acceptance.

Colchester 4th of July Celebration @ Bayside Park

◇ July 4, 2019 [*\$200 Permit Fee Required*]

Summer Concert Series @ Bayside Park

- ◇ July 11 (Prydein performing)
- ◇ July 18 (Steve Hartmann Trio performing)
- ◇ July 25 (Satin & Steel performing)
- ◇ August 1 (Melissa Plett Trio performing)

Movies in the Park @ Bayside Park

- ◇ August 2 (How to Train Your Dragon 3)
- ◇ August 16 (Spider-Man: Into the Spider-Verse)
- ◇ September 13 (Aladdin)
- ◇ October [Date TBA] (Casper)

Movies in the Park @ Airport Park

- ◇ August 9 (The Goonies)
- ◇ August 23 (The Greatest Showman)

Booth Overview

Vendor Type:

- Food/Beverage Retail/Sales Informational Art/Craft Vendor
 Other: _____

Do You Vend from a:

- Cart Tent/Booth Food Truck Trailer

Space Requirements:

Cart/Booth size: _____ Food Truck/Trailer: L _____ X W _____
Serving Window Side: Driver Side Passenger Side

Application Checklist

Please ensure your application is complete prior to submission. ALL ITEMS must be submitted for consideration.

- ◇ Vendor Interest Form (this document)
- ◇ Concession Permit Application
- ◇ Signed Town of Colchester Concession License Policy
- ◇ Copy of Business License/Peddler's Permit (whichever is applicable), for verification purposes
- ◇ Copy of Temporary Food Stand Permit (if applicable), to verify the permit is current
- ◇ Copy of Certificate of Liability Insurance (should include automobile insurance and Workers Compensation if employees will be present)
- ◇ Picture of your Concession Unit (vehicle, trailer, etc.) to aid in field identification
- ◇ Any applicable fees

RETURN APPLICATION TO:

Mail: Colchester Parks & Recreation
c/o Mike LaPan
781 Blakely Road
Colchester, VT 05446

Fax: (802) 264-5647 **Email:** Mike LaPan: mlapan@colchestervt.gov

Help us promote our events! Follow us on social media @ColchesterRec





Date Received:	Time Received:
Application Fee Paid: \$100	Clerical Initials:

Colchester Parks and Recreation

Concession License Application

Thank you for your interest in the Colchester Parks and Recreation Concession Vendor Program. Please complete the below information and refer to the Program Requirements for complete details and the required documents that must accompany this application. Applications will be processed in the order of completeness and date received on a first come first serve basis. Please note that failure to complete any portions of the application, including failure to provide required documents, may cause delay or rejection of the application. If you need more space for any question, please attach an additional sheet of paper to your application. Please submit (1) one application per park/facility and attach a picture of unit (vehicles, trailers, etc.)

Please Print Legibly

CONCESSION INFORMATION
Today's Date:
How did you hear about the Concession Program (Letter, Flyer, Friend, other)
Name of Concession (Business/Truck Name)
Type of Concession (Food, Equipment, Tours)
Vehicle(s) Make, Model and License Number(s)
Trailer License Number(s)
Requester's Name:
Address:
Phone:
Email:
Expected # of Employees:
References:
Dates you are Requesting (list all dates)
Total Number of Days:
Times (Example: 0800):
From: _____ AM _____ PM
To: _____ AM _____ PM

Locations Available for Vendors:

_____ Airport Park

_____ Bayside Park

_____ Colchester Causeway

_____ Other (Please identify) _____

Details of Concession- Please list the items that you are requesting to rent or sell. This information assists the Department in Field verification.

Rental Items (A general description of the items you are renting): _____

Non Food Items (A general description of the non-food items you are selling): _____

Food Items (A general description of the food items you are selling): _____

Note: Food items must match your current Health Permit

Please review attached Program Requirements

Town of Colchester
Department of Parks and Recreation
Concession License Policy
Adopted March 2016

General Requirements:

- Please ensure that you have read and understand the below requirements and conditions prior to submitting your application and fee. The application fee is non-refundable unless the Department of Parks and Recreation cannot accommodate your request.
- The Department will make every effort to accommodate the location being requested by the vendor, and if the requested location is not available, a refund will be issued. Please note that, for safety reasons, vendors are not permitted to drive a route. All vending must be conducted while stationary and in an area designated for vendors.
- Once a vendor has been approved to operate in an approved location, he or she may relocate to another approved location with the advance written approval of the Director. Please contact the Parks and Recreation Department if you are requesting to relocate to an approved alternate location.
- Submit a fully completed Concession License Application for the dates the vendor is requesting.
- The Concession Vendor License must be displayed on the vehicle at all times to aid in field identification.
- The Concession Vendor License gives the applicant a license at the facility, to sell on the days requested and approved on the application between the hours of 7:00 a.m. through 9:00 p.m.
- For safety reasons, no glass containers are allowed.
- Alcoholic beverages can not be served under this permit
- No construction or improvements of any area are allowed without prior written permission of the Colchester Parks and Recreation Director.
- No electrical or water service will be provided.
- License holder must have appropriately rated fire extinguishers in vehicles.
- Identifying advertising logo(s) are permitted on vehicles. Vendors are permitted to place a sandwich board advertisement within the park to advertise service. The sandwich board shall not exceed the 36" x 24" stand sandwich board size and cannot be placed in an area that obstructs other signage or pedestrian/vehicle traffic.
- Music will be allowed. Unreasonable use of audio equipment or loud music causing disturbances to other park patrons is prohibited. The Parks and Recreation Director has the authority to revoke the permit at any time.
- Vendor agrees to provide own trash receptacles, and to keep areas litter free. Park grounds shall be left in a clean condition at the end of each day. Vendor agrees to remove trash from the Park grounds each workday. If additional cleanup is required, the applicant will pay the Town of Colchester the costs necessary clean up, including staff time. Wastewater from vehicle holding tanks may not be discharged at any park.
- The establishment, maintenance, or operation of the use applied for under this license shall not be detrimental to the health, safety, peace, morals, comfort and general welfare of the persons utilizing the park premises under which this license is granted, or to the general welfare of the Town of Colchester.

- License will be revoked if the Business license/Peddler's Permit, Environmental Health Permit, and/or required insurance policies expire, are cancelled, or deemed invalid. Cancellation of license by either party does not cancel or revoke payments owed.
- All Parks rules and regulations will be enforced by Colchester Police Department.
- The License may be revoked by the Parks Director, in his or her sole discretion, upon any violation of Parks rules and regulations.

Fees

- There is a \$100 non-refundable, annual application fee, which is due at the time the application is submitted.
- One Day Permit: Monday through Thursday \$20 per vehicle, per facility
- One Day Permit: Friday through Sunday \$25 per vehicle, per facility
- Monthly Permits: \$150 per vehicle, per facility
- Special event permitting will be issued for the duration of the event.
- Exemption: Organized, not-for-profit leagues that operate concessions in conjunction with authorized activity in accordance with the conditions of a Facility Use Agreement are exempt from permitting requirements.
- All fees are due prior to concession activities. There will be a \$15.00 Change/Cancellation fee assessed for reservation changes or cancellations.
- It is encouraged to contact the Parks and Recreation Department to see if there is availability at the facility the concessionaire is interested in.
- Additional Concession License fees may be required if more than one (1) type of concession OR location is requested.
- If any fees are delinquent at the time the permit is cancelled by either party, licensee hereby agrees to pay all delinquent fees and costs, and all Town collection costs and fees.

Special Events

- Special events, as determined by the Director, are not included in this concession permit. When and where it is determined that the vendor will handle the sale of refreshments and/or merchandise at a special event, the vendor must meet with the designated staff member to establish the exact needs of such function.
- Additional Permit Fee will be the following:

Events with expected attendance up to 1,000-	\$100.00
Events with expected attendance of 1001- 2500-	\$200.00

Insurance Requirements/Hold Harmless Agreement

- **Concessionaire Insurance Requirements:** Applicant must furnish, at his or her own expense, a combined single limit of not less than one million (\$1,000,000) dollars general liability insurance coverage which meets Town of Colchester requirements and names the Town of Colchester, its Officers, Directors, Officials, Employees, Agents, Volunteers, and Representatives, as additional named insureds by separate endorsement. Applicant's name and current policy numbers must be listed on all policies and endorsements. Applicant's insurance policy must state that coverage is primary and non-contributory, and must provide that coverage will not be terminated without at least ten days' notice to the Town. No Concession Vendor License will be issued without current proof of insurance.
- **All Mobile Concessionaire Insurance Requirements:** Applicants must also furnish, at his or her own expense, a combined single limit of not less than one million (\$1,000,000) dollars

automobile liability insurance with bodily injury and property damage coverage which meets Town of Colchester requirements and names Town of Colchester, its Officers, Directors, Officials, Employees, Agents, Volunteers, and Representatives, as additional named insureds by separate endorsement. Applicant's name and current policy numbers must be listed on all policies and endorsements. Applicant's insurance policy must state that coverage is primary and non-contributory. Current proof of insurance must be provided for each vehicle listed on the application. Vehicles not listed on the original application will not be allowed to enter park grounds. No Concession Vendor License will be issued without current proof of insurance.

- **Worker's Compensation Requirements:** Applicants will be required to provide Workers Compensation and Employer's Liability in the amount of one million (1,000,000) dollars, and a Waiver of Subrogation for the Workers Compensation coverage. If applicant is exempt from the Workers Compensation rules, a letter, on business letterhead, stating that the applicant is exempt from this requirement, because of Sole Proprietor status and if employees are hired for this venture, the applicant will immediately provide coverage as required by State law, and will hold the Town harmless from any claims for Workers' Compensation coverage demands arising out of applicant's activities on Town property.
- **Hold Harmless Agreements:** The Concessionaire, in consideration of the granting of this Concession License, agrees to hold the Town harmless for any and all claims or rights of action for damages which may or might arise or accrue to said concessionaire or licensee, his officers, agents, servants, employees, or others who may be on the licensed premises at his invitation or the invitation of any one of them, by reason of injury to the property, or the persons of any of them resulting from the entry upon or the use of the licensed premises.
- No Concession Vendor License will be issued without current proof of insurance in the amounts and quality required above.
- Vendor may request a review of insurance limits by Risk Management at the time the Concession License Application is submitted.

Documents - The below documents must accompany your application when applicable.

- Please attach a picture of your Concession unit (vehicle, trailer, etc.), to aid in field identification.
- Provide a copy of Business License/Peddler's Permit (whichever is applicable), for verification purposes.
- Provide a copy of Temporary Food Stand Permit (if applicable), to verify the permit is current.
- Copy of Certificate of Liability Insurance which includes Automobile Insurance and Workers Compensation (if employees will be present).

By signing below, I certify that the information I have provided is true and correct to the best of my knowledge and that I have read and understand the requirements and conditions as stated in this application. I understand that I will be responsible to ensure that I and/or my helpers, or employees, abide by all rules, regulations, and requirements as required and set by the Department of Parks and Recreation. I further understand that I will be responsible to submit all required documents and all applicable fees pertaining to my Concession Vendor License, to the Department of Parks and Recreation prior to the approval of my request and the issuance of my Concession Vendor License.

Printed Name

Signature

Date

Submission Instructions

Licenses are granted on a first come, first serve basis, in order of completeness. Please utilize the Concession Vendor Checklist, to ensure completeness of your Application. Please ensure that you have read and understand the above requirements and conditions prior to submitting your application and \$100 annual application fee. The application fee is non-refundable unless the Department of Parks and Recreation cannot accommodate your request.

All completed applications may be submitted to:

Email: mlapan@colchestervt.gov

Fax: 802-264-5647

In person at the address below OR by mailing all completed documents to:

Colchester Parks and Recreation

781 Blakely Road

Colchester, Vermont 05446