

City of Hagerstown Parks and Recreation

Food Vending Application

If you would like to be a food vendor for one of our events, please complete the enclosed application form and mail to: Parks & Recreation, 351 North Cleveland Avenue, Hagerstown, MD 21740.

When choosing vendors, we will look at duplication and types of foods. Parks and Recreation has the right to agree to part of a vendor's entire submitted menu. We will return all checks of those food vendors who are not chosen for the festival.

Food vendors who wish to be considered for an event must submit the following information:

- 1. Completed application for (For each booth requested)*
- 2. Photo of booth and menu items.*
- 3. Check for food booth/tent. Participation fee of \$75.*
- 4. Signed Hold Harmless Form.*
- 5. Sales Tax Number*
- 6. Proof of insurance listing the City of Hagerstown, Maryland, and the event as additional insured. Requirements of coverage will be \$1,000,000 (one million dollars) product liability coverage and \$1,000,000 (one million dollars) personal injury coverage.*
- 7. All applicants must include a photo of their set up and list exact dimensions on the back of the photo.*

*Enclosed please find an application form, schedule of fees, hold harmless agreement, and food vendor instruction sheet. All applicable fees must be included with your application forms. Applications must be received by no later than **two weeks before the event**. If you have any questions, you may call Parks & Recreation Offices at 301.739.8577 ext. 883.*

Hagerstown Parks and Recreation
Food Vendor Application Form

Complete and Return two weeks before event to:

Parks & Recreation, 351 North Cleveland Ave, Hagerstown, MD 21740

ALL FEES MUST BE MAILED WITH APPLICATION AND APPLICATION MUST BE COMPLETE

Make Checks Payable to: City of Hagerstown

Event: _____

Name: _____

Tax #: _____

Address: _____

Email Address: _____ Contact Number: _____

1. Type of food (please be specific): _____

2. Size of vendor space needed

Exact dimensions of setup _____ feet by _____ feet

Canopy ____ Tent ____ Stand ____ Other _____

Please remember to include picture of setup with exact dimensions written on the back.

3. Do you require electricity? ____ Yes ____ No

If so, # of amps ____ and # of volts ____

(Note: We cannot provide electricity for all events. Food vendors are strongly urged to supply their own alternate cooking fuel, propane, gas generator, etc.)

4. Will you use a fuel for cooking or other purposes? ____ Yes ____ No

If so, please specify the exact type and describe the fuel storage/dispensing container:

5. I have read, understand and agree to all attached food vendor instructions.

Signature _____ Date: _____

***ALL SET-UP MATERIALS INCLUDING TABLES AND CHAIRS MUST BE PROVIDED BY VENDOR.**

***PLEASE BE AWARE THAT IF YOU NEED ELECTRICITY AND PROPER ARRANGEMENTS ARE NOT MADE IN ADVANCE, IT MAY NOT BE AVAILABLE ON EVENT DAY.**

***NOT RESPONSIBLE FOR LOSS OR ACCIDENTS.**

***NO PORTABLE WATER IS AVAILABLE FOR COOKING OR DRINKING.**

***VENDORS MUST COMPLY WITH FIRE REGULATIONS.**

**CITY OF HAGERSTOWN
Parks and Recreation
HOLD HARMLESS AGREEMENT**

Lessee/User: _____

Events/Use: _____

Location: _____

Dates of Use: _____

The Lessee/User agrees that it shall indemnify the City of Hagerstown and Hagerstown Parks and Recreation and hold the City of Hagerstown and Hagerstown Parks and Recreation harmless against any and all fines, suits, claims, demands, expenses, actions, losses, alleged losses, or liabilities of whatsoever nature or kind incurred either directly or indirectly either in law or equity, paid, suffered or incurred as a result of the acts, activities, or omissions of the Lessee/User, its agents, servants, or employees, due to operation and use of the premises. It is further agreed that the Lessee/User shall in addition to holding the City of Hagerstown and Hagerstown Parks and Recreation harmless from any and all liabilities or damage or injury to both persons and property, occurring as a result of the use of said premises, shall defend the City of Hagerstown and Hagerstown Parks and Recreation at Lessee's/User's expense against any and all claims, suits, demands, of whatsoever nature or kind.

Witness: _____

Date: _____

Lessee/User

By (Signature and Titles)

Street

City, State, Zip

Telephone

Return to:

Parks & Recreation, 351 North Cleveland Ave, Hagerstown, MD 21740

**Hagerstown Parks and Recreation
Food Vendor – General Information & Reminders**

LOCATION AND TIME: _____

Please note: As vendors you may begin setup 1 hour before event

This is a rain or shine event; No refunds regardless of weather.

TEMPORARY HEALTH DEPARTMENT FOOD VENDING

Food vendors must obtain permits by applying directly to: Washington County Health Department
Division of Environmental health.

PERMIT: 1302 Pennsylvania Avenue, Hagerstown, MD 21742

TAX: ALL vendors are responsible for collecting Maryland State Sales Tax. For information, contact Retail Sales Tax Division at 301.791.4776

Certificate of Insurance: A copy of your certificate of insurance with the City of Hagerstown and the event added as additional insured must be to us not later than two weeks before the event. All vendors must have all information accurate and correct on their insurance to insure their participation in this event.

DEADLINE: All completed vendor applications must be returned with vendor fees by **two weeks before the event**. Spaces will be assigned on a first-come basis based on vendor's compliance with standards and philosophy of the committee expectations. In addition, since very limited electrical access is available to vendors, it may be necessary to deny space to vendors whose need for electricity cannot be handled at the event.

NO PORTABLE WATER IS AVAILABLE FOR COOKING OR DRINKING ANY DAY.

I. **ARRANGEMENTS/RESTRICTIONS**

- A. **Space Size:** Space requirements **must** be indicated on the *Application Form* and will be made at the sole discretion of the Event Committee. Standard space is 10' x 10'. Charge for additional space will be at the rate noted. Spaces will be marked according to space requirements indicated by vendors on their application; no additional space will be available on day of festival.
- B. Only one food vendor per booth.
- C. **Set-up:** Vendors will be responsible for providing their own set-up (i.e, tables, chairs, tents.)
- D. Motorized vehicles such as campers will not be permitted in the vending area.
- E. Parking of vehicles and/or trucks or stock trailers will not be permitted within certain areas of the food vending area. We will try to have parking as close to your stand as possible. Be prepared to hand-truck your supplies to your booth. When unloading & loading, vendors must drive vehicles where indicated for festival personnel. **Any**

vendors driving outside designated areas will be asked to leave the festival without refund and will not be considered for future festivals.

- F. Food vendors accepted must apply for and receive a temporary food permit from the Washington County Health Department. Vendors must adhere to the rules/guideless of the Washington County Health Department.
- G. Food selection will be based on the menus chosen by the Event Committee. Only those food items may be sold **with no exceptions.**
- H. Vendors are responsible for the upkeep and cleanup of their vending area. All bags shall be tied and placed in the trash area provided by the Committee. Bags are for trash only; see items K for grease disposal.
- I. Prices are set by the individual vendor; but to ensure successful and friendly sales atmosphere, the Committee strongly urges vendors to consider the crowd that may be attending this event.
- J. Vendors will be responsible for taking away all grease from their vending operation. Dumping grease in the street or storm drain is strictly prohibited. Grease shall be stored in appropriate containers.
- K. The City Fire Marshal recommends the use of non-combustible absorbent material on the ground within the vending area to absorb any grease spills. The vendor is required to sweep up this absorbent at the conclusion of the event and dispose of it properly. Do not utilize trash barrels or boxes for loose absorbent. **A box lined with a heavy duty trash bag should work nicely and can be placed beside a trash receptacle for pick-up by the City Clean-up Crew.**
- L. Vendors doing on-site cooking must meet the requirements of the City Fire Marshal. Fire regulations will be sent out if you are accepted as a vendor.
- M. The City prohibits the driving of any stakes, nails, etc. into our streets or parking lots for any reason.
- N. The City prohibits the use of the decorative lamp posts on the streets for securing tables, booths, etc. it is also prohibited to tape, wire, tie or otherwise hang anything from there lamp posts.
- O. Your WASHINGTON County Health Permit and Maryland Business License Number **must be shown at all times.** All vendors will be inspected by the Health Department before the festival begins. If a vendor does not pass inspection, they will be required to leave the site **without refund.** We request that you give us a copy of each.
- P. All vendors must provide their own water for cooking and drinking. No portable water is available for cooking and drinking.
- Q. Vendor agrees that if any of these guidelines are not followed, the Committee has the right to revoke said vending privileges, close said vendor's stand, and have them removed from the site **without refund.**