



2019 Food Vendor – Special Events SPECIAL EVENTS AND PRICE LISTING

Special Events	Basic Vendor Fee	Max # of Vendors Needed for Event
EGGstravaganza	\$150.00	4
Food Trucks and the Arts (fee is for the season)	\$100.00	
Rolling on the River Food Truck Event (fee is for the season)	\$100.00	
Movie and More Series (fee is <i>per event night</i>)	\$100.00	3-4
Celebrate Freedom	\$200.00	10
Symphony Under the Stars	\$100.00	5-6
Northwest River Park Family Fun Day	\$100.00	8
**Battle of Great Bridge	\$50.00	1-2

Vendor must provide their own power for events. Please be aware that if you don't have a quiet generator or inverter generator, you may be asked to turn your power off during performances and movies.

*** Due to the historical nature of this event, we are only accepting limited vendors that fall in line with the period/theme.*

EVENT	DATE/LOCATION
EGGstravaganza	April 20 th /Chesapeake City Park
Food Trucks and the Arts	2 nd and 4 th Wednesdays in April, May, June, September, October/Courtyard Square Park
Rolling on the River Food Truck Event	2 nd and 4 th Thursdays April – October/Elizabeth River Park
Movie and More Series	Various Dates/Various Locations
Celebrate Freedom	July 3 rd / Chesapeake City Park
Symphony Under the Stars	September 1 st /Chesapeake City Park
Northwest River Park's Family Fun Day	September 28 th /Northwest River Park
Battle of Great Bridge	December 7 th and 8 th /Battlefield Park South



2019 Food Vendor – Special Events APPLICATION REQUIREMENTS

To apply as a Chesapeake Parks, Recreation and Tourism Special Events food vendor, please complete the attached application and email with all required paperwork to:

Chesapeake Parks, Recreation and Tourism
Subject Line: [Your Company Name]- 2019 Vendor Special Events

events@cityofchesapeake.net

Important Dates:

- **January 11, 2019 – Food Vendor Applications Posted Online**
- **February 1, 2019 – Completed Application due for Annual Event Selection Process**
Applications are accepted throughout the year, however selection for the events listed above will first be made from applications received from January 11, 2019 to February 1, 2019.
- **February 11, 2019 – February 13, 2019 – Notification of Selected Vendors for Annual Events**
All applicants be made aware of their selection or alternate status at this time through email. PLEASE provide an address that will attachments.
- **March 15, 2019 – All events prior to June 30, 2019 MUST be paid for by this date.**
If you are selected for an event and do not pay by this date, a late fee of \$25 dollars will be assessed to each unpaid event. All fees are nonrefundable. In the event of an event cancellation (made by Chesapeake Parks, Recreation and Tourism) fees will be applied to vendors account for a future event or PRT program.
- **May 17, 2019 – All events after June 30, 2019 and before December 30, 2019 MUST be paid for by this date.**
If you are selected for an event and do not pay by this date, a late fee of \$25 dollars will be assessed to each unpaid event. All fees are nonrefundable. In the event of an event cancellation (made by Chesapeake Parks, Recreation and Tourism) fees will be applied to vendors account for a future event or PRT program.

VERY IMPORTANT : PLEASE READ

1. Please **DO NOT** send checks with your application. Once selected for event(s), make checks payable to: Chesapeake Treasurer. Checks will not be accepted prior to receiving notification (email or phone call) of acceptance to an event.
2. Please provide a complete menu of what you want to sell on each event you would like to attend. Please be aware, you may be accepted to the event, but requested to amend your items sold depending on needs of the event. Please **DO NOT** offer items at the event that are not pre-approved.
3. Please be advised that spaces and locations **ARE NOT** guaranteed. Placement is at the discretion of the event programmer, not previous year's appointment.
4. Chesapeake Parks, Recreation and Tourism will charge Special Event food vendors a flat fee; the fee varies based on the size and duration of event. If vendor fee isn't received by specified date, the vendor may be replaced at the discretion of the event programmer.
5. Parks, Recreation and Tourism **WILL NOT** guarantee sole product service to any vendor.
6. All completed applications must be received by (not postdated) February 1st COB to guarantee possible event placement of annual events.
7. Vendors will provide a copy of their Certificate of Insurance for the event with a minimum liability coverage of \$1,000,000 naming the "City of Chesapeake, 306 Cedar Road, Chesapeake, VA 23322" as additionally insured.
8. Vendors selling food must comply with all applicable state and local fire codes and must provide a copy of an approved Chesapeake Fire Inspection Report within the past year to operate on city property. [Contact Chesapeake Fire Prevention Division, \(757\) 382-6566 for specific requirements.](#)
9. Vendors are responsible for reporting taxes, have a current City of Chesapeake business license, and be in-good-standing with the [Chesapeake Commissioner of the Revenue \(757\) 382-6738.](#)
10. Vendors selling food must comply with the regulations from the [Chesapeake Health Department \(757\) 382-8672.](#)
11. Vendors are responsible for their own set-up and break-down including trash collection and removal.
12. Vendors must comply with designated set-up and break-down times. Any violations will be noted and vendor may not be invited to participate in future events and activities.
13. Please make checks payable to: [Chesapeake Treasurer](#)

Once the application and required documentation have been received, this information will be forwarded to the Chesapeake Health, Fire Department and Commissioner of Revenue for review. Approval from each is required prior to participating in our special events.

Questions: Special Events,
(757) 382-6411 or events@CityofChesapeake.net

Please Remember to Submit:

Complete Application
Certificate of Current Insurance (*must be current as of March 30, 2019*)
Current Fire Inspection
Current Health Department Certificate
Vendor Menu
Pictures of Setup
501 Designation Certificate (*if applicable*)



2019 Food Vendor – Special Events APPLICATION

Please complete the following application **completely** and email with all required documentation. Failure to provide information or documentation will result in approval delays. events@CityofChesapeake.net

Full Legal Name of Business or Sponsoring Organization (Applicant):	
Events Requested	
<input type="checkbox"/> EGGstravaganza (Chesapeake City Park)	<input type="checkbox"/> Movie and More: August 17 th (Deep Creek Park)
<input type="checkbox"/> Food Trucks and the Arts (Courtyard Square Park)	<input type="checkbox"/> Symphony Under the Stars (Chesapeake City Park)
<input type="checkbox"/> Rolling on the River Food Trucks (Elizabeth River Park)	<input type="checkbox"/> Movie and More: Sept 14 th (Chesapeake City Park)
<input type="checkbox"/> Movie and More: June 15 th (Western Branch Park)	<input type="checkbox"/> Northwest River Park's Family Fun Day (NWRP)
<input type="checkbox"/> Celebrate Freedom (Chesapeake City Park)	<input type="checkbox"/> Movie and More: Oct 19 th (Elizabeth River Park)
<input type="checkbox"/> Movie and More: July 27 th (Courtyard Square Park)	<input type="checkbox"/> Battle of Great Bridge (Battlefield Park South)
Is this organization a 501 or non-profit organization?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Address:	
Applicant Contact:	
Home Phone Number:	
Cell Phone Number:	
Work Phone Number:	
Email Address:	
Organization/Business Website:	
Organization/Business Facebook:	
Chesapeake Business License #:	
Federal Tax ID # (EIN):	
Size of Vehicle or Tent Used at Events (please attach pictures of setup)	
Additional Equipment Used at Events (Signage, message boards, etc.)	
Description of Menu (please provide menu in attachment)	

Additional Notes

