



MetroParks Sponsored Programs and Special Events Food Service Vendor Application

Overview

MetroParks of Butler County (MetroParks) seeks applications from qualified Food Service Vendors (Vendors) to provide, operate, and manage food and beverage concession services to customer/owners participating in MetroParks Sponsored Programs and Special Events. Vendors should provide distinctive, tasty, affordable offerings with clean, attractive and safe operations. There will be a flat rate vendor fee to participate and several Vendors offering different food/menu choices may be selected for each Program or Special Event.

Application Process

In order to best determine which Vendors will participate at each Program or Special Event, MetroParks will be accepting Vendor applications throughout the year. MetroParks asks that each Vendor submit the documents listed below and ensure that each of the Program(s) and Special Event(s) they wish to attend is clearly marked. Once all documents are submitted and MetroParks has chosen which Vendor(s) will be the best fit for the Program(s) or Special Event(s), the Vendor(s) will be notified and asked to submit the insurance requirements and vendor fee payment in full within 10 days of approval unless otherwise specified by MetroParks. After all requirements are met MetroParks will issue a Food Vendor Special Permit allowing the sales of the Vendor's products during the date and time specified.

Please email all applications with submission requirements to Becky Vanderpool, Senior Manager of Park Connections at bvanderpool@yourmetroparks.net with the subject line of: *MetroParks Sponsored Programs and Special Events Food Service Vendor Application*. All applications should be prepared simply and provide straightforward, concise descriptions of the applicant's capabilities to satisfy the requirements. Emphasis should be on completeness and clarity of content.

1. Submittals

Applicants must read, acknowledge and return all five items below: Read the Vendor Guidelines and Expectations and sign at the bottom of page 4, complete attached submittal forms 2 and 3, and attach miscellaneous submittals 1 and 2.

1. Submittal Form 1 - Vendor Guidelines and Expectations- Signature needed on page 4
2. Submittal Form 2 – MetroParks Food Service Vendor Application Form
3. Submittal Form 3 – Menu / Product Sheet or attach a copy of Menu
4. Miscellaneous Submittal 1 - Copy of Food Service License - Copy both front and back
5. Miscellaneous Submittal 2 - Copy of Bureau of Worker's Compensation Certificate (unless the business is listed as a sole proprietor)

2. Insurance Requirements

Once a Vendor has been approved by MetroParks and has accepted to participate in a Program or Special Event they are required to submit a certificate of insurance. The Vendor, at its sole cost and expense, shall keep in full force and effect comprehensive general liability insurance with respect to the operation of the



property and use thereof in the amount of at least \$1,000,000.00 per occurrence for incidents of bodily injury, death and/or property damage. MetroParks shall be named as an additional insured thereon. A copy of a certificate of insurance evidencing the existence of this insurance coverage during the Program or Special Event shall be delivered to MetroParks prior to the Vendor signing the Food Service Special Permit.

3. Payments

Once MetroParks has determined a Food Service Vendor will be accepted to participate in the Sponsored Program and/or Special Event the Vendors have chosen, the flat rate vendor fee for each event must be paid in full prior to the Vendor signing the Food Service Special Permit. Payments can be made in cash, check or credit card. MetroParks can accept credit card payments for most events over the phone by calling our Administrative office at 513-867-5835*. Payments can also be delivered in person or mailed to the address below:

MetroParks of Butler County
2051 Timberman Road
Hamilton, Ohio 45013

***Please note:** The Crazy Cardboard Regatta and The Howl Special Events only: All payments will need to be paid directly to The Community Foundation of West Chester/Liberty, 8366 Princeton Glendale Rd. Suite A-2, West Chester, OH 45069. MetroParks staff will give more information once the Vendor application has been approved.

4. Additional Information

MetroParks seeks vendors that recognize that they are a critical contributor to the image of MetroParks. MetroParks will enforce high standards for appearance and service level, but more importantly, vendors who will be partners in maintaining these high standards of operation.

MetroParks reserves the right to reject any or all applications if it determines that such action is in the best interest of MetroParks. MetroParks reserves the right to modify, suspend or cancel the process at any time at its sole discretion. Applications which do not meet basic requirements or those which fail to meet minimum standards on any single evaluation criteria may not be accepted. Examples of basic requirements that the applicant must meet:

1. Submission of all information, materials and documents required;
2. Demonstration of qualification and certification requirements;
3. Sufficient amount of staff and/or equipment.

MetroParks reserves the right to any sale of alcoholic beverages within the park solely to itself. MetroParks reserves the right to restrict the sale of select beverages within the park.

‘No showing’ to a scheduled event is cause for immediate permit suspension for one or all future events.

MetroParks will not be responsible under any circumstances for any costs incurred by any applicants for the application process or during/after the Program or Special Event, this includes but not limited to loss of products due to low participation.



Submittal Form 1 Vendor Guidelines and Expectations

1. Vendors must relocate setup if requested by the MetroParks event staff, Operations management staff, Rangers, or any public safety official.
2. All equipment and supplies must be hand-rolled/carried to the vendors location, or as specifically authorized by the MetroParks in writing. Drop-off or pick-up of equipment or supplies must be conducted with extreme caution, due to the highly public nature of the parks and the significant pedestrian traffic. Vendor must employ every measure necessary to minimize danger to the general public.
3. Security, rule and license enforcement is the responsibility of MetroParks.
4. Restrictions on items for sale by selected Vendor:
 - a) The sale of beverages in glass bottles is prohibited.
 - b) The selling of non-food items is prohibited unless specifically authorized in writing by MetroParks.
 - c) The selling and/or advertisement of cigarettes, cigars, any other tobacco products, or alcohol is strictly prohibited.
5. Cleanliness and tidiness:

All vending locations shall always be kept neat and clean, including but not limited to, refraining from the spilling of products and cooking liquids on or around vending area.

 - a) All equipment must be removed from the site daily after each event.
 - b) Food products, beverages, ice, etc. should be stored and displayed in a neat and orderly fashion and in accordance with all applicable laws, rules and regulations, including, without limitation, all health code regulations.
 - c) All equipment must be kept clean and in good condition and in compliance with all applicable laws, rules and regulations, including, without limitation, all health code regulations. Vendor shall clean, repair or replace MetroParks equipment if deemed necessary.
6. MetroParks will remove trash from installed receptacles within the park. If a nearby receptacle is nearly full, the Vendor should notify a MetroParks staff person to help assure timely pickup. Vendors are responsible for picking up and removing from the site all litter within a 25' radius of their designated area.
7. Vendor staff image and behavior: While on duty, the Vendor and employees must be clean and neat in appearance and be clearly identifiable as such. Name badges, and apparel with the Vendors' name and/or logo are suggested.
 - a) Vendors and employees shall conform to all health code regulations.
 - b) No music or other amplified sounds are permitted.



- c) Vendor and their employees will only engage in behavior and speech conducive to good business practice and civility. Inappropriate language and behaviors will not be tolerated. Smoking, the use of alcohol, and/or the use of illegal drugs as defined by federal law are not permitted.

 - d) Vendor is not permitted to use the following offensive marketing techniques: hawking, calling attention to products in a loud repetitive public manner, and selling products in an aggressive manner.
 - e) Vendor must, upon the written request of MetroParks, immediately remove from service hereunder any employees who, in the reasonable opinion of the MetroParks, are guilty of improper conduct, are not qualified to perform the work assigned to them or are otherwise unsatisfactory to MetroParks.
 - f) Disrespect or disobedience to an identified Public Authority constitutes grounds for immediate suspension of operations.
8. Causes of denial of selling privileges; disciplinary actions:
- a) MetroParks reserves the right to act against any Vendor who violates any of the rules and regulations detailed herein, or who fail to comply with relevant laws, rules or regulations (federal, state and local), the terms, or other rules established by MetroParks. At MetroParks option, such actions may include, but are not limited to: Fines (as provided herein), suspension of selling privileges, revocation of the license, or any other rights or remedies available to the MetroParks at law or in equity.
 - b) Non-payment of vendor fee or checks returned due to insufficient funds (bounced check) are grounds for immediate license termination.
 - c) Examples of violations include, but are not limited to, (i) missing or unauthorized signage; (ii) overcharging; (iii) expanding; (iv) improper disposal; (v) equipment leaking fluids; (vi) equipment obviously damaged or in poor repair; (vii) graffiti, dirty equipment or umbrella; (viii) unauthorized advertising; (ix) roving or vending at unauthorized locations; (x) improper storage; (xi) missing drip pan.
 - d) If any of the above rules and regulations are violated, Vendor may be fined for each and every offense. Violators will be assessed up to a \$300 administrative fee.
9. The Vendor and their employees shall familiarize themselves about, and comply with federal, state and local laws, as well as health regulations and licensing requirements governing the production, display, distribution, sampling and sale of their products.
- a) Vendor is responsible for acquiring all necessary permits and abiding by all relevant rules and regulations.
 - b) Vendor is subject to periodic, unannounced inspections by MetroParks and are subject to their decisions.
 - c) All permits must be kept at the Vendor's location and presented on request.



d) Vendor must comply with all tax laws.

I have read and understand the above Vendor Guidelines and Expectations

Vendor Signature

Date

Submittal Form 2

MetroParks Special Events - Food Vendor Application Form

Organization/Company Name: *(PLEASE PRINT)* _____
 Contact Person/Title: _____
 Business Phone: _____ Cell phone: _____ Contact Email: _____
 Address: _____
 City, State, Zip: _____
 Company Website: _____
 Business Ownership (check one): Sole Proprietor LLC Corporation Other

| Yes! Count me in. | Name of event | Date & Time of Event (Setup starts 2 hours prior to times) | Park Location | Expected Attendance | Vendor Fee |
|----------------------------------|------------------------------|---|---|--------------------------------|-----------------------|
| | Hump Day Concert | Wednesday, June 2, 2021 7:00 p.m. – 9:00 p.m. | Voice of America MetroPark Athletic Complex | 300 | \$25.00 |
| | Hump Day Concert | Wednesday, June 9, 2021 7:00 p.m. – 9:00 p.m. | Voice of America MetroPark Athletic Complex | 300 | \$25.00 |
| | Hump Day Concert | Wednesday, June 23, 2021 7:00 p.m. – 9:00 p.m. | Voice of America MetroPark Athletic Complex | 300 | \$25.00 |
| | Hump Day Concert | Wednesday, June 30, 2021 7:00 p.m. – 9:00 p.m. | Voice of America MetroPark Athletic Complex | 300 | \$25.00 |
| | Hump Day Concert | Wednesday, July 7, 2021 7:00 p.m. – 9:00 p.m. | Voice of America MetroPark Athletic Complex | 300 | \$25.00 |
| | Hump Day Concert | Wednesday, July 14, 2021 7:00 p.m. – 9:00 p.m. | Voice of America MetroPark Athletic Complex | 300 | \$25.00 |
| | Hump Day Concert | Wednesday, July 21, 2021 7:00 p.m. – 9:00 p.m. | Voice of America MetroPark Athletic Complex | 300 | \$25.00 |
| | Hump Day Concert | Wednesday, July 28, 2021 7:00 p.m. – 9:00 p.m. | Voice of America MetroPark Athletic Complex | 300 | \$25.00 |
| | Hump Day Concert | Wednesday, August 4, 2021 7:00 p.m. – 9:00 p.m. | Voice of America MetroPark Athletic Complex | 300 | \$25.00 |
| | Hump Day Concert | Wednesday, August 11, 2021 7:00 p.m. – 9:00 p.m. | Voice of America MetroPark Athletic Complex | 300 | \$25.00 |
| | Hump Day Concert | Wednesday, August 18, 2021 7:00 p.m. – 9:00 p.m. | Voice of America MetroPark Athletic Complex | 300 | \$25.00 |
| | Hump Day Concert | Wednesday, August 25, 2021 7:00 p.m. – 9:00 p.m. | Voice of America MetroPark Athletic Complex | 300 | \$25.00 |
| | Crazy Cardboard Boat Regatta | Saturday, September 11, 2021 11:00 a.m. – 3:00 p.m. | Voice of America MetroPark | 1,000 | \$100.00 |
| | Pioneer Life | Saturday, October 9, 2021 12:00 p.m.– 4:00 p.m. | Governor Bebb MetroPark | 350 | \$25.00 |
| | The Howl | Saturday, October 23, 2021 12:00 p.m. – 3:00 p.m. | Voice of America MetroPark | 100 | \$25.00 |

Please note: MetroParks provides one (1) table and two (2) chairs if needed.

Please check if needed: One (1) Table _____ Two (2) Chairs_____

*Canopies, electric service and water is not provided by MetroParks.

Please list all equipment you will be bringing to place in assigned 20 x 15 space:

Vendors must arrive at the park two hours prior to event on the event day to begin set up. In applying for a booth at this event, each vendor agrees that he/she will be responsible for their own health permits (if food is served), liability/personal insurance and fire protection and that the MetroParks is not liable for any damage or other losses, including property damage, personal injury or product loss that may occur during this event. MetroParks reserves the right to cancel or shorten the event at its discretion. MetroParks reserves the right to refuse an application to avoid duplication and non-family content and reserves the right to remove a vendor for just cause without incurring liability to that vendor for removal. Refunds will only be given if MetroParks cancels the event.

Vendor _____ Signature _____
Date _____

Submittal Form 3 Menu/Product Sheet

Please include menu options with prices or attach menu:

| | | |
|-------|----|-------|
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
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| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |
| _____ | \$ | _____ |

Size of event Vendor can accommodate (check applicable range)

| | Event Size (number of people served) |
|--------------------------|--------------------------------------|
| <input type="checkbox"/> | 0-100 |
| <input type="checkbox"/> | 100-250 |
| <input type="checkbox"/> | 250-500 |
| <input type="checkbox"/> | 500-1000 |
| <input type="checkbox"/> | 1000-2500 |
| <input type="checkbox"/> | 2500-5000 |

Additional comments:

Attach additional sheets as needed.