

The Septemberfest

Restaurant Application – 2013

Simsbury Meadows Performing Arts Center, Iron Horse Boulevard, Simsbury, CT
Friday, September 6 – 5 pm to 10 pm Saturday, September 7 – 11 am to 10 pm Sunday, September 8 – 11 am to 5 pm

BUSINESS NAME: _____ CONTACT: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

WEBSITE: _____ PHONE: _____ FAX: _____

CT Tax Registration #: _____ Email: _____

RESTAURANT BOOTH INFORMATION

- Yes, please reserve one 10' x 20' Restaurant Booth for me:
Price includes: Interior lighting, 3- 8' tables, 2 - folding chairs, 1 - refrigerator, 1 - *Septemberfest* sign with business name
1 – 20 amp outlet (see “Electrical Service Description ” below)

- Cost \$1,200
 I am enclosing a deposit of \$300 to hold my booth space

MENU SELECTION

➔ See “FVHD Septemberfest 2013 Food Vendor Guidelines”

My menu items are as follows:

A minimum of two (2) and a maximum of three (3) items will be accepted from *each Septemberfest* Vendor to be priced from one dollar (\$1.00) *not to exceed five dollars (\$5.00)* per item. Items may not be changed once approved without permission of *Septemberfest*.

- ➔ Please Note: Each restaurant will be responsible for the collection of their own monies during the event.
Tokens will not be used for food exchange.

<u>DESCRIPTION OF FOOD ITEM</u> (Print exactly as you want items listed for event brochure)	<u>PRICE</u>	<u>DESCRIBE METHOD OF FOOD PREPARATION:</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

* ELECTRICAL SERVICE DESCRIPTION

In addition to the refrigerator and at no additional cost, *Septemberfest* will provide each vendor booth with **one (1)-20 amp electrical outlet** for your use in the booth. **All electrical connections must be reviewed and approved by Septemberfest Site Staff daily.**

BOTTLED GAS/PROPANE

A maximum of 100 lbs is allowed on site per participant at one time. All vendors are responsible for ordering and acknowledging receipt of propane tanks on site. Each tank must have an approved manifold installed by a certified gas dealer. Please make arrangements with the dealer for an emergency number in case you have a problem during the event. All tanks must be secured per Simsbury Fire Marshall.

➔ For questions and additional information contact Thomas Vincent, Manager, Performing Arts Center
Ph: 860-462-9726 email: coachtev8@yahoo.com

Item #1

In signing this Agreement, you (Food Service Vendor) acknowledge that you have received, read and agree to comply with the *GENERAL RULES & REGULATION, RESTAURANT RULES & REGULATIONS, FARMINGTON VALLEY HEALTH DISTRICT GUIDLELINES FOR SEPTEMBERFEST and INSURANCE REQUIREMENTS FOR ALL PARTICIPANTS.*

CO-PARTICIPANT OF BOOTH AT SEPTEMBERFEST

No Booth may be shared with another (non-profit or for profit) company, vendor, entity or individual (Co-Participant) without specific approval from Septemberfest. The following information must be submitted in writing before August 1 for consideration by Septemberfest:

- Name of proposed Co-Participant including contact information, proposed activities and days and times Co-Participant will share your assigned Booth.
- A CERTIFICATE OF INSURANCE from Co-Participant, or from the Participant naming the Co-Participant on Participant's Insurance Policy, in the same limit coverage as required of the Participant.
- A signed *INDEMNIFICATION AND HOLD HARMLESS AGREEMENT (see below)*

The decision of Septemberfest is final and Septemberfest reserves the right, at its sole discretion, to prohibit and / or limit the use, time, activity and participation of any Co-Participant on site during the event. The Co-Participant is prohibited from soliciting anywhere on the grounds of Septemberfest outside the booth without prior permission from Septemberfest. The Participant accepts full responsibility of monitoring "Co-Participant" staff and directing and enforcing the Septemberfest Rules & Regulations that apply including the staff of any approved Co-Participant.

Item #2

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

I, _____ (please print your name), certify that I am duly authorized to sign contracts on behalf of _____ (Insert Business Name) and as Food Service Vendor, covenants and agrees to indemnify and to hold harmless the Simsbury Meadows Performing Arts Center, its employees, servants, agents, and volunteers, Septemberfest and the Town of Simsbury for any claim (including all defense costs and attorneys' fees) for bodily injury or property damage to third parties, employees or volunteers of the Food Service Vendor and Co-Participant (if any) or any other person based on the acts or omissions of the Food Service Vendor and / or Co-Participant, its employees, servants, volunteers or agents.

The Food Service Vendor understands that this Agreement together with the Application constitute a binding contract and agrees to be bound by the same. Food Service Vendor agrees that violation of this Agreement can lead to expulsion of the Food Service Vendor and / or Co-Participant (if any) from the event, prohibition from participation in future festivals, by Food Service Vendor and Co-Participant, and/or liability for any and all damages suffered by *Septemberfest and/or the Simsbury Meadows Performing Arts Center*, including payment of costs of litigation (including reasonable attorneys fees).

Your Company Name (Food Service Vendor): _____

Name of Co/Participant (if known at this time): _____

Signed at _____, _____ (town / state), this _____ day of _____, 2013

By: _____
Signature Title

A signed copy of this document transmitted by facsimile to the
Simsbury Meadows Performing Arts Center is intended to serve as original binding contract.

NEED FURTHER INFORMATION? Contact: Thomas Vincent, Manager
Ph: 860-462-9726 email: coachtev8@yahoo.com
Simsbury Meadows Performing Arts Center, 499 Hopmeadow St, Simsbury, CT 06070

Septemberfest 2013

FOOD SERVICE VENDOR RULES AND REGULATIONS

In order to participate in *Septemberfest*,

- A completed “Food Vendor Application” with participation deposit paid;**
- A completed Certificate(s) of Insurance on file at SMPAC 20 days prior to the event;**
- Temporary Food Permit Application on file with the Farmington Valley Health District at least two weeks in advance of Septemberfest. Please Note: FVHD temporary food permit license fee is now \$50.00 per establishment.**

The participation fee will be fully refunded if your food operation is not selected; however, once your food operation is selected by *Septemberfest* for participation, this fee is non-refundable.

The following guidelines and restrictions, which are for the benefit of all participants, will be strictly enforced. They have been established to permit all participants to enjoy a pleasant and successful experience. *Septemberfest* is available to assist you with the planning and operation of your booth. Our goal is to promote Farmington Valley food service establishments.

Operating Rules

1. Each food item proposed to be sold shall be priced as a multiple of one dollar (\$1.00) *not to exceed five dollars (\$5.00)* per item. **Each restaurant will be responsible for the collection of their own monies during the event. Tokens will not be used for food exchange.**
2. Menus, portion sizes and prices shall be submitted on the FOOD VENDOR APPLICATION and are subject to the approval of *Septemberfest*. **A minimum of two (2) and a maximum of three (3)** proposed items will be accepted from each *Septemberfest* Vendor.
3. Vendors may not change food items, prices or portion sizes at any time after *Septemberfest* has approved the items without the consent of *Septemberfest*.
4. No Food Service Vendor may serve or sell any beverages, including, but not limited to, alcoholic beverages, soft drinks, juices, coffee, hot chocolate, iced tea, and mineral water without written approval in advance of the event from *Septemberfest*.
5. Food service vendors shall comply with all applicable guidelines, rules and regulations of the Farmington Valley Health District, Simsbury Fire Marshall and Simsbury Building Department. The Farmington Valley Health District requires that an APPLICATION FOR RESTAURANT VENDOR be returned to them at least two weeks before the event in order to participate.
6. All booth decorations (such as, bales of hay, corn stalks, etc) must be flame-retardant prior to the beginning of the festival to comply with regulations per the Simsbury Fire Marshall. Flame-retardant must be applied each day of the festival. Compliance of regulations is the sole responsibility of the participant. Participants may be asked to remove such decorations by the Fire Marshall if compliance cannot be verified.
7. In addition to the refrigerator and at no additional cost, *Septemberfest* will provide each vendor booth with one (1)-20 amp electrical outlet for your use in the booth. All electrical connections must be reviewed and approved by *Septemberfest* Site Staff daily.
8. *Septemberfest* will provide one 10' deep x 20' wide tented booth with one refrigerator, three 8' tables and two folding chairs to each FOOD SERVICE VENDOR. At the end of the event, the cost of any missing or damaged item provided to a FOOD SERVICE VENDOR will be billed to the vendor by *Septemberfest*.
9. FOOD SERVICE VENDORS are required to list all food service equipment required to operate their food stand when application is completed, including gas grills and fryers.
10. FOOD SERVICE VENDORS are responsible for providing all of their own storage facilities, supplies, eating utensils, and, if desired, pallets.
11. Tents provided by *Septemberfest* must be cleaned of all soot and grease by the FOOD SERVICE VENDOR at the end of the event. Each Vendor must provide a broom in their booth and shall sweep out the booth at the close of the festival each day prior to the time that the general festival grounds are cleaned. It is the Vendor's responsibility to remove all decorations, hay bales, corn stalks, etc at the end of the event. If a tent is not properly cleaned by a Vendor, the cost of cleaning the tent will be deducted from the amount due the Vendor by *Septemberfest*.
12. *Septemberfest* will provide each FOOD SERVICE VENDOR booth with a standard sign bearing the name of the FOOD SERVICE VENDOR and a separate menu item sign indicating the items being offered and cost. *Septemberfest* will hang the sign bearing the name of the FOOD SERVICE VENDOR. Each FOOD SERVICE VENDOR is responsible for displaying its menu items sign. At the end of the event, Vendors will be charged \$35.00 for any missing *Septemberfest*-standard sign (excluding computer generated menu signs). FOOD SERVICE VENDORS are encouraged to display their own signage and logos. No sign provided by a FOOD SERVICE VENDOR may impede traffic or cause damage to the tent or other equipment provided by *Septemberfest*.

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13. A maximum of 100 lbs of bottled gas/propane is allowed on the site per participant. All vendors are responsible for ordering and acknowledging receipt of propane tanks on site. Each tank must have an approved manifold installed by a certified gas dealer. Please make arrangements with the dealer for an emergency number in case you have a problem during the event.

14. FOOD SERVICE VENDORS using grease in their operation or producing grease waste as a by-product of their food product operation will be responsible for providing their own grease barrel to dispose of grease. Any vendor found dumping grease into street drains will bear the full cost of cleaning such drains after the event. Each FOOD SERVICE VENDOR using or producing grease hereby agrees to pay not more than \$100 out of its proceeds for *Septemberfest* if grease is found in the drains after the event and no individual FOOD SERVICE VENDOR can be identified as responsible.

15. Running water is located at the event site, but not in each food service booth. All waste water must be contained and removed from the site daily.

16. Each Vendor must have at least one fire extinguisher in its booth at all times. The minimum extinguisher required is a 10 lb ABC with current inspection tag.

17. Each FOOD SERVICE VENDOR must be completely set up and ready for inspection by the Farmington Valley Health District, Simsbury Building Department and Simsbury Fire Marshall by 2:00PM on Friday, the first day of the festival. Restaurants may begin setting up anytime after 2:00 PM on the previous day (Thursday).

18. Only those food items which the Vendor listed on its application and which were approved by *Septemberfest* may be sold at *Septemberfest*. No other items, including, but not limited to, T-shirts, cups, aprons, cookbooks may be sold by the Vendor at the event without written approval in advance of the event from *Septemberfest*.

19. Generally, food preparation must take place at the restaurant's normal place of business. See "Farmington Valley Health District Septemberfest 2012 Food Vendor Guidelines".

20. No smoking will be allowed in any FOOD SERVICE VENDOR BOOTH. In addition, the Simsbury Meadows Performing Arts Center and *Septemberfest* Committee would like to promote *Septemberfest* as a smoke free event.

AVON
BARKHAMSTED
CANTON
COLEBROOK
EAST GRANBY
FARMINGTON
GRANBY
HARTLAND
NEW HARTFORD
SIMSBURY



FARMINGTON VALLEY HEALTH DISTRICT

50 AVON MEADOW LANE, PO BOX 529, AVON, CT 06001 PHONE (860) 676-1953 FAX (860) 676-2131 800-909-FVHD

➔ **Note: new contact information for FVHD as of 2013:**

**Farmington Valley Health District, 95 River Road, Suite C, Canton, CT 06019
Phone: (860) 352-2333 Fax: (860) 352-2542**

APPLICATION FOR TEMPORARY FOOD SERVICE PERMIT SEPTEMBER FEST 2013

All vendors serving food and beverages to the public at September Fest 2013 are required to have a food service permit. There is NO fee for FVHD Annual Permit Holders, Volunteer or Municipal/ Non-Profit Organizations such as Churches, Civic Clubs, and/or Charitable Groups. ALL FOODS MUST BE PREPARED IN LICENSED FACILITIES. ONLY LICENSED FACILITIES MAY PARTICIPATE.

If you are a food service facility and are NOT licensed by the FVHD on an annual basis, please enclose your \$50.00 check or money order and return it to FVHD.

******ALL VENDOR APPLICATIONS must be submitted to FVHD TWO WEEKS PRIOR to the EVENT for REVIEW or you will be EXCLUDED FROM participating in this event. BE PREPARED for an opening inspection AT LEAST ONE HOUR PRIOR TO THE STARTING OF THE EVENT!!!**

******Attach a sketch of food booth layout, or use the back of this page
Indicate location of: food storage area, tables, cooking equipment, hot & cold holding equipment, and hand washing station(s)**

NAME OF RESTAURANT/ORGANIZATION: _____

MAILING ADDRESS: _____ PHONE/CELL _____

NAME OF FOOD BOOTH OPERATOR: _____

LIST PRIMARY FOOD HANDLERS AT EVENT: _____
NAME NAME

DATE(S)/TIME OF SET-UP _____

PLEASE LIST **ALL** FOODS SOLD/OFFERED during this event. _____

LIST SOURCES OF FOOD _____

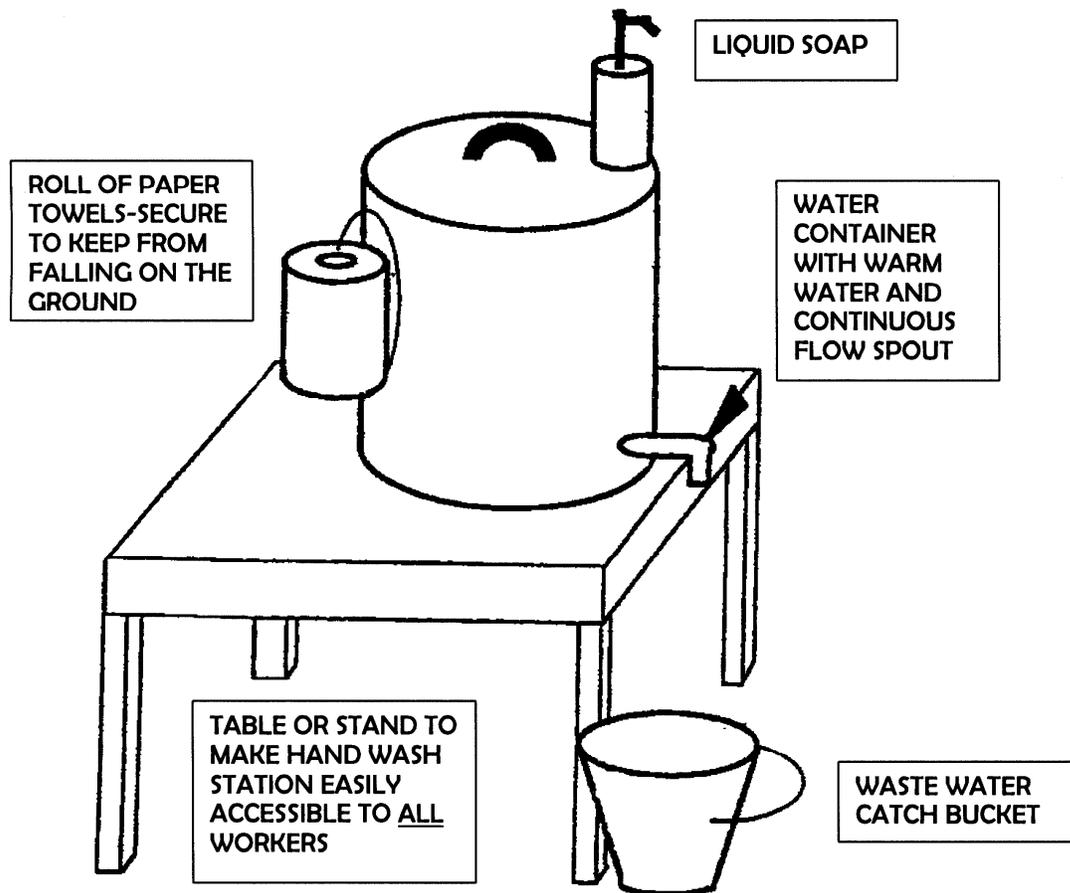
WHAT FOOD, IF ANY, WILL BE PREPARED ON SITE? ON SITE FOOD PREPARATION MUST BE LIMITED and **PRIOR APPROVAL IS NEEDED FROM FVHD.** WHERE IS FOOD PREPARED PRIOR TO THE EVENT?

FVHD Temporary Food Service Permit Requirements

* THIS LIST MUST BE POSTED IN YOUR FOOD SERVICE AREA DURING SEPTEMBER FEST! *

1. Maintain **cold foods at 45° or less** and **hot foods at 140° or above**. If food products are found below required hot holding temps or above required cold holding temps they **may be DISCARDED!**
2. **Mechanical refrigeration is REQUIRED due to the length of this event.** * Note* Check with September Fest organizers for electric supply info!!!!!! A **"WORKING SUPPLY OF ICE"** may be used to **maintain small amounts of food at 45° or below** while "on display" to be sold or for storage in a cooler **which is set up for easy access immediately adjacent to the cooking equipment or serving area.** An **adequate source of ice must be readily available to replenish coolers.**
3. Heat up foods quickly prior to and at the event with approved cooking or reheating equipment (grills, skillets, cook/serve steam tables or at the facility prior to transport). Crockpots or warming steam tables are only designed to keep foods hot, not for reheating purposes. **Electric or propane HOT holding equipment is REQUIRED** by FVHD to ensure the products are **consistently maintained at 140 degrees or above due to the length of this event.** (Check with Fire Marshal for approval of propane cylinders)* Note* Check with September Fest organizers for electric supply info!!!!!! **STERNO USE IS NOT ALLOWED DURING THIS EVENT!!!!**
4. **NO HOMEMADE FOODS ARE ALLOWED. FOODS MUST BE PREPARED IN A LICENSED FACILITY.**
5. **WASH YOUR HANDS FREQUENTLY!! Hand washing stations MUST be EASILY ACCESSIBLE AND ADEQUATELY STOCKED!**
6. **Keep an adequate supply of disposable gloves on site** to handle Ready to Eat Foods, Change Gloves Frequently, **DO NOT WEAR GLOVES WHEN HANDLING MONEY! Practice good glove management!**
7. **Provide an adequate supply of utensils for use each day.** Equipment used continuously must be changed every 4 hours. **Wash & sanitize all equipment at your facility each day.**
8. **Adequate food protection is required.** Do NOT "set up"/"assemble" exposed foods on the front table line where customers approach the booth. Provide another "set up" table to assemble/dispense foods so that customers can not cough, sneeze or touch foods. **Cover Foods when NOT SERVING.**
9. **MINIMUM** Cooking temperatures are as follows.
 - Poultry, Stuffing, Reheated Foods - 165° - Stuffed Meat, Fish, Pasta - 165°
 - Pork, Pork Products - 145° - Beef 145° - Eggs 145° - Ground Beef, Hamburgers - 158°
10. A probe thermometer and sterile alcohol swabs **MUST BE AVAILABLE** for use.
11. Sanitize all food contact surfaces (tables, counters, etc.) with an approved sanitizer mixed at the proper concentration. Sanitizing solution is required on site during all working hours of the event. Maintain towels in sanitizer between uses. Label all sanitizer bottles/containers.
12. **DO NOT work if ILL;** especially if you are experiencing vomiting and/or diarrhea!
13. Do **not** thaw foods at room temperature. Thaw overnight in a refrigerator.
14. Do not re-use foods leftover from the previous day. Discard any leftover foods.

MANDATORY HANDWASHING STATION SET UP



GLOVES AND HAND SANITIZERS DO NOT TAKE THE PLACE OF THIS REQUIRED HAND WASHING STATION AT ANY TEMPORARY FOOD BOOTH!! THIS IS THE **FIRST** THING YOU SHOULD SET UP AND THE **LAST** THING YOU SHOULD TAKE DOWN IN YOUR BOOTH.
