FOOD VENDOR CONTRACT

****PLEASE BE AWARE OF NEW TENT STAKING POLICY****		
TO BE COMPLETED BY STAFF		
EVENT	**DATE/S**	
LOCATION	**SET UP TIME**	**EVENT TIME**
TO BE COMPLETED BY FOOD VENDOR		
FOOD VENDOR		
CONTACT PERSON	**PHONE NUMBERS**	

MAILING ADDRESS	**CITY**	**STATE**	**ZIP**

EMAIL

PAYMENT *(Due with application)*	**ELECTRICITY REQUIREMENTS** **Space includes 20 amps of power. Additional power available for $30 per 20 amps.**		
____ *VENDOR FEE: $_____ (10x12 space)*	**Appliance**	**Quantity**	**Amps**
____ *ADDITIONAL POWER: _____ AMPS*	*Refrigerator*		
____ *GRILL FEE $25 per day*	*Freezer*		
	Coffee Maker		
	Microwave		
EQUIPMENT NEEDS:	*Deep Fryer*		
	Portable Oven		
____ *I am self-contained and need no electrical or water service.*	*Popcorn Maker*		
____ *I will require water access.*	*Other:*		
____ *# Tables Requested: _____*			
____ *# Chairs Requested: _____*			
(Vendors must have 10-12 gauge, 100ft extension cord per 20 amp circuit.)			

***All equipment and electrical needs must be submitted at this time.**
***Vendor fee is $250 per 10x12 space if selling multiple items and $150.00 per 10x12 space if selling a single items only. $100 for an additional space if needed.**

CONDITIONS FOR CONCESSIONS:

1. If I am operating a food concession, and do not have a current license or proof of non-profit, I must contact the Dept. of Business and Regulation (DBR) at (850) 487-1395 to get approval for my menu as well as how I plan to prepare and serve both food and drinks. (The DBR has a fee for a temporary permit.) I understand all cooking must take place in a self-

contained unit. Open fire is only permitted in an approved grill.

2. I must submit to the City of Largo a copy of my Largo occupational license, DBR license or proof of non-profit status, as well as a copy of my liability insurance coverage, minimum $1,000,000 value with the City of Largo listed as "additionally insured" (not merely listed as certificate holder) at least one month prior to this event.
3. I understand that my vendor space is 10 x 12 and will be reserved when my application, signed vendor rules and vendor fee are received by the Special Events Office. This space includes 20 amps of power. Additional power available for $30 per 20 amps.
4. All food items are subject to approval.
5. ****TENTS MUST BE ANCHORED WITH WEIGHTS---NO STAKES ALLOWED.** This is to protect our vendors and participants from hitting an electrical line.
6. I understand that all items should be sold at prices posted and the prices I have listed on this application.
7. I understand that all drinks should be sold at the prices listed on this application.
8. I have read, initialed and understand the City of Largo Vendor Policies included in this packet.
9. I understand I must meet the requirements and follow the rules of the Pinellas County Health Department regarding food vending. These rules include:
   - A) Potentially hazardous food, such as meat and dairy products, must be maintained at safe temperatures. (41 degrees Fahrenheit and below or 140 degrees Fahrenheit and above.)
   - B) Food serving utensils and single service items must be protected from dust, flies and other sources of contamination.
   - C) All food and beverages served at the event are to be from approved sources. No home prepared food permitted.
   - D) Smoking, eating and/or drinking in food handling service area is prohibited. Food handlers must wash their hands prior to handling food after eating, drinking, or smoking, using restroom facilities, and/or performing and other duties.
   - E) The preparation (breading, mixing, chopping, etc.) of potentially hazardous food at the event is prohibited. These food items may be cooked and served but not prepared at the site of the event.
   - F) Condiments (ketchup, mustard, etc.) must be provided in single service containers or in approved dispensers such as pump or squeeze type bottles or covered containers with appropriate serving utensils.
   - G) Ice must be obtained from an approved source. No other food or beverage items may be stored in ice intended for human consumption.
   - H) If ice cream is dispensed, the scoops must be stored in an approved running water dipper well or in the product. An adequate supply of clean scoops must be available.
   - I) Stands not requiring the use of a three compartment sink should have on pail of detergent water and one pail of sanitizing solution for the proper cleaning of counter and surfaces. All food handlers must wear gloves.
10. I understand that I will be held responsible for any fees or fines that may occur if I do not follow the Health Department guidelines. For the guide to Temporary Food Service Events, please log on to www.MyFlorida.com/dbpr.

_____ _____

Signature Date

Proposed Event Menu:			***Drink Prices:***
	Food or Drink Item	***Selling Price***	$1.00/can $1.50/16.9 oz bottle $2.00/20 oz bottle $2.50/24 oz bottle ***All drinks must be sold at the above prices.***
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
*Please include any additional items on an attached sheet of paper.			

City of Largo Recreation, Parks & Arts
Special Events Division - P.O. Box 296~Largo, FL 33779
Fax: (727) 586-7406

LARGO CENTRAL PARK VENDOR POLICIES

Please read and initial next to each rule!

_____ *Consult your event coordinator for specific instructions and guidelines for entering Largo Central Park.*

_____ *Vehicles must use caution when entering the park and drive extremely slow through the park. (Maximum 5 M.P.H.)*

_____ *Anyone not following the instructions and guidelines will be asked to leave immediately.*

_____ *Vehicles will not be admitted in to the park any later than one hour prior to the beginning of the event. All vehicles must be out of the park 30 minutes before the beginning of the event. Vehicles are not allowed into the park to break down until the City Events Coordinator determines that it is safe to proceed.*

_____ *Vehicles weighing less than one ton are allowed in the park for set up and break down. Larger vehicles may be allowed in the park with approval prior to set up. All vehicles must be guided into the park to avoid damage to underground utilities lines.*

_____ *Vendors are not permitted to drink any alcoholic beverages on City of Largo property.*

_____ *I am responsible for my own neat and legible signage for vendor identification, product listing, and product prices. I also understand that signage must be limited to my vendor space ONLY!*

_____ *Vendors must maintain a professional and courteous attitude while serving the public.*

_____ *Vendors are not permitted to solicit tips.*

_____ *I am responsible for maintaining my area in a neat and orderly fashion, free of any trash or debris. When cleaning up at the end of the event, my area must be left in the original condition as when I arrived.*

_____ *I must be self-contained. Electricity can be provided only if my needs are accurately described in advance on this application. I am responsible for bringing my own extension cords (50ft), power strips, or special plugs and may need a generator if my amperage exceeds what is available in the park. I am also responsible for bringing any water hoses required for my activity. No hoses or electrical cords will be provided to vendors by the City of Largo Parks Department.*

_____ *Tents that are larger that 10' x 10' will require tent permit that must be purchased though City of Largo Community Development at least 1 month prior to the event. You must have all of your permits on hand during event. Tents must also display NO SMOKING signs on all four sides of the inside of the tent and must have a minimum size of 2A10BC fire extinguisher mounted inside of EACH tent. Call 587-6711 to receive your tent permit.*

_____ *I agree to cooperate with the City of Largo and to comply with all rules, regulations and policies set for the by the City of Largo relative to the sale and distribution of items by a vendor. I forever discharge and release the City of Largo and all other cosponsoring organizations from any and all manner of actions, suit, damages, or claims whatsoever arising from any loss or damage to the property of the undersigned while participating as a vendor at a City of Largo event.*

_____ *Nothing should be disposed of in the grass. (This includes ice.)*

_____ *Vendors must provide a barrier to protect grass from cooking grease.*

_____ *If any of the above rules are broken, I will not be permitted to be a vendor in Largo Central Park for future events.*

Agreement: *I have read and understand the policies of Largo Central Park. I agree to follow these guidelines and to communicate them to my staff, volunteers, vendors and others associated with my event. I have been given the opportunity to ask questions regarding the application of the guidelines to my event. I understand that I will be liable for damages to Largo Central Park resulting from my event's failure to comply with these guidelines.*

Signature _____ Date_____