



Downtown Business Council of Chambersburg
Christmas Parade November 19, 2016
FOOD VENDOR CONTRACT

VENDOR FEES: \$100 per 20x10 parking space, includes temporary license

A check or money order for the space fee, made payable to Downtown Business Council (DBC), must accompany this signed contract and must be postmarked by November 7, 2016. There is a \$30.00 service charge for returned checks.

EVENT GUIDELINES FOR FOOD VENDORS

1. The parade starts at 5:30, but crowds gather early. Vendors may set up beginning at **3:00pm** in the parking spaces on Lincoln Way East near the square. You must remain set up until Santa comes through the Square (approximately 7:00pm) and must be torn down by 8:00pm.
2. Display, inventory and other belongings may not exceed your rented booth space. Do not store or display food items on sidewalks, streets or in doorways.
3. Each vendor is responsible for depositing their own trash in the dumpster nearby, and must leave their space clean. *Do not deposit ice, cooking oil, grease, ashes, charcoal, etc. in parking spaces, shrubbery areas or down the storm drains.*
4. A sign listing your menu items and their prices must be visible to customers.
5. Only items listed on your original application/contract may be sold.
6. Each vendor must have a current and valid Pennsylvania sales tax license and is responsible for collecting PA sales tax. Please visit www.pa100.state.pa.us for information regarding sales tax.
7. The event will be held rain or shine; space fees are non-refundable.
8. The committee recommends that individual vendors have liability insurance, as the sponsoring organizations will not be held responsible for any loss or injury that may occur to participants.
9. The committee is not responsible for circumstances beyond its control.
10. Vendors who ignore these guidelines will not be accepted to future Downtown Business Council shows.

APPLICATION RULES

1. Incomplete contracts will not be considered. Please provide all information requested.
2. Food vendors must obtain a special event license from the local health department (application follows). Return this entire festival application along with your ServSafe certificate and check payable to DBC. Your license will be mailed to you prior to the event.
3. **Application Deadline: November 7, 2016**
4. Include a self-addressed stamped envelope for your temporary food license. All other communications will be sent via email.

NEED HELP? Call 717-261-0072 or email chambersburgevents@outlook.com



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Business Name: _____

Contact Person: (last) _____ (first) _____

Email: _____

Phone: _____ PA Sales Tax License # _____

MENU--List all items you will sell at the parade, with prices. Use back of this page if necessary:

I need electric hook-up 110 220 (add \$10 to fee if using 220) Tent/Trailer Size _____

Please sketch your set-up with opening(s) on the back of this page, and include a photo of your set-up.

Statement of Waiver:

I hereby consent to the rules and regulations stated in the contract. Through signing this contract, I verify that I both understand, and agree to follow all the rules set forth. I certify that all of the items being offered for sale have been homemade/prepared by me or my immediate employees. I also understand that if I am discovered selling food items that are not prepared by me, I will, as a result, not be invited to participate in future events. I do hereby agree to indemnify and hold harmless the Downtown Business Council of Chambersburg, Inc., the Borough of Chambersburg, and their respective officers, agents, members, and employees of any sponsoring organization and underwriters, individually, or collectively, from all fines, penalties, liabilities, losses, claims, damages, and expenses including court costs and attorney's fees incurred or suffered as a result or relating to my participation in the event known as **47th Annual Chambersburg Christmas Parade** to be held on **SATURDAY, November 19, 2016**.

Signature _____ **Date** _____

- Application Checklist Did you remember to...
- Completely fill out and sign the festival contract, including the special event license on pages 3-7?
 - Include a check/money order for \$100 per event space, made payable to **Downtown Business Council of Chambersburg (DBC)?**
 - Include ServSafe Certificate and check/money order for \$50 per booth, payable to PMCA (PA Municipal Code Alliance) ?**
 - Include ServSafe Certificate?
 - Include a self-addressed, stamped envelope for your food license and a legibly written email address for all other festival communications, including application receipt and space assignment?

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BOROUGH OF CHAMBERSBURG

APPLICATION FOR A TEMPORARY RETAIL FOOD LICENSE

As adopted by Ordinance No. 2012-04

Permanent Licenses should be applied for approximately 60 days prior to the initial sale of food.

Please make check payable to: Pa Municipal Code Alliance (PMCA)
405 Wayne Avenue
Chambersburg PA 17201

Questions? Call: 717 496-4996

FEE SCHEDULE FOR: Special Event License / Temporary License

Table with 2 columns: License Description and Fee. Includes items like 'Borough License Holder on site' for \$0.00 and 'Any Vendor without Current Borough License' for \$50.00.

SECTION 1:

Total Fee \$ _____

WHAT TYPE OF TEMPORARY LICENSE:

- 14 consecutive calendar days at the same location or mobile
Single event/festival

THIS FACILITY IS A:

- Permanent structure (i.e. building)
Mobilized unit/structure (i.e. truck, tent)

LOCATION OF EVENT:

Address: Street City State Zip

- Private Property (a land use permit is required from the Borough of Chambersburg)
Public Property (permit must be obtained from the Borough Recreation Department)
Tent will be erected (size X)
Land Use & UCC Bldng. Permit Required

SECTION 2:

NAME of Business/Organization Email Address

LOCATION/Address of Facility: Street City State Zip

MAILING ADDRESS (if other than Above) Street City State Zip



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Phone Number

Fax Number

Cell Phone Number

PROPRIETOR/OWNER TYPE:

- Non-Profit or Association
Sole Proprietor Corporation Partnership
Limited Liability Co. (LLC) Limited Liability Partnership (LLP)

RESPONSIBLE OFFICIAL (If not the owner)

NAME (print)

Email Address

Responsible Officials Address: Street City State Zip

Phone Number

Fax Number

Cell Phone Number

REFUSE: (Check all that apply)

- We will be using a refuse/trash collector - Name of Company:
List any other refuse/waste collection companies (ex: grease collection)
This facility is a mobile unit and will use various approved refuse sites for disposal of refuse and waste.

Explain:

Mobile Units/Structures/Tents:

Please describe your water supply to be used for this unit. Are you filling up from a municipal water supply? If so, who is that supplier? If you are using the water supply from an Event location, name the location (ABC Fairgrounds). If you are filling up your water supply tanks from a non-public supply such as a well, you must obtain a water test (Total Coliform and Nitrate/Nitrite) for that water supply. You must provide a copy of that water test result with this application. Those utilizing the Event Sponsors water supply need not submit test results. How large is your potable water supply in gallons? What type of water supply tanks are you using? See Temporary License Guidelines below.

Four horizontal lines for providing details on water supply.



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SECTION 3: Zoning and other Codes

- I have verified compliance with Borough Zoning requirements.
- I have verified compliance with All Building Code requirements (electrical, plumbing, ventilation, structural, etc.), where applicable.

SECTION 4: FACILITY SERVICE INFORMATION

DAYS AND HOURS OF OPERATION

If you are applying for a Sponsored Event/Festival, list the name of the Event, date(s), & **the specific hours your stand will be up and operating**. Please be VERY accurate with this timing. If the stand is not up and ready with the Temporary License and safeserve(if applicable) and hand washing facility prior to the health inspectors arrival you may be closed and/or charged an added fee if more time is required by the health inspector:

If you are applying for a temporary license to operate from *one location for 14 calendar days or less*, whether a permanent structure or a mobile unit, list the dates which you plan on operating from a location and the location address and/or specifically where and when you will be selling for the 14 days of operation. Also include the specific hours of operation:

If you travel to events in the Borough of Chambersburg, which events do you attend that are greater than 3 days in length each calendar year? Give the location, dates and hours of operation also.

SECTION 5: FOODS TO BE SERVED AT EVENT (Clearly describe or attach Menu):



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Signature of Assoc./Non Profit Entity

Position/Title

Date

Print Name

Email Address

Phone Number

Fax Number

Cell Phone Number

Signature of Secretary/Treasurer

Position/Title

Date