

CLAREMONT PARKS & REC. FOOD / NOVELTY VENDOR APPLICATION

All festivals and events produced by the Claremont Parks & Recreation Department are often in collaboration with various merchants, chamber of commerce and the like. Allocated space is only assigned to qualified applicants that have completed the application and meet the criteria for the event.

Application Process: We will accept food and novelty vendors until the identified vendor spaces for the event spaces are full. ***This is the application only and does not guarantee acceptance.*** Qualifying not for profit organizations will receive priority in the vendor selection process. You will be notified of your status within 7 days of your application. We will not process your fee payment unless you have been accepted. You will receive an acceptance letter in the mail along with applications for any additionally required permits as may be required by the planning & development and/or fire departments. Within 30 days prior to the event you will receive your participant packet from the Parks & Recreation Department with all of your set up information provided we have received your insurance certificate and completed permit applications.

*Fees:	Vendor fee per-event	\$75.00
	Vendor fee per-event with electricity	\$100.00
	<i>*Additional fees may be applied</i>	

Payment: The Parks & Recreation Department will not accept any application without full payment. Upon acceptance, payments will be processed. Payments can be made by check, cash, money order or credit card. A charge (per the city fee schedule) will be assessed to all insufficient fund checks.

What We Provide: Included in your application fee, unless otherwise stated, is a 10' by 10' space for vendors. Electricity will consist of 1 dedicated circuit if requested. If Vendors need more space they will need to purchase additional vending space.

Health / Fire Permits: If accepted, you will receive an acceptance letter with your additional permit applications as stated above. You must complete the applications and return promptly to the Parks & Recreation Department.

INSURANCE REQUIREMENTS: Certificate of general liability insurances with per-occurrence and aggregate limits of not less than \$1,000,000 dollars. **The city must be listed as "additional insured by endorsement" on your certificate.** The city has the right to increase per-occurrence liability limits and require certificate of an accident insurance policy with limits determined by the city. **Please see the attached example.*

Beverage Policy: Novelty vendors are not allowed to sell beverages or food items. Food vendors may sell non-alcoholic beverages from their booth. All beverages need to be sold at \$1.00 per-beverage and must be sold out of its own can or plastic container. No fountain drinks are allowed. **No alcoholic beverages shall be sold out of your booth at anytime.**

MENU CHOICES / SIGNAGE: On the application provided, please fill in your top 3 menu choices. We are only allowing 2 main menu choices and 2 side dish choices per-vendor. ***Examples are: Main Menu – Hot Dog, Hamburger and Sausages. Side Dish – French Fries, Popcorn, Fried Dough and Ice Cream. Packaged items such as chips and candy bars can be sold by all food vendors.*** We will do our best to give selected and qualified vendors their first choice, but we cannot guarantee you will receive it. Signage should include the description of the product along with price and should be legible and visible at the location where orders are taken. Based on vendor qualifications, the Parks & Recreation Department reserves the right to determine the menu choice and the number of main and side dishes the vendor may sell. This selection process eliminates numerous vendors selling the same food items. There is no guarantee that you will be the sole vendor for any particular menu item.

Cooking Guidelines: All food vendors must provide a non combustible ground cover inside their cooking area if the cooking area is outside a self contained cooking space that has been approved by the Health Inspector. No food vendor will be allowed to open for business if the ground cover is not in place. All grease and gray water is to be self contained and disposed of independently. For cooking vendors, No BBQ grills are allowed at any of our events and festivals. All on-site cooking must be done on CLEAN propane grills or griddles.

Rubbish Guidelines: Vendors are responsible to collect and properly bag trash within your area that is disposed of by patrons or generated by your operation. Non-compliance will result in disqualification from future vendor applications.

Water: Water supply is available but access is limited. Please bring appropriate containers for use of provided water.

References: Please provide 3 reference contacts related to past events that you have participated in.

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Please fill out the application and return with full payment to: Claremont Parks & Recreation, 152 South Street, Claremont, NH 03743.
Checks and money orders are to be made out to Claremont Parks & Recreation.

Company/Organization Name _____ Contact Name (person in charge at event) _____

Signature of Applicant _____ Date of Application _____

Address _____ City _____ State _____ Zip _____

Phone (____) _____ Cell (____) _____ E-mail _____

Do you (applicant) have a valid food service license from either the City of Claremont or State of NH ☐ Yes ☐ No
If yes, please provide a copy of your food service license with this application.

Will you need electricity? ☐ Yes ☐ No **Note: Our electrical panel offers up to a 20-amp service.*

Are you operating a food truck? ☐ Yes ☐ No **Note: All food trucks must supply their own power source.*

Payment Method (please circle): Check Cash Money Order Credit Card

MENU CATEGORY FOR FOOD VENDORS ONLY

MENU CHOICES (please fill in the sections below for your menu choices. Approved items will be sent with acceptance letter)

Please List Not More Than 3 Main Menu Items

1. _____
2. _____
3. _____

Please List Not More Than 3 Side Dish Items

1. _____
2. _____
3. _____

NOVELTY ITEMS BEING SOLD (DESCRIBE IN DETAIL):

PLEASE PROVIDE THE NAME AND CONTACT INFORMATION OF 3 REFERENCES WHERE YOU HAVE PROVIDED YOUR SERVICE

Name: _____ Phone#: _____ Event Name: _____ Event Date: _____

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Please make a copy of this application for your records.

We will not process any application that does not include a form of payment and certificate of insurance.

Application is not complete without: ___ Certificate of Insurance ___ Signed Application ___ Application Fee Paid in Full
___ List of 3 References ___ Copy of Food Service License

FOOD SAFETY REMINDERS

1. No bare hand contact with ready-to-eat food (hamburger buns, ice cream cones, pretzels, etc.)
2. If hand washing sinks are not conveniently located, personnel may use chemically treated towel wipes for hand washing
3. Hair restraints shall be worn by all personnel when preparing food.
4. Equipment food-contact surfaces and utensils shall be sanitized.

Updated 7/1/24

Staff Use Only: PAID: ☐ INSURANCE CERTIFICATE: ☐