

Park Shelter 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 _____

County Health Department Food Establishment / Handling Permit

Kane Kendall DuPage Will LICENSE NUMBER _____ EXPIRATION DATE _____

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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 credit/debit card, cash or check)

Acknowledgement of Application Policy

Permittee 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 / permits.

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.

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

Park Shelter Registered Vendor Application

Thank you for your interest in the Fox Valley Park District Vendor program. Please complete the application on the backside of this letter and refer to the Program Requirements for complete details and the required documents that must accompany this application. Please note that failure to complete any portion of the application, including failure to provide required documents, may cause delay or rejection of the application.

General Instructions

- Please be sure all information is completed.
- Type or print legibly in ink. The application must be signed.
- Faxed copies of applications are acceptable. However, the Fox Valley Park District must retain the original application on file: so please mail the original after the fax has been sent.
- All Parks' rules and regulations will be enforced by the Fox Valley Park District Police.

Payment

- There is a one-time \$50 annual application fee, which is due at the time the application is submitted.
- Fee is payable by cash, check or credit card.

Insurance Requirements

- Vendor must furnish, at their own expense, a Certificate of Insurance, listing the Fox Valley Park District as an additional insured in the amount of \$1,000,000 of general liability.

Food Vendors

Kane County	Kendall County	DuPage County	Will County
Austin Park	Blackberry Trails Park	Spring Lake Park	Wheatland Park
Cool Acres		Waubonsie Lake Park	
Greene Field Park			
Hoscheit Park			
Lebanon Park			
MLK Park			
Montgomery Park			
New Haven Park			
North Aurora Island Park			
Simmons Park			

- Vendor agrees to obtain, at their own expense, all necessary health, food, or other permits and /or licenses for the appropriate county they will be serving in.
- Vendor agrees to fully comply with all requirements of the appropriate county health department they will be serving in.
- Vendor agrees to maintain and post current County Health Department Permit on the vehicle and adhere to all regulations for food service. If the County Health Department Permit expires during the current rental season in effect, vendor must immediately cease to operate until the permit is renewed and a copy of the renewed permit is provided to the Cole Center Administration Office of the FVPD.

Documents – The below documents must accompany your application when applicable.

- Completed and signed application.
- Copy(ies) of current County Health Department Permit(s).
- Copy of Certificate of Insurance.