



Food Vendor Information, Rules and Requirements

Newington Goes Country (Thursday, June 8, 2023: 6-10 pm)

Food Truck Friday (Friday, June 9, 2023: 5-10 pm)

~ Mill Pond Park, Newington, CT ~

Local food vendors and restaurants are invited to join us on June 8 through 9, 2023 at Mill Pond Park in Newington. On Thursday, June 8, we will be having Newington Goes Country and a concert. Food Truck Friday and a concert will be held on Friday, June 9 from 6:00 to 9:00 pm. Both events will be held at Mill Pond Park in Newington. Food vendors are welcome to participate in one or both of these events. Please read the following information carefully:

Qualifications: Food vendors are accepted on a first-come, first-served basis, and all applications are subject to approval. The Newington Parks and Recreation Department reserves the right to accept or deny applications. Food vendors must have a Temporary Food Service Establishment License, available from the Central Connecticut Health District (www.ccthd.org). Food vendors may only sell products approved by the Parks and Recreation Department and listed on the Food Vendor Application Form.

Vendor Requirements: To be considered for participation, the items below are required.

At the time of application, the following items must be submitted:

- **Completed Food Vendor Application Form** (including Connecticut Sales Tax ID Number) with applicable fees by May 19, 2023.
- **Space Fees (per unit):**
 - \$60 for Newington Goes Country (Thursday, June 8: 6 to 10 pm)
 - \$60 for Food Truck Friday (Friday, June 9: 5 to 10 pm)
 - \$100 FOR ALL BOTH EVENTS (Thursday & Friday)

If your application is approved, you will be notified, and the following items are then required:

- **Certificate of Insurance** (naming the "Town of Newington", 200 Garfield Street, Newington, CT 06111). Information regarding required Insurance Coverages and Limits is included on the next page. The current, completed Certificate of Insurance is due to the Newington Parks and Recreation Department no later than June 1, 2023.
- **Temporary Food Service Establishment License application form**, available online from the Central CT Health District (www.ccthd.org). This form must be submitted with the appropriate fee to the Central CT Health District, 2080 Silas Deane Highway, Ste. 100, Rocky Hill, CT 06067, by May 19, 2023. It is the Food Vendor's responsibility to ensure they are properly licensed.

Spaces: Spaces are marked on a grassy field with no shade or electricity. Spaces are in rows, adjacent to other vendors with no walkways between booths/trucks. Vendors are responsible for providing their own equipment, electricity, water, tables, canopy tents, etc. and are responsible for securing tents and all property from wind or inclement weather. All spaces are assigned on a first-come, first-served basis at the discretion of the Parks and Recreation Department. The Department reserves the rights to move the vendors to an adjacent parking lot due to inclement weather.

Any equipment, trucks, or tables must be within the space perimeters and may not extend into the walkways or another adjacent space.

Application Form: If your business is requesting to bring multiple food trucks/booths, one Food Vendor Application Form must be filled out for each truck/booth. **Application Deadline: May 19, 2023.**

Space Fees: The fee for food vendors is noted above. All food vendors must submit the space fee(s) with a Food Vendor Application Form for each food truck/booth requested. For example, if a business is bringing two food trucks on Friday night, the total fee for Friday night would be \$120. Fees are non-refundable, unless the Parks and Recreation Department denies your application. Full payment of fees must accompany the completed Food Vendor Application Form. Checks may not be postdated. We also accept payment by Visa, Mastercard, or Discover.

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Set-Up/Clean-Up: Vendors will have access to the park for set-up until an hour before the events begin and then vendors must have all unauthorized vehicles removed from the park. Vendors should enter the park from Garfield Street (**if using GPS, use 100 Garfield Street, Newington, CT**). Event staff will be at the park to direct vendors to their assigned spaces. Vehicles will be permitted back in the park after the events for clean-up.

Miscellaneous: We recommend that you and your staff dress appropriately for the forecasted weather conditions. Smoking is not permitted within the space areas. No unauthorized vehicles or motorized carts will be permitted in the park until crowds have cleared after the event is over.

Compliance: All vendors must comply with all rules and requirements stated above. Any vendors not in compliance with our rules and requirements will be asked to leave immediately, and no refunds will be granted.

Insurance: All Food Vendors shall furnish a Certificate of Insurance to the Newington Parks & Recreation Department for the following insurance coverage. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term. Such Certificate of Insurance shall specify that the Town of Newington will receive thirty (30) days' notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

1. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations:
 - \$1,000,000 Each Occurrence
 - \$1,000,000 AggregateCombined Single Limit for personal injury or property damage or both combined.
2. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.
 - \$1,000,000 Each AccidentCombined Single Limit for bodily injury or property damage or both combined.
3. Workers Compensation Insurance in accordance with Connecticut State Statutes, minimum of \$100,000.

The Certificate of Insurance shall reference 'Newington Parks and Recreation June events', and shall name the 'Town of Newington, 200 Garfield Street, Newington, CT 06111' as an additional insured for Commercial General Liability coverage.

The Certificate of Insurance must be accompanied by a Town of Newington June Event Food Vendor Agreement which will be sent to you once your Food Vendor Application has been approved. The Agreement includes detailed information regarding required Insurance Coverages and Limits. Agreement must be returned by mail or in person with an original signature.

The Certificate of Insurance must be received by the Parks and Recreation Department by June 1, 2023.

Thank you.

2/1/2023