

Party at St. Mikes in Old Town
Food Vendor Application
Friday, Saturday & Sunday, June 10, 11 & 12, 2011,
6/10 5PM-10PM, 6/11 2PM-10pm, 6/12 2pm-9pm

Location: Chicago, Intersection of Cleveland and Eugenie.

Beneficiary: St. Michaels Church

Application Deadline: April 30, 2011

Contact Information

(All Information is Required)

Name of Business: _____

If due a refund, please make check payable to Name of Business

Contact Name: _____

If due a refund, please make check payable to Contact Name

Street Address: _____

City: _____ **State:** _____ **ZIP:** _____

Day Phone Number: _____ **On-Site Contact Number:** _____

Fax Number: _____ **Email Address:** _____

FEIN Number/Illinois Business Tax Number/Social Security Number: _____

*If you are selling merchandise, you must provide an IBT number.

*If you do not have an IBT #, please visit <https://www.revenue.state.il.us/app/ibri> to obtain one.

Dept. of Business Affairs & Consumer Protection Acc't #: _____

*(To obtain a DBACP number, please call 312.744.6249)

Detailed Description of Items to be Sold/Displayed:

Payment:

Applications **MUST** be submitted with full payment to be considered. **There are NO EXCEPTIONS to this rule.** All payments will be processed regardless of your status of acceptance into festival. Please make checks/money orders out to **St. Michael in Old Town**

Check# _____

Money Order

Refund Process:

Inclement weather or Acts of God will not result in the cancellation of the event or the refunding of your fees.

- A \$50 non-refundable administration fee will be applied to any cancelled application.
- Cancellations made between May 15, 2010 and May 31, 2010 will forfeit 50% of total fees paid.
- Cancellations made after May 31, 2010 (including day of event) will NOT be entitled to a refund.
- All denied applications will receive a full refund.
- Vendor will be charged \$30 for a returned check and cancellation of contract may result for charges submitted and returned as insufficient funds

Booth Space: (Select One)

- \$700.00 (10x10) \$1200.00 (10x20)

*Includes City Permit Fee

- Hand Sink (required for food vendors) \$90.00

Do you require electricity? Yes No Festival Hours Only \$250 Overnight \$300

BOOTH SPACE TOTAL _____

* You are also required to complete the attached “Temporary Food Vendor License”

* You must have pricing on all booth signage

Electricity: If electricity is required, it MUST be purchased from Big Creek Productions— personal generators are not acceptable at any street festival.

Please list the items you will be using that require electricity (be specific)

<u>Item</u> _____	<u>Amps/Volts</u> _____
<u>Item</u> _____	<u>Amps/Volts</u> _____
<u>Item</u> _____	<u>Amps/Volts</u> _____
<u>Item</u> _____	<u>Amps/Volts</u> _____
<u>Item</u> _____	<u>Amps/Volts</u> _____

Rental Equipment:

10’X 10’ Tent	\$185.00 each	Quantity	Total
10’X 20’ Tent	\$300.00 each	Quantity	Total
Tent Sides	\$15.00/ 10’ side	Quantity	Total
8’ Table	\$15.00 each	Quantity	Total
10’ Counter	\$35.00 each	Quantity	Total
Chair	\$5.00/ chair	Quantity	Total

Rental Equipment Total \$ _____

Insurance:

Insurance is required for all food and beverage vendors. Insurance certificates MUST be submitted with application.

The below information MUST be included on the insurance certificate.

Description MUST read:

For participation in Party at St. Michaels in Old Town being held June 10 through 12, 2011 on Eugenie at Cleveland.

Additionally insured MUST name:

- City of Chicago
- St. Michaels in Old Town
- Big Creek Productions
- Criterion Productions

Materials Required:

Your application will NOT be processed without the following information:

- Payment for space fees, city, license fee rentals, and electric fees
- Illinois Business (Sales) Tax Number, FEIN Number or Social Security Number
- Chicago Department of Business Affairs and Consumer Protection Number
(Please call 312-747-4747 to obtain a DBACP ID number)
- Completed festival application*
- Copy of current Summer Sanitation Certificate
- Copy of current health inspection, dated no earlier than 6 months prior to event
- Certificates of Insurance
- Completed Temporary Food Vendor License application
- Payment for space fees, city license fee, rentals and electric fees

TOTAL FEE CALCULATOR:

Booth Space total: _____
+
Rental equipment total: _____
=
TOTAL FEE: _____

Make check payable to:
St. Michael in Old Town

Mail checks and completed material to:
Big Creek Productions, 3223 Lake Ave, Ste. 132, Wilmette, IL 60091

Rules and Regulations

- 1. Contract Cancellation:** St. Michaels Church reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion or by the direction of its clients. Any cancellations by management will be refunded if vendor has followed the rules and regulations. Cancellation or suspension because of lack of proper city licensing or failure to meet or maintain guidelines will not be eligible for refunds.
- 2. Exclusivity:** We do not provide guaranteed exclusivity to any vendor.
- 3. Booth Placement:** We reserve the right to relocate a vendor when necessary even after the space has been assigned.
- 4. Water:** Unless otherwise specified, running/potable water is **NOT** provided.
- 5. Electricity:** No personal or small portable generators are permitted on grounds of the event for use within your booth.
- 6. Music:** The festival limits the playing of recorded or live music in your booth. All music must be pre-approved by festival committee.
- 7. Laws:** Drilling in the street is not permitted. Violators will be subject to a fine of \$200 and/or space cancellation by Big Creek productions. You are directly responsible for any city violated ordinances and fines.
- 8. Set-up and Tear-down:** Each vendor is responsible for setup, take down and clean up of his/her stand. Vehicles are allowed on the street only for setup prior to the event and tear down once the festival closes. You will be notified when it is safe to bring your vehicle on the street. Load –in/set-up times are provided in the confirmation letter sent to you prior to the event. You must remove your vehicle immediately after unloading your merchandise.
- 9. Trash Disposal:** Each space must be left clean throughout the event and each night. Trash receptacles and bags will not be provided. Each vendor must provide necessary trash receptacles and bags for garbage inside the booth. Trash (in bags) will be picked up from the booths. All garbage left unbagged will be subject to a fine of a \$100 and/or loss of vending privileges. Sidewalks must be left unobstructed unless otherwise indicated.
- 10. Business Conduct:** Vendors and their employees must maintain the highest degree of professionalism in their booths and on event grounds at all times.
- 11. Indemnification:** St. Michaels Church and Big Creek Productions, employees, related festival providers of goods and services, or any participating sponsor will NOT be responsible for any injury, loss, or damage that may occur to the vendor, or to the vendor’s employees or property from any cause whatsoever prior to, during or subsequent to the period covered by the vending contract; and the vendor signing this contract expressly releases all of the foresaid from, and agrees to indemnify each of them against any and all claims from such loss, damage or injury from participation in the event.

ADDITIONAL REQUIREMENTS FOR FOOD/BEVERAGE VENDORS:

- 1. Tents:** All tents, booths or canopies used for cooking must be made from fire retardant material. Certificate of approval by approved testing laboratory certifying fire retardant shall be required and posted within the tent on-site during the event.
- 2. Special Waste:** All grease, charcoal, etc, must be disposed of properly – not left in the street or poured down a sewer! A staff member of Big Creek Productions will review the space each night with the vendor. If a vendor is not present, Big Creek Productions reserves the right to determine the cleanliness of the space.
- 3. Propane:** City of Chicago requires all propane tanks to be chained together and attached to stationary material (such as a post). Big Creek Productions reserves the right to terminate any food sales until propane tanks are properly maintained.
- 4. Fire Extinguisher:** Every vending space used for cooking must have an approved fire extinguisher. These extinguishers must be carbon dioxide or multi-purpose dry chemical, a minimum of twenty pounds.
- 5. Food/Beverage Sponsors:** Each year various food and beverage sponsors support this event. Big Creek Productions reserves the right to dictate which products will be served. Vendor will be notified as sponsors commit to this event. No non-sponsored beverages may be served or sold. Violations will result in cancellation of contract and loss of space and all fees paid.
- 6. Summer Festival Food Vendor Sanitation Certificate:** A person who has completed the Summer Festival sanitation training for the current year must be present at the booth, with their original certificate at all times.
- 7. Items for Sale:** Menu items are not allowed to be changed once the application has been filed. Novelty items (i.e., t-shirts, etc) may not be sold in the booths)

By signing this agreement, I hereby acknowledge and accept all terms of this vendor application by which will be considered a legal contract between me (Vendor) and the Event Producer (Big Creek Productions and St. Mikes) and therefore accept all terms and conditions of this agreement. Vendor acknowledges that Big Creek Productions is acting as an agent for the hosting organization (St. Mikes) who owns the event and at no time is Big Creek Productions empowered to negotiate fees, offer discounts or refunds. Under all circumstances unless stated in the rules and regulations, there are no refunds.

Signature

Date

FOR OFFICE USE ONLY

Date: _____ Amount: \$ _____

Check#: _____ Code: _____

Initials: _____



MAYOR'S OFFICE OF SPECIAL EVENTS
SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SPECIAL EVENT FOOD LICENSE APPLICATION

FEE: \$ 125.00 PER VENDOR. MAKE CHECKS PAYABLE TO THE CITY OF CHICAGO.

THIS FORM MUST BE SUBMITTED 20 DAYS PRIOR TO THE EVENT

Please type or print clearly. Application will be returned if not completed in it's entirety.

Name of Event

Address of Event

Date(s) of Event

Hours of Event

Name of Sponsoring Event/Coordinator

Phone Number

Name of Food Vendor

Contact

Department of Business Affairs & Consumer Protection Account Number

Phone Number

If you do not know your account number please phone (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection account number you will need to complete the Business Information Sheet on pages 16 & 17 or visit www.cityofchicago.org/businessaffairs

Address

City

Zip Code

Summer Festival Food Vendor Sanitation Certificate Number

Each event requires a Summer Food Vendor Certified person at each booth at all times food is handled.

Print Name: _____ Title: _____

SIGNATURE (*Must be signed by an owner or officer) _____ Date: _____

List the name and address of the licensed kitchen or food establishment to be used for the initial food preparation and storage of equipment (where food is to be actually prepared and equipment is sanitized and stored). Food or equipment may not be stored in the home (**Attached signed Affidavit**)

Describe the method of transporting food and the temperature it will be held at the event site (i.e. refrigerated cold storage containers, refrigerated vehicle capable of maintaining temperatures of 40° F or below, hot foods 140° F or above)

Describe the method of storage at the event site (i.e. refrigerated cold storage containers, refrigerated truck capable of maintaining temperatures of 40° F or below) Hot foods must be maintained at a temperature of 140° F or above. List the temperatures food items will be cooked to.

Indicate the location of restroom facilities within proximity to the food vending booth on the attached site plan.

Describe hand washing facilities at the food vending booth. Portable hand sinks are required. A permit will not be issued without hand washing facilities.

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT

SPECIAL EVENTS MENU APPROVAL REQUEST

Must Be Filled Out (Provide detailed information for each question). Requirements may be imposed to protect the public's health or to prohibit the sale of some or all potentially hazardous foods such as raw foods, sushi or oysters. When no health hazard exists, some requirements may be waived.

List the proposed foods and ingredients to be served at the event. You may list up to 4 items on one sheet (use back of sheet if necessary)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

List source where items will be purchased (Name, Address, Phone Number . . . retain all receipts for inspection)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

List any equipment that may be used at the event in the preparation of food or beverages

(i.e. mixers, blenders, etc. include drawings & specifications)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

Describe the method of cooking at the event: Raw animal products must be cooked to the following internal temperature for at least 15 seconds: Poultry and stuffed foods - 165° F, Pork; ground, diced or shredded meats and fish; eggs cooked in advanced - 155° F, whole cut meats and fish, eggs 145° F. List the temperatures food items will be cooked to.

Food Item 1

Food Item 2

Food Item 3

Food Item 4

All vendors must have a passing inspection dated not more than six months before the event. Non-Chicago establishments must submit their latest sanitation report from their local Health Department jurisdiction dated no more than six months before the event. A copy of the following must be attached to each application: *Site Plan, Summer Festival Food Vendor sanitation certificates(s), signed affidavit, if you received permission to use a licensed kitchen.* A copy of your current health inspection must be attached to each application.