



TOWN OF LAKE PARK EVENT VENDOR APPLICATION

BUSINESS / ORGANIZATION NAME _____

OWNER / CONTACT NAME _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE NUMBER _____ **CELL NUMBER** _____

EMAIL _____

EMERGENCY CONTACT _____ **NUMBER** _____

DETAILED DESCRIPTION OF PRODUCTS / SERVICES. (Description of art or food items and equipment used). First time vendors must include a photo sample of their works and booth space. Food vendors must submit a menu of items to be served along with this completed application form. No items are to be retail re-sales, only original creations, hand crafted or embellished by the vendor.

CONFIRM TENT: [] Yes [] No **POWER NEEDED:** [] Yes [] No

WAIVER AND RELEASE

Vendor recognizes there are inherent risks in all special events and/or programs and agrees to assume the full risk of any injuries, damages or loss regardless of severity that it may sustain as a result of participating in any and all activities connected with or associated with such special events/program(s). Vendor agrees to waive and relinquish all claims it may have as a result of participating in the special event/program, against the Town of Lake Park (or Town of Lake Park CRA), it's elected and appointed officials, employees, volunteers, consultants, and agents. Vendor does hereby fully release and discharge the Town (or Town of Lake Park CRA) and their officers, agents, servants and employees from any and all claims from injuries, damages or loss which I may have or accrue to arising out of, connected with, or in any way associated with the activities. Vendor acknowledges full responsibility for its products and activities at the event and for those actions of persons assisting them. Vendor agrees to defend, hold harmless and indemnify the Town of Lake Park, and the event organizers from any lawsuits, claims and/or other actions which arise from Vendor's product or conduct. All vendors must refrain from smoking. Gloves must be worn while handling food. In the event of any emergency, Vendor authorizes Town officials to secure from any licensed hospital, physician and /or medical personnel any treatment deemed necessary for my immediate care and agree that Vendor will be responsible for payment of any and all medical services rendered. Online and fax waiver signatures received for special events/program applications forms are considered as good as an original document for legal purposes. Vendor grants permission to Town of Lake Park and its agents and employees the irrevocable and unrestricted right to reproduce the photographs and/or video images taken of the Vendor, or members of their staff, for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. Vendor releases Town of Lake Park and its legal representatives for all claims and liability relating to said images or video. Vendor hereby acknowledges that it has read and fully understands the above program details, waiver and release of all claims and permission to secure treatment and execute this waiver and with all releases voluntarily.

Vendor Signature: _____ **Date:** _____



SUNSET CELEBRATION

VENDOR GUIDELINES

DESCRIPTION OF EVENT

- Town of Lake Park Sunset Celebration
- Last Friday of Each Month
- 6:00 pm – 9:00 pm
- Lake Park Harbor Marina (105 Lake Shore Drive, Lake Park, FL 33403)
- Free music concert along the intra-coastal

APPLICATION SUBMISSION

- All vendors must fill out and sign a Sunset Celebration Vendor Application.
- First time vendors must include a photo of their works and space.
- Please submit completed applications to:
Town of Lake Park Special Events Department
535 Park Avenue, Lake Park, FL 33403
Fax: 561-881-3314
Email: specialevents@lakeparkflorida.gov

FEES / PAYMENTS

- FOOD - \$20.00 PER EVENT
- ARTS/CRAFTS - \$10.00 PER EVENT
- NON-PROFITS – FREE (One Organization Per Event)
- All fees for event are non-refundable and must be paid in full prior to occupying booth space.
- All payments and supporting documentation must be received before the vendor application will be processed.
- Checks must be made payable to the “Town of Lake Park” and dated before the application deadline.
- **ALL PAYMENTS MUST BE MADE IN PERSON WITH THE SPECIAL EVENTS DEPARTMENT.**

VENDOR GUIDELINES

- Vendor space is limited. Registration is first come, first served.
- Application must be pre-approved for this event. The Town of Lake Park’s Special Events Department reserves the right to refuse any vendor application.
- No food, beverage or item of any kind may be sold unless it is listed on the Sunset Celebration Vendor Application.
- The Town has the right to reject or require the removal of any objectionable items and/or vendors for any reason whatsoever.
- Listing of items is required to ensure product exclusivity including food and/or beverages.

INSURANCE AND LICENSES

- Vendors are solely responsible for maintaining their compliance with relevant state, local and federal health regulations, codes, licenses and insurance.
- Vendors must provide a valid copy of their business license and are required to maintain a general liability insurance policy with a minimum coverage of \$1 million per occurrence and \$2 million general aggregate.
- Vendors must provide current certificates of insurance (i.e. date issued not more than 30 days prior to the date of the event) naming the Town of Lake Park as the Certificate Holder and Additional Insured.

**Town of Lake Park
535 Park Avenue
Lake Park, FL 33403**

- Food Trucks must provide a copy of their Palm Beach County Business Tax Receipt and Auto Liability Coverage.

VENDOR SPACE/ASSIGNMENT

- All vendors are required to have a 10X10 tent to use in their booth space.
- Vendors cannot request space locations. Vendor locations will be determined by the Special Events Department.
- Electricity may be provided to some vendor space by advanced arrangement only.
- Vendors are responsible for leaving their assigned space in the condition that it was originally received, i.e. removal of all debris such as boxes and trash.

SET UP/ BREAKDOWN

- Set-up will be for three (3) hours prior to start time on the day of the event.
- Vendors are not permitted to breakdown until the event ends, unless otherwise permitted by the authorized employee of The Town of Lake Park.
- Vendor shall be responsible for providing all equipment and supplies required to operate its space on the Lake Park site, including carts to carry items to and from vehicles, ice, tables, chairs, tents, signage, presentation/display materials, extension cords, etc.
- Vendors must be ready and operational for this event from the start time to the ending time of this event.

VENDOR PARKING

- Vendors must park in the designated vendor parking area only. Vendors are not permitted to park in the public spaces during the event hours. Vendors violating these parking rules may be towed at their own expense or banned from being a vendor at the event.

CANCELLATION

- The Town of Lake Park will contact the vendor to notify it of event cancellation by 3:00 pm on the date of the event if it is found that there is a 70 percent chance of severe thunderstorms including lightning, high winds, or continuous rain in the area in which the event is to be held. Such cancellation shall result in no cost to the Town.
- If for an unforeseen circumstances a vendor must cancel its attendance at an event, the vendor must notify the event organizer no later than noon on the day of the event. Notification of a cancellation is necessary in order for the event to be adjusted to accommodate the overall success of the event. A “no-show” vendor will result in exclusion of that vendor from participation in future events.

**For more information please call the
Town of Lake Park Special Events Department at 561-840-0160 or
email specialevents@lakeparkflorida.gov or visit www.lakeparkflorida.gov.**

TEMPORARY EVENT CHECKLIST

Water, Plumbing and Waste
<input type="checkbox"/> Adequate water supply from an approved source provided <input type="checkbox"/> Food-grade potable water hose/containers used to convey/transport water <input type="checkbox"/> Access to a three-compartment sink, if not installed in unit, for washing and sanitizing utensils and equipment <input type="checkbox"/> Sewage/wastewater disposed into approved sewerage system <input type="checkbox"/> Covered garbage receptacle provided; garbage/trash removed timely
Hand Washing
<input type="checkbox"/> Handwashing facility provided (e.g., Igloo® cooler with on/off valve); bucket/catch basin provided <input type="checkbox"/> Soap and disposable towels provided
Physical Facilities
<input type="checkbox"/> Overhead protection for all food equipment, food preparation and storage areas, and warewashing areas <input type="checkbox"/> Dustless flooring graded to drain (concrete, machine-laid asphalt, wood chips, grass, gravel, etc.) <input type="checkbox"/> Overhead protection and walls (if needed) must protect from weather and windblown dust/debris <input type="checkbox"/> Ability to protect unit against the entrance of flying insects/other vermin at 4–30 day events
Food Safety
<input type="checkbox"/> All food prepared onsite and/or obtained from an approved source (food prepared under the Cottage Food Law is not permitted; food may not be stored or prepared at a private residence) <input type="checkbox"/> Employees experiencing symptoms of foodborne illness (vomiting, diarrhea, jaundice) not permitted to work <input type="checkbox"/> Time/temperature control for safety (TSC) food held hot maintained at 135°F or hotter <input type="checkbox"/> Cold TCS food maintained at 41°F or colder <input type="checkbox"/> TCS food cooked and reheated for hot holding to the proper temperature <input type="checkbox"/> TCS food cooled from 135°F to 70°F within 2 hours and 135°F to 41°F within a total of 6 hours <input type="checkbox"/> TCS food cooled from ambient temperature to 41°F within 4 hours <input type="checkbox"/> Thermometers in all hot and cold holding units <input type="checkbox"/> Probe type thermometer available for operator's use to check food temperatures <input type="checkbox"/> Ready-to-eat food protected against cross contamination from raw animal foods <input type="checkbox"/> No bare hand contact with ready-to-eat food <input type="checkbox"/> Displayed food protected against customer contamination (e.g., sneezeguard, packaging, etc.) <input type="checkbox"/> Food stored at least 6 inches off floor/ground
General
<input type="checkbox"/> Adequate supply of spare utensils provided if three-compartment sink is remotely located <input type="checkbox"/> Single-service items protected <input type="checkbox"/> Sanitizer and test kit provided if chemical sanitization/wiping cloths utilized <input type="checkbox"/> Portable fire extinguisher (if heat-producing or hot holding equipment present) <input type="checkbox"/> Copy of current DBPR public foodservice license, if applicable (1–30 day events) <input type="checkbox"/> Department of Agriculture and Consumer Services (FDACS) food service permit, if applicable (1–3 day events) <input type="checkbox"/> <u>Original</u> FDACS permit letter and decal for MFDV, if applicable (1–30 day events) <input type="checkbox"/> Cashier's check or money order for license fee (1-3 day event \$91; 4-30 day event \$105; annual \$456) <input type="checkbox"/> Owner's Social Security number (required), federal tax identification number (FEIN), and sales tax number for license application