

# Fox Valley Park District

# Registered Vendor Application

Any request requiring FVPD approvals, services, assistance and/or other support for a special event must provide the following information. Submittal of application does not constitute approval.

## Contact Information

INDIVIDUAL OR BUSINESS NAME \_\_\_\_\_

PRIMARY CONTACT \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

CELL PHONE NUMBER \_\_\_\_\_ HOME NUMBER \_\_\_\_\_

BUSINESS NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ WEBSITE ADDRESS \_\_\_\_\_

## Insurance

INSURANCE COMPANY NAME \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

## Health Department License

LICENSE NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

## Types of Services Provided

- Beer Truck
- Band/DJ
- Tent Vendor
- Portable Toilets/Wash Stations
- Special Activities (please specify - moon jumps, clown, musician, face painter, etc.): \_\_\_\_\_
- Food Vendor/Caterer: \_\_\_\_\_

## Annual Permit Fees

Registered Vendor Fee ..... \$50 (payable by cash or check)

## Acknowledgement of Application Policy

Permitee agrees to follow and adhere to the rules and regulations of the Fox Valley Park District, as well as applicable local, county, state and federal laws. Vendor will be required to have the appropriate health licenses and insurance coverage. Please attach certificate of insurance (minimum \$1,000,000 general liability) with your applications. All certificates of insurance need to name the Fox Valley Park District as additional insured. If required, also attach a copy of appropriate health department licenses.

Vendors who excavate or drive equipment into the ground, by Illinois law you must call the Illinois One-Call System at least 48 hours in advance before you start working. The system will then notify ComEd and other utilities of your project and give each an opportunity to locate their facilities for you. You must call 811 before you began any digging project. If you don't call and you hit an underground line, you could be hurt or killed. You may be held liable for damages. Please read the attached ComEd 811 document. For more information visit [www.call811.com](http://www.call811.com).

Fox Valley Park District reserves the right to terminate this permit if: 1) applicant misrepresents, falsifies, or withholds information, 2) requirements, restrictions, terms and conditions or rules pertaining to this permit or any Fox Valley Park District ordinances are violated. Fox Valley Park District shall not be liable at any time or loss, damages or injury to person or property. Applicant and/or organization agree to hold harmless the Fox Valley Park District, its Trustees, Officers, Agents, Volunteers, Attorneys and Employees from any and all losses, claims expenses, costs and damages.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Attachments: certificates of insurance, health department licenses (if applicable)

# Fox Valley Park District

## **Contracted Services**

### **for Park Shelter Reservations**

**For office use only**  
RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
CONTRACT NUMBER \_\_\_\_\_

Those wishing to use contracted services such as tents, portable restrooms, moon jumps or a DJ service at their event may do so by using a registered vendor.

Those wishing to add additional services to their shelter reservation must notify the Park District at the Cole Center Administration Office at 101 W. Illinois Ave., Aurora or call 630-897-0516. Those adding additional services coordinate directly with the vendor in regards to scheduling and payment of services.

Food vendors, tents, moon jumps, portable restrooms or other contracted services may be used at many of our parks. Vendors providing services on park district property must be registered on our Registered Vendor List. Please see next page for Registered Vendor Application Form.

Vendors may be added to the Registered Vendor List by submitting a vendor permit application, along with a Certificate of Insurance, listing the Fox Valley Park District as an additional insured in the amount of \$1,000,000 of general liability, a current Health Permit issued by the county (if applicable) and one-time annual fee of \$50 payable to the Fox Valley Park District.