

2020 Food Vendor – Special Events
SPECIAL EVENTS AND PRICE LISTING

Special Event	Vendor Fee
EGGstravaganza	\$150
Food Truck Series (Fee is for the season and covers both 2020 scheduled locations) *	\$100
Movie & More Series (Fee is per event night, 4-5 annually scheduled)	\$100
Celebrate Freedom	\$200
Symphony Under the Stars	\$100
Northwest River Park Family Fun Day	\$100
Battle of Great Bridge **	\$50

*Fee would also cover eligibility to participate in any additional Departmental sponsored food truck series events or special activity in 2020. (None additional are scheduled at this time)

**Due to the historical nature of this event, we are only accepting limited vendors that may fall in line with 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	DATE/LOCATION
EGGstravaganza	April 11 th /Chesapeake City Park
Rolling on the River Food Trucks	3 rd Thursdays, April – June & September-October/Elizabeth River Park
Revolutionary Food Trucks	1 st and 3 rd Wednesdays, April – October/Battlefield Park
Movie & More Series	Various Dates/Various Locations (4-5 scheduled annually)
Celebrate Freedom	July 3 rd / Chesapeake City Park
Symphony Under the Stars	September 6 th /Chesapeake City Park
NWRP Family Fun Day	September 26 th /Northwest River Park
Battle of Great Bridge	December 5 th and 6 th /Battlefield Park South



2020 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]- 2020 Vendor Special Events

Important Dates:

- **January 27, 2020 – Food Vendor Applications Posted Online**
- **February 28, 2020 – 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 27, 2020 to February 28, 2020.
- **March 10, 2020 – Notification of Selected Vendors for Annual Events**
All applicants are made aware of their selection or alternate status at this time through email. PLEASE provide an address that will accept attachments.
- **March 25, 2020 – All events prior to June 30, 2020 MUST be paid for by this date.**
If you are selected for an event and do not pay by the March 25, 2020 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.
- **May 20, 2020 – All events after June 30, 2020 and before December 30, 2020 MUST be paid for by this date.**
If you are selected for an event and do not pay by the May 20, 2020 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) February 28th close of business 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.](tel:7573826566)
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.](tel:7573826738)
10. Vendors selling food must comply with the regulations from the [Chesapeake Health Department \(757\) 382-8672.](tel:7573828672)
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, Fire Department, and Commissioner of Revenue for review. Approval from each is required prior to participating as a food vendor 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, 2020*)
Current Fire Inspection
Current Health Department Certificate
Vendor Menu
Pictures of Setup



2020 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 & More: August 22 nd (Western Branch Park)
<input type="checkbox"/> Food Truck Series (Elizabeth River Park & Battlefield Park)	<input type="checkbox"/> Symphony Under the Stars (Chesapeake City Park)
<input type="checkbox"/> Movie & More: May 9 th (Elizabeth River Park)	<input type="checkbox"/> Northwest River Park's Family Fun Day (NWRP)
<input type="checkbox"/> Celebrate Freedom (Chesapeake City Park)	<input type="checkbox"/> Movie & More: Oct 10 th (Deep Creek Park)
<input type="checkbox"/> Movie & More: July 25 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 checked="" 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: