



# Food Vendor Booth Application July 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup>

*(Application Deadline May 1, 2017 or Until Filled)*

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

***Each Booth Space is 10' x 16' and comes with Two-20 amp./110-volt electricity***

Fee: \$400 for single 10' x 16' space \$ \_\_\_\_\_

Fee: \$200 for each additional 10' x 16' space (max of 3 booths) \$ \_\_\_\_\_

Fee: \$100 per additional 20-amp service, Amp Size Needed \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL COST \$ \_\_\_\_\_

List equipment you will be using: \_\_\_\_\_

***(No additional equipment may be added once you submit this contract)***

Return this entire form, your payment, food menu, certificate of insurance, pictures of your booth set-up and signed rules and regulations to:

***New Lenox Community Park  
District, 701 W. Haven Ave. New  
Lenox, IL 60451***

**Make Check Payable to:  
New Lenox Community Park  
District**

PLEASE CIRCLE PAYMENT TYPE:



BILLING ADDRESS ZIP CODE: \_ \_ \_ \_ \_

ACCOUNT NUMBER: \_ \_ \_ \_ \_

EXPIRATION DATE: \_ \_ / \_ \_ SECURITY CODE: \_ \_ \_ \_

CARDHOLDER NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

ADDRESS CITY/STATE

AMOUNT OF CHARGE: \$ \_\_\_\_\_

AUTHORIZED

SIGNATURE: \_\_\_\_\_

*(The NLCPD reserves the right to change a payment to reflect the correct fee.)*

**NO REFUNDS**

### **Hours of Festival Food Operations, (Hours Subject to Change)**

Food Vendors must remain open

Thursday, July 27 <sup>th</sup>	6:00pm-10:30pm
Friday, July 28 <sup>th</sup>	6:00pm-10:30pm
Saturday, July 29 <sup>th</sup>	Noon-11:30pm
Sunday, July 30 <sup>th</sup>	Noon-9:00pm

The New Lenox Community Park District will assign your booth location and set-up time. Vendors can set-up Wednesday afternoon or Thursday morning. **Please Note:** Trailer Vendors will be contacted with an assigned time to drop off your trailer on Wed., July 26<sup>th</sup> after Noon.

### **Insurance**

You must furnish a certificate of insurance to the Park District office at time of registration.

- No Exception! The insurance certificate requirements are as follows:
- The insurance company shall have a minimum Best Rating of A-1.
- The minimum limit of liability shall be \$1,000,000.00.
- The policy coverage shall be Comprehensive and on an Occurrence form.
- Under Certificate Holder, **New Lenox Community Park District**, 701 W. Haven Ave., New Lenox, IL 60451 and **Menards Inc.**, 5101 Menard Dr. Eau Claire, WI 5403 shall be named as Additional Insured.

### **Will County Health Department**

Each food vendor must apply for the required Will County Health Food Permit. For your convenience, we have attached the Will County Health Department permit. You are required to submit and pay the inspection fee directly to Will County Health Department. **You will need to make a copy of your permit and send it to the Park District by June 1<sup>st</sup>.** All booths must abide by the Will County Health Department rules and regulations at all times. Will County Health Department requires all food vendors who set-up tents must have Plywood or Tarp underneath their area, NO EXCEPTION. Will County Inspections will begin promptly at 1:00pm on Thurs., July 27<sup>th</sup>.

### **Booth**

- You will NOT be allowed to expand beyond your allotted space, before submitting an application make sure all of your equipment can be set-up in a 10ft. x 16ft. booth.
- VENDORS with Trailers, you are required to submit the Trailer Booth Layout Form and pictures of your trailer from bumper to hitch with serving windows open.
- All booths shall be painted and trailers shall be in good repair.
- Booths must display a prominent sign above the service window, which identifies the business/organization by name. The sign shall measure a minimum of 3 feet long by 10 inches high.
- All booths shall be equipped with fire extinguishers.
- Use of sound systems, glass bottles and loud generators are prohibited.

### **Menu**

A uniform price for soft drinks is set. Cans of pop \$1.00 and 16.9oz. bottle water for \$1.00. The types of foods are limited to avoid duplication, first come first serve. The menu items identified on this application must be adhered to with no additions or deletions after the application deadline. Menus and prices are to be displayed on front of booth.

### **Food Vouchers**

The Park District gives out complimentary food vouchers to Band Members, Soundworks Production Staff and the Electrician on duty. They are allowed to redeem these coupons at all food vendors. The Park District will reimburse you for these coupons 30 days after the event; a check will be mailed to you. On Thurs., July 27<sup>th</sup> you will receive an empty envelope from the Park District, use this envelope to store the redeemed food vouchers throughout the weekend. A Park District Staff member will come to you on Sun., July 30<sup>th</sup> to collect the vouchers and give you a receipt total. We are not responsible for lost food vouchers and will only reimburse you for each voucher.

### **Electrical Service**

Electrical service is included in your vendor fee. There is an additional cost of \$100 for any vendor that requires hardware installation. Electrical service inside the booth must be #12/3 wire (not 14, 16 or 18) suited for 20-amp service and is the responsibility of the food vendor. Electric Hook-up is not guaranteed until Thurs., July 27<sup>th</sup> at 1:00pm. If our electrician is ready beforehand, you may hook up earlier but do not come on site and demand electricity. You will need to submit a picture of your wire hook for our electrician.

**Waste Removal/Garbage Pick Up**

Disposal of grease upon festival property is strictly prohibited. You are responsible for disposing your grease. Grease disposal is located in the northeast corner of Walmart lot. The Park District Staff will pick up garbage throughout the weekend.

**Water and Ice**

A shared outside water faucet is available. Vendors must provide their own Health Department approved food service hose and/or containers to carry water. Ice is available to purchase from the Park District for \$5.00. We except cash only, no running tabs. Ice will be located by the bar underneath the Entertainment Tent. At night, it may be difficult for you to get through due to the crowds, if this happens go to the Information Booth. NLCPD Staff will radio the Bar Staff and we will bring the ice to the Information Booth.

**Parking**

No Parking Vehicles behind or near your booth during hours of operation, you will be required to park in designated parking areas. A site map will be sent to you prior to the festival.

**Closing Procedures:**

- Sunday, July 30<sup>th</sup>, starting at 9:00pm you may start breaking down your booths.
- You may walk your items to your car if you are on a time constraint.
- ABSOLUTELY NO vehicles allowed in food vendor area until NLCPD Staff notifies you that it is clear of all festival pedestrians.
- NO Trailers are allowed to leave the Festival Site on Sunday until NLCPD Staff says it is clear of all festival pedestrians.

Any questions should be directed to Kelly Matson, at 815.485.3584 or [kmatson@newlenoxparks.org](mailto:kmatson@newlenoxparks.org).

The New Lenox Community Park District reserves the right to be selective to assure quality and diversity. For the success of this community event, we reserve the right to refuse and/or discharge a vendor from participating in Proud American Days upon the vendor's compliance with these guidelines.

The New Lenox Community Park District, the Village of New Lenox and members, volunteers and employees thereof, will not be held responsible for any loss, damage, injury, and death or otherwise in connection with this fair. It is agreed that vendors, employees, volunteers, owners and acquaintances of any kind will hold these persons harmless from any loss, damage, injury, death or otherwise which arises from vendor's negligence.

***I hereby agree to abide by all terms, rules and regulations stated on this application form.***

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Office Use ONLY**

Cash Received:  Check Number:  Credit Card:

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Business Name: \_\_\_\_\_

Number of Booths: \_\_\_\_\_

Amp Service Needed: \_\_\_\_\_

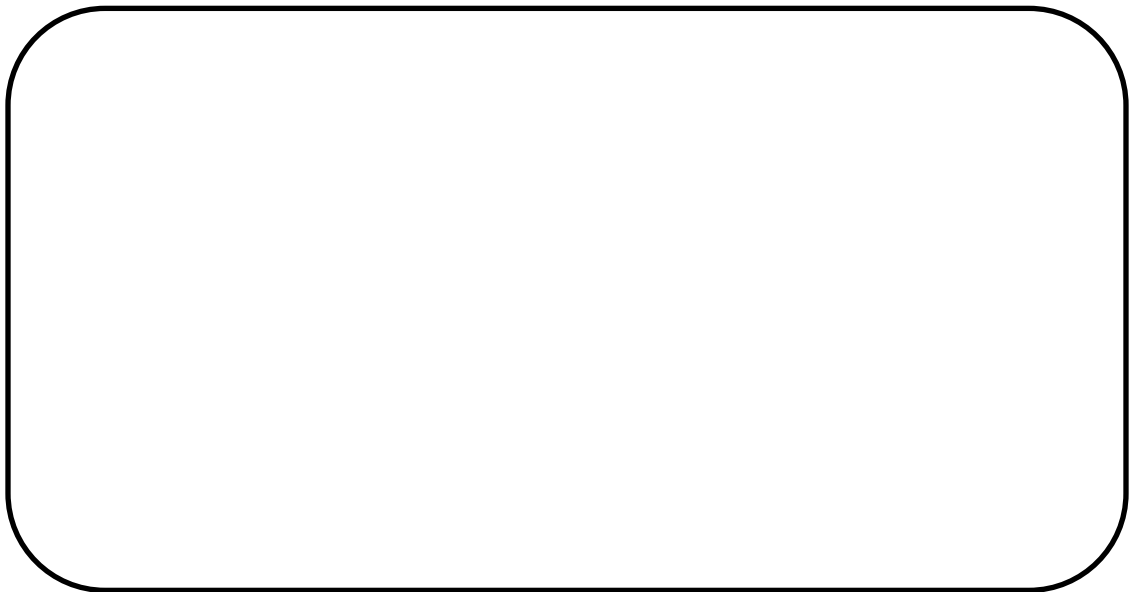


Draw the following in the trailer picture below:

- Location of Serving Window(s)
- Location of Hitch
- Location of Electrical Plug
- Location of Electrical Panel
- Exact Dimensions of trailer, including hitch to bumper and all Open Serving Windows.

\_\_\_\_\_ x \_\_\_\_\_

Booth is 16 Ft. Deep



Booth is 10 Ft. Wide



# APPLICATION FOR TEMPORARY FOOD EVENTS

## WILL COUNTY HEALTH DEPARTMENT

323 QUADRANGLE DRIVE  
 BOLINGBROOK, IL 60440  
 (630) 679-7030  
 FAX (630) 679-7031

501 ELLA AVENUE  
 JOLIET, IL 60433  
 (815)727-8490  
 FAX (815) 740-8147

44 TOWN CENTER  
 UNIVERSITY PARK, IL 60466  
 (708) 534-5721  
 FAX (708) 534-3455

Name of Event \_\_\_\_\_ Foodservice Operator \_\_\_\_\_  
 Location of Event \_\_\_\_\_ Establishment \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Street \_\_\_\_\_  
 Sponsor \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Contact Ph# \_\_\_\_\_ Establishment Ph# \_\_\_\_\_  
 Contact Email \_\_\_\_\_  
 Dates of Event: \_\_\_\_\_  
 Date and Time when ready for Inspection: \_\_\_\_\_  
 Menu: \_\_\_\_\_

\*\*\*\*\*  
 \* Complete \*  
 \* Back Page \*  
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All food prepared onsite or at remote location (name and address): \_\_\_\_\_

*I have read the WCHD Technical Release No. 4 regarding Temporary Food Establishments and will comply with the requirements. Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_*

### TEMPORARY EVENT FEE SCHEDULE:

*Please consult with WCHD Environmental Health Division to determine your applicable fee*

Category	Fee	Fee with Late Fee
Low Risk	\$45	\$55
Medium Risk	\$65	\$75
High Risk	\$100	\$110

Governmental Entities, schools, churches, and non-profit (NFP) groups pay 50% of temporary permit fees however are still subject to the full \$10 late fee. Non-profit organizations will be required to provide proof of their NFP status.

*(a \$10 late fee will be charged if vendor has not applied & paid for permit a minimum of 7 days prior to the event)*

(All fees paid are not refundable. Make checks payable to the Will County Health Department. Credit Card payments make at [www.govpaynow.com](http://www.govpaynow.com) and use PLC7078)

### FOR OFFICE USE ONLY

DOCUMENT : SR# \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_  
 PERMIT FEE PAID \_\_\_\_\_ DATE PAID \_\_\_\_\_ CHECK # \_\_\_\_\_  
 RECEIVED BY \_\_\_\_\_ RECEIPT # RP \_\_\_\_\_ Credit Card Trans # \_\_\_\_\_

Temporary Food Establishment Booth Construction

Hand Washing: \_\_\_\_\_ hand sink \_\_\_\_\_ container with spigot/catch bucket

Cold Food Holding Equipment: \_\_\_\_\_ Refrigerators \_\_\_\_\_ Freezers

Hot Food Holding Equipment: \_\_\_\_\_ Steam Table \_\_\_\_\_ Oven/Stove/Hot Box

\_\_\_\_\_ Other ( \_\_\_\_\_ )

Water Supply: \_\_\_\_\_ Public \_\_\_\_\_ Private (*A satisfactory water sample must be obtained prior to permit approval*)

Wastewater Disposal: \_\_\_\_\_ Sanitary Sewer \_\_\_\_\_ Mop Basin \_\_\_\_\_ Holding Tank

Floor Construction: \_\_\_\_\_ Asphalt \_\_\_\_\_ Concrete \_\_\_\_\_ Tarp \_\_\_\_\_ Tile \_\_\_\_\_ Wood

Canopy Construction: \_\_\_\_\_ Tent \_\_\_\_\_ Wood \_\_\_\_\_ Trailer

Barriers to Public: \_\_\_\_\_ Tables \_\_\_\_\_ Enclosed Trailer \_\_\_\_\_ Interior Kitchen

Pest Control: \_\_\_\_\_ Fans \_\_\_\_\_ Food Covers \_\_\_\_\_ Screens

**Provide a sketch of the basic set-up of your temporary food booth. Include the following:**

\_\_\_\_\_ Tables \_\_\_\_\_ Cooking Equipment \_\_\_\_\_ Food Holding units

\_\_\_\_\_ Food Prep area \_\_\_\_\_ Ware Washing Area \_\_\_\_\_ Hand Washing Area

Food Booth Sketch

