

## 25<sup>th</sup> ANNUAL SOUTHBURY CELEBRATION 2023!

SATURDAY, SEPTEMBER 9<sup>th</sup>, 2023

RAIN DATE IS SUNDAY, SEPTEMBER 10<sup>th</sup>, 2023

WANT TO BE ON A WAIT LIST FOR THE RAIN DATE? FOLLOW SAME PROCEDURE TO APPLY

**MUSIC!! FOODOCOURT!! FIREWORKS!! FUN!!**

**ATTN: FOOD TRUCKS/ VENDORS & COMMUNITY ORGANIZATIONS  
YOU ARE INVITED TO PARTICIPATE IN THIS TOWN-SPONSORED COMMUNITY EVENT  
AS A FOOD VENDOR**

### GENERAL INFORMATION

**EVENTS:** Music, Food Court, & Fireworks  
**TIME:** 4:00 PM – 9:00 PM Food Court  
4:30 PM – 8:15 PM – Music and entertainment  
8:15 PM – 8:45 PM – Fireworks Display  
**LOCATION:** Southbury Training School – Field at Lake Stibbs  
Route #172, Southbury, CT

### RULES & GUIDELINES

1. **\*\*\*All vendors must be on the field by 3:00pm\*\*\*NO food vendor VEHICLES WILL BE ADMITTED ONTO THE EVENT FIELD AFTER 3:00PM – NO EXCUSES /NO EXCEPTIONS\*\*NO REFUND will be provided if YOU are LATE**
2. All items must be on-site consumable food items. Vendors can sell multiple food items and no entrees are exclusive to any vendor (i.e. multiple vendors can sell the same food item).
3. ALL PRICES NEED TO BE CLEARLY DISPLAYED IN BOLD 2” LETTERING.
4. Food vendor spaces will be assigned at check-in which begins at 12:30pm.
5. Food vendors must have Health Dept. pre-event approval plus Health Dept. event day inspection and ready to serve by 4:00pm. Once inspections are complete, vendor may serve continuously until 9:00pm. Vendors will depart after crowd disperses. Anticipated for 9:15pm or when directed by the Committee.
6. Each vendor space is approximately 12’ frontage. Food trucks will have some additional space to accommodate their vehicle. Special allowances will be reviewed, if requested in writing, at time of application.
7. **Vendor units must be self-contained. The event field has no water source or electrical service. A commercial refrigerated trailer will be available to food vendors at no additional cost. Please advise if you wish to utilize.**
8. A dumpster will be on-site for your cleanup. All vendors will be expected to leave your service area clean at the end of the evening.
9. Vendors using gas grills or generators must be equipped with fire extinguishers. In addition, vendors using deep fryers or oil-based cooking methods must have a Class K fire extinguisher.
10. Fees: **Commercial Food Trucks and Commercial Vendors \$150** non-refundable fee per space.  
**Non-profit organization food Vendors \$50** non-refundable fee per space.  
If the event is postponed or cancelled due to inclement weather, then fees will be returned, otherwise vendors are charged for their reserved space. Waitlisted Sunday vendors will receive refund if event is held on Saturday.
11. You should bring a flashlight or lantern lighting as when the lights are turned off for the fireworks it will be very dark. (FYI, you can sell your products during the fireworks show).
12. Space is limited. Vendors will be selected on a first come/first served basis. Fees will be returned immediately to those applicants not selected. Final Deadline for applications is Friday, July 14, 2023 and are subject to space availability.
13. **When we receive your Vendor Application, you will be required to immediately contact Housatonic Valley Health District to get their forms to complete for Health Department compliance. Vendors will be separately responsible payment of any application fees the Health Department may require.**  
<https://hvhd.us/permit/application-for-temporary-seasonal-or-mobile-food-service-permit/>
14. **Attach a Certificate of Insurance in the amount of \$1,000.00 liability** (or other sum as approved by the Town Southbury) with your application.
15. Attach a copy of your **Connecticut Sales Tax Permit** with your application.
16. The **Fire Marshal’s Office** may have additional requirements or inspections.

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**VENDOR APPLICATION**

**DEADLINE FOR APPLICATIONS FOR GUARANTEED INCLUSION IN ALL  
PUBLICITY IS JUNE 15, 2023. FINAL DEADLINE IS JULY 14, 2023.**

Send this application with all necessary attachments to:

**Southbury Parks and Recreation**

**561 Main Street South**

**Southbury, CT 06488**

Vendor/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Food Product Description: \_\_\_\_\_

\_\_\_\_\_

If Food Truck, provide truck length & any special issues: \_\_\_\_\_

\_\_\_\_\_

**Prepare for commitment of both dates in case of rain.**

Check One: Commercial Vendor Space Fee \_\_\_\_\_ \$150.00

Non-Profit Organization Space Fee \_\_\_\_\_ \$ 50.00

**WAIVER**

I HEREBY, IN THE EVENT OF ACCIDENT AND/OR INCIDENT, WAIVE ALL CLAIMS AND/OR DAMAGES AGAINST THE TOWN OF SOUTHBURY, CONNECTICUT, THE SOUTHBURY RECREATION DEPARTMENT, SOUTHBURY TRAINING SCHOOL AND/OR THEIR AGENTS AND EMPLOYEES. THE UNDERSIGNED, HEREBY RELEASES THE TOWN OF SOUTHBURY AND SOUTHBURY TRAINING SCHOOL FROM ALL ACTIONS, CAUSES OF ACTION, SUITS, CONTROVERSIES, PROMISES, DAMAGES, JUDGMENT, EXTENT, EXECUTION, CLAIMS AND DAMAGES WHATSOEVER IN LAW OR EQUITY WHICH AGAINST THE TOWN OF SOUTHBURY AND/OR SOUTHBURY TRAINING SCHOOL BY MYSELF, MY HEIRS, OR HEREAFTER CAN, SHALL OR MAY, HAVE FOR, UPON, OR BY REASON OF MATTER CAUSE OR THING WHATSOEVER FROM THE BEGINNING OF THE WORLD FOREVER HEREAFTER IN CONNECTION WITH MY PARTICIPATION IN ACTIVITIES UPON PREMISES AND/OR LANDS OWNED BY THE TOWN OF SOUTHBURY AND/OR THE STATE OF CONNECTICUT. IN PARTICIPATING IN SAID ACTIVITIES, I UNDERSTAND THAT THERE ARE CERTAIN RISKS THAT I MAY BE INJURED OR INCUR PHYSICAL HARM OR INJURY AND I ASSUME SAID RISKS OF MY OWN FREE WILL KNOWING THAT I SHALL BEAR FULL RESPONSIBILITY FOR MEDICAL COSTS, CARE, TREATMENTS, OR ANY OTHER COSTS OR DAMAGES TO ME AS A RESULT OF SAID INJURIES. I HAVE READ THE ABOVE STATEMENT AND I VERIFY I AM IN GOOD HEALTH AND COVERED BY MEDICAL INSURANCE. I AGREE TO HOLD HARMLESS THE TOWN OF SOUTHBURY AND/OR SOUTHBURY TRAINING SCHOOL FROM ANY CLAIMS, ACTIONS AND LAWSUITS RESULTING FROM MY ACTIVITIES ON THE TOWN/STATE PROPERTY.

Your signature on this application is your agreement to abide by the rules of this show and constitutes a contract and insurance waiver.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_