



## MetroParks Special Events Food Service Vendor Application

### Overview

MetroParks of Butler County seeks applications from qualified Food Service Vendors to provide, operate, and manage food and beverage concession services to Park Customer/Owners participating in MetroParks Sponsored Programs and Special Events.

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. 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. 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.

**Step 1:** Applicants must read, acknowledge, and return all five items below:

- Vendor Guidelines and Expectations- Signature needed on pg. 4
- MetroParks Food Service Vendor Application Form- Completed & signature on pg. 6
- Copy of Menu (Attached scan/photo OR pg. 7 chart)
- Copy of Food Service License - Copy both front and back
- Copy of Bureau of Worker's Compensation Certificate (not required if the business is listed as a sole proprietor)

**Step 2:** Return completed materials using one of the methods below:

<p>Email:</p> <p style="text-align: center;">Cassidy Venema <a href="mailto:cvenema@yourmetroparks.net">cvenema@yourmetroparks.net</a> Subject Line: MetroParks Food Service Vendor Application</p>	<p>Mail or Drop Off:</p> <p style="text-align: center;">Cassidy Venema MetroParks of Butler County 2051 Timberman Rd Hamilton, OH 45013</p>
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**Once submitted, the applications and materials will be evaluated by MetroParks staff. When an Applicant is selected, the Applicant will be notified directly and can move on to step 3.**

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**Step 3:** Submit the following additional materials within 10 days of approval, unless otherwise specified by MetroParks:

- Copy of valid Certificate of Insurance with MetroParks of Butler County listed as an additional insured\*
- Event Specific Vendor Registration form ([Found on YourMetroParks.net > About > Special Event Forms](#))
- Vendor fee payment in the total amount of each event of which the Applicant is selected\*\*

**\*Insurance Requirements:** 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.

**\*\*Payments:** Payments must be made in full prior to the Food Vendor Special Permit being created. Payments can be made in cash, check or credit card. MetroParks can accept credit card payments for most events over the phone by calling the MetroParks 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 that for the Crazy Cardboard Regatta and The Howl Special Events only:** All payments will need to be paid directly to The Northern Cincinnati Foundation, 8897 Cincinnati Dayton Rd, West Chester Township, OH 45069.

**Step 4:** After the full completed application is processed, a Food Service Special Permit will be created by MetroParks and sent to Vendor for a signature. After a Vendor signature is returned, a signature is required by MetroParks staff for the permit to be complete.

- Vendor signature on MetroParks Food Service Special Permit

**Step 5:** Attend the event! Follow the guidelines on the Event Specific Vendor Registration Form ([found on YourMetroParks.net > About > Special Event Forms](#)) to see requirements on arrival times and equipment set up.

### **Additional Information**

- 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.
- 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.



## 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. 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) 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.
  - b) The sale of beverages in glass bottles is prohibited.
  - c) The selling of non-food items is prohibited unless specifically authorized in writing by MetroParks.
  - d) 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 associated with operations of the business 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

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**Vendor Signature**

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**Date**



## 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 (circle one): **Sole Proprietor**    **LLC**    **Corporation**    **Other:** \_\_\_\_\_

Available Dates	Name of event	Date & Time of Event	Park Location	Expected Attendance	Vendor Fee (If chosen)
	Eggstravaganza-Flashlight Egg Hunt	April 9 <sup>th</sup> , 2022 7:30 p.m. – 10:00 p.m.	Forest Run MetroPark-Wildlife Preserve	250	\$25.00
	Eggstravaganza-Daylight Egg Hunt	April 10 <sup>th</sup> , 2022 12:00 p.m. – 3:00 p.m.	Elk Creek Metropark-Sebald Park Area	250	\$25.00
	Run Forest Run	May 7 <sup>th</sup> , 2022 8:00 a.m. – 11:00 a.m.	Forest Run MetroPark-Timberman Ridge	300	\$25.00
	Theater in the Park	June 4 <sup>th</sup> , 2022 5:00 p.m. – 8:00 p.m.	Voice of America MetroPark	120	\$25.00
	Summer Movie Night	June 25 <sup>th</sup> , 2022 8:00 p.m. – 11:00 p.m.	Voice of America MetroPark	250	\$25.00
	Crazy Cardboard Regatta	July 16 <sup>th</sup> , 2022 11:00 a.m. – 3:00 p.m.	Voice of America MetroPark	1,000	\$100.00
	Mud Mania Day 1	July 29 <sup>th</sup> , 2022 11:00 a.m. – 3:00 p.m.	Rentschler Forest	1,000	\$100.00
	Mud Mania Day 2	July 30 <sup>th</sup> , 2022 11:00 a.m. – 3:00 p.m.	Rentschler Forest	1,000	\$100.00
	Fun on the Farm	September 18 <sup>th</sup> , 2022 12:00 p.m. – 4:00 p.m.	Chisholm MetroPark	300	\$25.00
	Pioneer Life	October 1 <sup>st</sup> , 2022 12:00 p.m. – 4:00 p.m.	Governor Bebb MetroPark	500	\$25.00
	The Howl	October 15 <sup>th</sup> , 2022 4:00 p.m. – 9:00 p.m.	Voice of America Park	250	\$25.00
<b>Summer Concert Series Dates</b>					
	Summer Concert Series	May 25 <sup>th</sup> , 2022 7:00 p.m. – 9:00 p.m.	Voice of America Park Athletic Complex	300	\$25.00
	Summer Concert Series	June 1 <sup>st</sup> , 2022 7:00 p.m. – 9:00 p.m.	Voice of America Park Athletic Complex	300	\$25.00
	Summer Concert Series	June 8 <sup>th</sup> , 2022 7:00 p.m. – 9:00 p.m.	Voice of America Park Athletic Complex	300	\$25.00
	Summer Concert Series	June 15 <sup>th</sup> , 2022 7:00 p.m. – 9:00 p.m.	Voice of America Park Athletic Complex	300	\$25.00
	Summer Concert Series	June 22 <sup>nd</sup> , 2022 7:00 p.m. – 9:00 p.m.	Voice of America Park Athletic Complex	300	\$25.00
	Summer Concert Series	June 29 <sup>th</sup> , 2022 7:00 p.m. – 9:00 p.m.	Voice of America Park Athletic Complex	300	\$25.00
	Summer Concert Series	July 6 <sup>th</sup> , 2022 7:00 p.m. – 9:00 p.m.	Voice of America Park Athletic Complex	300	\$25.00
	Summer Concert Series	July 13 <sup>th</sup> , 2022 7:00 p.m. – 9:00 p.m.	Voice of America Park Athletic Complex	300	\$25.00
	Summer Concert Series	July 20 <sup>th</sup> , 2022 7:00 p.m. – 9:00 p.m.	Voice of America Park Athletic Complex	300	\$25.00

	Summer Concert Series	July 27 <sup>th</sup> , 2022 7:00 p.m. – 9:00 p.m.	Voice of America Park Athletic Complex	300	\$25.00
	Summer Concert Series	August 3 <sup>rd</sup> , 2022 7:00 p.m. – 9:00 p.m.	Voice of America Park Athletic Complex	300	\$25.00
	Summer Concert Series	August 10 <sup>th</sup> , 2022 7:00 p.m. – 9:00 p.m.	Voice of America Park Athletic Complex	300	\$25.00

**Please Note: Canopies, electric service and water are not provided by MetroParks.**

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

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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 \_\_\_\_\_



## Menu/Product Sheet

Please attach a menu or list menu options with prices below:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Additional comments:

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