



FOOD VENDOR APPLICATION

Application Form

Thank you for your interest in participating as a food vendor at a St. John Parks & Recreation event. To be considered for a vendor space, please fill out the following information. Please be advised that the parks department reserves the right to limit the types of foods and products available for sale at any given event. Payment of fee is only upon approval of the Parks Department.

EVENT INFORMATION

Name: _____ Location: _____ Date: _____

CONTACT INFORMATION

Business Name: _____ Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Website: _____

Cell Phone: (_____) _____ Business Phone: (_____) _____

List Menu Items: _____

VENDOR SPACE INFORMATION

Space Type: Food Truck _____ Tent _____ Trailer _____

FEE: \$50

Space Requirements: _____

Electrical Requirements: 110V _____ 220V _____ AMPS: _____ OUTLETS: _____

*PLEASE NOTE ELECTRICITY IS ONLY AVAILABLE FOR CERTAIN EVENTS AND VENUES. Vendors will be asked to bring their own power supply (ex. Generator) in case of insufficient power.

Food vendors must abide by all Lake County, Indiana Health Department regulations for temporary food event operations. Please contact the department at 219-755-3655 for any questions.

RELEASE & INDEMNIFICATION AGREEMENT

The Vendor shall hold harmless and indemnify the Town of St. John, the Town of St. John Park Board, and all authorized agents and employees from any and all liability and/or claims due to use or consumption of the Vendor's products or due to damage and/or theft of Vendor's vehicles, equipment, merchandise, goods, and ware kept upon premises in conjunction with the event. The Vendor understands that exclusivity on products for sale and location of set up is not guaranteed. I agree that I have read and accepted the terms of this application.

Name (Print): _____ Signature: _____

Date: _____

For more information, contact the Town of St. John Parks & Recreation Department at 219-365-6236 or email parks@stjohnin.com.



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Vendor Guidelines

FOOD & BEVERAGE

Vendors serving food and beverages only. Food and beverage vendors must have the necessary permits, at least seven (7) days prior to the event, with the Lake County, Indiana Health Department. Vendors will be accepted based on the items served.

APPLICATIONS & FEES

Interested vendors must complete and return the Food Vendor Application Form via mail or drop off at the Town of St. John Parks Office located at 9350 Hack St. Bldg. 2, St. John, IN 46373. Cash, check, card or money orders accepted. Checks and money orders made payable to the Town of St. John. **The fee for the event is \$50.00.** Vendors should not make any payment until they have received confirmation of their approval.

CHECK-IN & SET-UP

Check-in and set-up times will vary for each event. A Park Representative will contact you prior to the event for details.

BOOTH SPACE

All businesses or other activity must be conducted within the designated rental area only. If you require more space, businesses must purchase 2 spots. No distribution, canvassing, flyers, nor vending of any kind by strolling through the event. Tents must be weighted and not staked down into the ground, due to the irrigation systems and other utilities.

CLOSING & TEAR DOWN

Closing and tear down times will vary for each event. A Park Representative will be in contact with you prior to the event for details.

PARKING

Parking is limited, and is first come, first serve. After unloading and setting up, vehicles must be moved to the designated parking areas outside of the event.

REFUNDS

Application fees received from accepted vendors will only be refunded if the event is canceled.

INFORMATION

For more information, contact the Town of St. John Parks & Recreation Department at 219-365-6236 or email parks@stjohnin.com.