



# Food Booth Application

The Independence Day Committee is now accepting applications for Claremont based non-profit organization food vendors for the Fourth of July Festival at Memorial Park. The fee to have a food booth is \$125. The food booth area will be open from 10:00 a.m. through 2:00 p.m. on Thursday, July 4, 2019. Unloading Passes will need to be picked up at the Alexander Hughes Community Center in June 2019.

**Application deadline is April 1, 2019.**

## Contact Information

Claremont Non-Profit Organization \_\_\_\_\_

Address \_\_\_\_\_

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

Federal Tax I.D. Number \_\_\_\_\_

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

Cell \_\_\_\_\_ Email \_\_\_\_\_

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

Cell \_\_\_\_\_ Email \_\_\_\_\_

## Food Items & Additional Needs

There is a limit of 1 major food item per booth and an overall limit of 3 items per booth.

Item	Price
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

For-Profit Supplier (If Applicable) \_\_\_\_\_

### Electricity

### Ice

YES  NO

YES  NO

Describe what will be plugged in the outlets (limit 2).

\_\_\_ 38lb bags x \$8/bag = \$ \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

## Payment Information

Payment Type  Check enclosed and made out to City of Claremont  Cash  Charge

Credit Card Information

Cardholder Name \_\_\_\_\_ Card Type \_\_\_\_\_

Card Number \_\_\_\_\_ Exp \_\_\_\_\_ CSC \_\_\_\_\_

Signature \_\_\_\_\_



### Acceptance of Food Booth Regulations

The person signing this application warrants that he/she has carefully read and understands the attached Food Booth Regulations and that specific attention has been given to the need for liability insurance.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### Liability Waiver

I, the undersigned, in consideration of my organization's participation in this activity, and intending to be legally bound for its members, their heirs, executors and administrators, do hereby release and discharge the City of Claremont and their respective officers, directors, employees, volunteers, partners and contractors, jointly and severally, from any and all liability from personal injury, accident, illness, death, property damage or other occurrence which members of my organization may suffer in any manner whatsoever arising out of or resulting from our participation in the above mentioned program(s), and I expressly assume ALL risks of our participation in this activity, including, without limitation, injury as a result of the acts of omission of the above parties or some defect in or on their property of any of them, whether caused by negligence or otherwise, except for illness and injury resulting directly from solely gross negligence of willful misconduct on the part of the City or its employees and I agree to indemnify, save, hold harmless and defend each and everyone of the above parties of and from any and all loss, damages, expenses, costs, and attorney's fees arising out of or resulting from my organization's participation in this activity. I certify that I have read and understand this waiver and release. Participants involved in the City of Claremont Human Services programs/classes may be photographed and such photographs may be used to publicize City programs/classes without compensation and without further permission.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



**Deadline for submission is April 1, 2019**

Claremont Human Services Department

Attn: Fourth of July Celebration

1700 Danbury Road, Claremont, CA 91711

(909) 399-5490

SpecialEvents@ci.claremont.ca.us



## General Regulations

1. Only non-profit organizations may participate, with first priority going to Claremont based organizations.
2. Each booth/table must display a sign, at least 8 1/2" x 11", stating the name of the non-profit organization.
3. Each booth space will be a 10' x 10'.
4. All organizations must agree to abide by all deadlines, rules and regulations set forth by the Independence Day Committee and the City of Claremont. Infractions may result in suspension from future participation.
5. All organizations must comply with all fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety.
6. Organizations are responsible for unloading, set-up and clean-up of their booths.
7. Booths must not open or close before times specified on the forms. No refunds for cancellations. Organizations that fail to show up may be suspended from future participation.
8. Booth locations are not guaranteed and are made at the discretion of the Independence Day Committee and City of Claremont.
9. All tape, decorations, supplies and equipment must be completely removed. Booths and tables must be left in their original condition.
10. Portable generators are not permitted.
11. Prior approval is required for music and/or entertainment at individual booths.
12. All booths must have adult supervision at all times.
13. City of Claremont and event sponsor booths are exempt from booth regulations.

## Food Booth

1. Each food booth must display a sign, at least 11" x 17", indicating the menu.
2. Maximum size of sign noting for-profit supplier is 11" x 17".
3. For-profit suppliers may supply goods, but employees may not be on-site.
4. Organizations utilizing a for-profit supplier must show that at least 30% of the gross sales are directed to the Claremont non-profit organization. The committee reserves the right to audit booth gross sales to enforce this requirement.
5. All food items must be listed on the application form and be approved in advance by the Independence Day Committee and the City of Claremont.
6. A random drawing will be conducted if more than one organization wants to sell the same item.
7. Each organization must submit a copy of the organization's stamped Articles of Incorporation and proof of 501(c)(3) Non-Profit Status. Additional paperwork may be requested by the Los Angeles County Health Department or the City of Claremont.
8. If all Los Angeles County Health Department requirements for fee-exemption are not met, additional fees may be required.
9. All organizations must attend a mandatory meeting at the Hughes Community Center to fill out Los Angeles County Health Department forms and go over booth guidelines.
10. All organizations must meet Los Angeles County Health Department guidelines.
11. Los Angeles County Health Department permit must be displayed in food booth at all times.
12. To become a priority vendor, an organization must sell the same food items for three consecutive years. A list of organizations and food items in the priority system will be maintained by the Independence Day Committee. These foods are already "taken" if the organization listed chooses to sell that item and submits all application materials by the deadline. Organizations will be removed from the priority list if there is a lapse in their participation and/or their group fails to sell the food item listed.
13. Organizations may sell one major food item and up to three items total. Examples of major food items include: hamburgers, hotdogs, tacos, burritos, sandwiches, etc.
14. No non-food sale items or opportunity drawings (raffles) are allowed.
15. Food sales may only take place at the food booth. No mobile sales are allowed.
16. Participants are responsible for paying their own sales taxes.
17. Booths will be provided with one 10'x10' portable canopy, one 8' table, netting for all four sides of the booth, and rubber flooring.