

**CITY OF UKIAH COMMUNITY SERVICES DEPARTMENT  
411 W. CLAY ST. UKIAH, CALIFORNIA 95482  
Phone (707) 463-6231, fax (707) 463-6740**

**FOOD VENDOR APPLICATION FORM  
2024 SUNDAYS IN THE PARK CONCERTS**

NAME OF ORGANIZATION \_\_\_\_\_  
 CONTACT PERSON(S) \_\_\_\_\_ / \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE NUMBER(S) \_\_\_\_\_  
 FAX NUMBER \_\_\_\_\_ E-MAIL \_\_\_\_\_

**PLEASE LIST ITEMS TO BE SOLD ALONG WITH PRICES:  
 (be specific; attach a separate sheet if needed) Items not listed CANNOT be sold without prior approval.**

ITEM	PRICE	ITEM	PRICE
1. _____	\$ _____	5. _____	\$ _____
2. _____	\$ _____	6. _____	\$ _____
3. _____	\$ _____	7. _____	\$ _____
4. _____	\$ _____	8. _____	\$ _____

**WE ARE/I AM INTERESTED IN SELLING CONCESSION ITEMS ON THE FOLLOWING CONCERT DATES:** (Please check all that apply)

- |                                  |                                    |
|----------------------------------|------------------------------------|
| <input type="checkbox"/> June 9  | <input type="checkbox"/> July 28   |
| <input type="checkbox"/> June 30 | <input type="checkbox"/> August 11 |
| <input type="checkbox"/> July 14 | <input type="checkbox"/> August 18 |

**FOOD VENDOR FEES:**

- **Businesses:** \$100 deposit fee and 10% of gross profits due at end of season (less \$100 deposit fee)
- **Non Profits:** \$50 per concert

**Do you need electricity?**  Yes  No

Payment of booth fees may be made in Cash, Visa, MasterCard, Personal Check, Money Order or by Cashier's Check. *Checks are to be made payable to the City of Ukiah, 411 W Clay St., Ukiah, CA 95482.*  
**No Refunds will be issued.**

*Complete the reverse side ..... ⇒ Complete the reverse side..... ⇒ Complete the reverse side..... ⇒*

<b>For Office Use</b>	<b>APPROVED:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Received _____	Fees Paid _____
Insurance Certificate _____	Endorsement _____
Food Permit _____	Notes _____
90000000 23226	

**FOOD VENDORS AGREE TO THE FOLLOWING:**

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1. Submit a completed City of Ukiah Food Vendor Application with booth fee one week prior to the concert(s) you will be participating at.
2. Follow all local, state and federal laws, regulations, and guidelines for food and beverage service and handling and any other laws governing this type of activity including but not limited to receiving a **temporary food facility permit from the County of Mendocino Environmental Health Division.**
3. Provide the City of Ukiah with a **Certificate of Insurance and Additional Insured Endorsement** naming the City of Ukiah as additionally insured in the amount of \$1,000,000 (one million dollars). Samples will be provided upon request.
4. Provide your own extension cord(s). There are a limited number of electrical outlets available that will be assigned on a first come, first served basis. **Please indicate if power is needed.**
5. Provide a menu of your items with prices on your booth and clearly visible to the consumer.
6. Provide your own tables, chairs, and shade (optional). Tables and chairs will not be provided.
7. The hours for setting up equipment are 2 pm to 5 pm. Vehicles must be out of the park by 5 pm. Be set up and ready to serve concert attendees by 5:30 pm. Your assigned area will be posted. Each concessionaire will receive a 10ft x 10ft area. **Do not move from assigned locations.** Due to limited parking, only 2 parking spaces per vendor will be available in the designated “vendor parking” area.
8. Keep your booth and surrounding area clean throughout the event and perform a final clean-up of the area upon departing. Use the dumpster or pack your garbage out.
9. Water outlets are limited. Bring drinking water if possible.
10. The sale of single-use water bottles is prohibited. The City of Ukiah will provide a water station to patrons.
11. Wind and weather is unpredictable. Although extremely warm in the afternoon, it may get very cold in the evening.
12. The City of Ukiah has procedures and policies for conducting business within the City limits. All sellers must have a valid sellers permit and/or business license as applicable.
13. The undersigned and the organization he/she represents (“applicant”) shall fully indemnify, defend and hold harmless the City of Ukiah, and its officers, employees and agents (collectively, the “City”) against any expense or liability in connection with a claim for damages against the City (“claim”) which arises out of applicant’s use of a booth at a Sundays in the Park concert at Todd Grove Park. Applicant will pay all costs incurred by City or required to defend City against any claim, including, but not limited to, court-related fees, litigation expenses, and the fees of attorneys, experts, expert witnesses and consultants. Applicant will pay the full amount of any settlement of a claim by the City or judgment against the City resulting from a claim.

**Vendor Applications with the required fees will be accepted starting on May 1, 2024 at 8AM**

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Due to lack of space and other criteria, some applications will be denied. In order to limit competition among concessionaires, modifications to menus may be requested. For further information on the selection process, contact Marianne Davison at the Community Services Department at 463-6231.

WE/I HAVE ENCLOSED MY CHECK IN THE AMOUNT OF \$ \_\_\_\_\_  
I UNDERSTAND THAT IF I AM NOT SELECTED TO PARTICIPATE, OUR/MY FEE(S) WILL BE RETURNED IMMEDIATELY. THE CITY OF UKIAH RESERVES THE RIGHT TO REJECT AN APPROVED BOOTH IF THE APPLICANT(S) DO (ES) NOT MEET THE PROVISIONS OUTLINED ABOVE AND/OR ANY PROVISIONS ISSUED AT A LATER DATE BY THE COMMUNITY SERVICES DEPARTMENT.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Food Voucher Program: Please read carefully**

WE/I WILL PARTICIPATE IN THE FOOD VOUCHER PROGRAM FOR THE CITY OF UKIAH EMPLOYEES/VOLUNTEERS. We/I will keep accurate records of all voucher concessions. We/I will submit a voucher reimbursement invoice and a W-9 no later than August 30, 2024. In the event that I do not submit our/my voucher reimbursement invoice, I acknowledge that the City of Ukiah is not obligated to pay my voucher reimbursement invoice.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_