

Parks, Recreation and Tourism
Chesapeake
 VIRGINIA

2021 Food Vendor – Special Events
SPECIAL EVENTS AND PRICE LISTING

Special Event (all tentative)	Vendor Fee
KayaXpedition	\$50
Celebrate Freedom	\$200
Symphony Under the Stars	\$100
9/11 Memorial Concert	\$50
Battle of Great Bridge*	\$50

**Due to the historical nature of this event, we are only accepting limited vendors whose image portrays the period/theme.*

Vendors 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.

EVENT	SCHEDULED DATE/LOCATION
KayaXpedition	June 12 th /Oak Grove Lake Park
Celebrate Freedom	July 3 rd /Chesapeake City Park
Symphony Under the Stars	September 5 th /Chesapeake City Park
9/11 Memorial Concert	September 11 th /Chesapeake City Park
Battle of Great Bridge	December 4 th and 5 th /Battlefield Park South

2021 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
events@cityofchesapeake.net
Subject Line: [Your Company Name]- 2021 Vendor Special Events

Important Dates:

- **March 1, 2021 – Food Vendor Applications Posted Online**
- **April 16, 2021 – 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 March 1, 2021 to April 16, 2021.
- **April 30, 2021 – Notification of Selected Vendors for Annual Events**
All applicants are notified of their selection or alternate status through email at this time. PLEASE provide an address that will accept attachments.
- **June 4, 2021 – All 2021 events MUST be paid for by this date.**
If you are selected for an event and do not pay by the June 4, 2021 deadline, a late fee of \$25 dollars will be assessed to each unpaid event. All fees are nonrefundable. If an event is cancelled by Chesapeake Parks, Recreation and Tourism, fees will be applied to vendors' accounts for a future event or PRT program.

VERY IMPORTANT : PLEASE READ

1. Please **DO NOT** send checks with your application. Checks will not be accepted prior to receiving notification (email or phone call) of acceptance to an event. Once notified of acceptance, **make checks payable to Chesapeake Treasurer**, and mail or drop it off in person to Chesapeake Parks, Recreation and Tourism, 1224 Progressive Drive, Chesapeake, VA 23320.

2. Provide a complete menu of what you want to sell at 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. 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) April 16th close of business to guarantee possible event placement of annual events if accepted.
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 must 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.

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

ALL EVENTS ARE SUBJECT TO CANCELLATION DUE TO HEALTH AND SAFETY RESTRICTIONS THAT MAY BE ANTICIPATED OR IN PLACE AT THE TIME OF THE SCHEDULED EVENT.

Questions: Special Events

(757) 382-6411 or events@CityofChesapeake.net

Please Remember to Submit:

Complete Application
Certificate of Current Insurance (*must be current through December 5, 2021*)
Current Fire Inspection
Current Health Department Certificate
Vendor Menu
Pictures of Setup
501 Designation Certificate (*if applicable*)



**2021 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"/> KayaXpedition (Oak Grove Lake Park)	<input type="checkbox"/> 9/11 Memorial Concert (Chesapeake City Park)
<input type="checkbox"/> Celebrate Freedom (Chesapeake City Park)	<input type="checkbox"/> Battle of Great Bridge (Battlefield Park South)
<input type="checkbox"/> Symphony Under the Stars (Chesapeake City Park)	
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: