

Parks and Recreation Events

Food Vendor Application

Thank you for applying to be a food vendor at our 2019 East Brandywine Parks and Recreation Events. We are excited to bring these events to the community and look forward to a wonderful time by all our vendors and visitors. Please read through the directions below to submit your application to the East Brandywine Parks and Recreation of East Brandywine Township. Should you have any questions, call the Township office at 610-269-8230 or email parkandrecreation@ebrandywine.org

Directions to apply as a food vendor for the 2019 East Brandywine Parks and Recreation Events. A complete list of events is posted at www.ebrandywine.org and will be emailed to the vendor upon completion and approval of your application.

1. Complete the application page with all of your information for this event.
2. Certificate of Liability Insurance providing proof of current liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate, naming **East Brandywine Township** as additional insured, must be submitted with your application.
3. A copy of your **Chester County Health Department Mobile Eating or Drinking License or Certificate of Registration to Operate a Temporary Food Facility** must be submitted with your application and also be displayed at the site the day of the event.
4. A copy of **the proper licensing from the Chester County Health Department** must be provided to East Brandywine Township and submitted with your application.
5. A nonrefundable, one-time check for **\$50.00**, if application and all required paperwork is received by **April 30, 2019**, should be submitted at least one week prior to your participation in a Parks and Recreation event. **After April 30, 2019, please submit a one-time nonrefundable check for \$100 at least one week prior to your participation in an event.** The check should be made out to *East Brandywine Township with Parks and Recreation* in the memo.

East Brandywine Parks and Recreation Food Vendor Application

Contact Information

Business Name:

Contact Name:

Address:

City/State/Zip:

*Phone: Day: _____ Cell: _____

*Email:

Website:

Information About Your Food

Description of food to be sold:

Equipment Information

Truck _____ Tent _____

Measurements of Truck or Space _____

Serving Window: Left Side or Right Side (circle one)

Mail or email application and copies of Certificate of Insurance, Food Handlers Certificate, and Chester County Health Department License as well as your check for \$50 or \$100 to:

East Brandywine Township
%Parks and Recreation
1214 Horseshoe Pike
Downingtown, Pa. 19335

parkandrec@ebrandywine.org

East Brandywine Parks and Recreation Food Vendors

The undersigned agrees to comply with the East Brandywine Township rules and regulations. The undersigned certifies that he/she is the responsible party submitting this application and that he/she is authorized to 1) execute on behalf of the group, and 2) accept legal process on behalf of the group. The undersigned also agrees to indemnify and hold harmless the East Brandywine Parks and Recreation Board and East Brandywine Township from any responsibility for damage, loss, or theft of goods related to his/her business.

Signed: _____ Date: _____

You will be notified via email if all your paperwork is in order and you are approved to participate in our 2019 Parks and Recreation Events.

For Office Use Only

Application Received: _____

Approved or Rejected: _____

East Brandywine Parks and Recreation Food Vendor Application Food Vendor Requirements & Responsibilities

Please keep this page for your reference

- Submitting an application does not guarantee your participation in any East Brandywine Parks and Recreation Events. Participation is by invitation only.
- You are responsible for bringing your Entire booth set up including generators, tents, tables, chairs, and wash stations. You will also need to bring proper containers for disposing of fryer oil (if using), and take the oil with you at the conclusion of the event.
- Electricity is not available. You will need to bring a generator if your booth requires electric power. Respecting your vendor neighbor, generators should have noise suppression.
- Note that vendor booth placement is at the discretion of the East Brandywine Parks and Recreation.
- No amplified sound may be permitted in your booth space.
- You must have a Certificate of Liability Insurance providing proof of liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate, naming **East Brandywine Township** as additional insured.
- You are responsible for obtaining your own temporary food facility license from the Chester County Health Department and having a copy submitted to East Brandywine Township with your application.
- Your booth must follow all Health Department regulations and display your food license at the day of the event.
- For questions about licensing contact the Chester County Health Department at 610-344-6689, or visit the county website at www.chesco.org
- Setup/breakdown procedures will be emailed to you within one week prior to the event.
- If your application is incomplete, you will be notified and it could result in you not participating in East Brandywine Parks and Recreation events.
- You are expected to remain at the event until the end and follow the proper breakdown procedures. If you must leave the event early, please make prior arrangement with organizers. If an emergency arises on the day of the event and you must leave early, please find an event volunteer to assist you in leaving your area safely.