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Number

# Temporary Food Vendor Application

8 East Galena Blvd. • Aurora, Illinois 60506 • (630) 723-2463 • FAX (630) 892-1084 • brianaj@ParamountArts.com • RiverEdgeAurora.com

## Business Information

Legal Business Name: \_\_\_\_\_

DBA ("Doing Business As"): \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Bus. Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

## Personal Contact Information

Operator/Applicant Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact (other than applicant): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Can your contact info. be given to companies renting the park interested in food vendors? YES \_\_\_ NO \_\_\_

## Menu and Prices

1) **Proposed Menu and Prices:** Please submit a complete list of all proposed items with full descriptions and prices you plan to offer for sale. In order to ensure sufficient variety, all items are subject to approval by the RiverEdge Park. Attach an additional sheet if needed. *Only food and beverage items are allowed to be sold.*

<u>Item</u>	<u>Price</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\* Vendor may only sell fountain and bottled Pepsi products at the same size and price as RiverEdge Park.\*

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**FOR OFFICE USE ONLY**

Rec'd by: \_\_\_\_\_

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

Time: \_\_\_\_\_

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**References**

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Have you previously been an approved RiverEdge Park Food Vendor: No \_\_\_\_ Yes \_\_\_\_

If you answered YES to the previous question, please skip #2 & #3 below.

2) References: If you are a new vendor to these events, please include up to three references that you have worked with for outdoor vending events.

Name: \_\_\_\_\_ Event: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Event: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Event: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

3) Festival Experience: Please provide any information about you or your company having been a food vendor at an outdoor event or festival.

Event name: \_\_\_\_\_ Est. Number of Attendees: \_\_\_\_\_  
Event name: \_\_\_\_\_ Est. Number of Attendees: \_\_\_\_\_

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**Event Fee Schedule**

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**Per Day**  
**10' x 10' space @ \$225.00**

**Per Day**  
**10' x 20' space @\$275.00**

**Per Event Day**  
**10' x 30' space @ \$325.00**

All trailers, equipment and products must be within the dimensions of your reserved space and not permitted outside that area. No exceptions.

**Please mark the size of vendor space required:**

10' x 10' space       10' x 20' space       10' x 30' space

**Security Deposit:** A \$100 deposit is required to ensure that all listed rules and regulations are followed. See *Vendor Articles of Agreement* as part of the contract. Deposit will be refunded at end of festival series if all articles of agreement are followed.

**Processing Fee:** A \$50 processing fee is to be paid with your security deposit. The City of Aurora must license food vendors after they are approved by RiverEdge Park. This license must be obtained in order for any food vendor to set-up on the premises and will be submitted to the city automatically once you are approved by RiverEdge Park.

**Bond:** Submit either Event Based License Fee or Annual Vendor License Fee to the City of Aurora. Contact Charles Koch with the City of Aurora for more information at 630-256-3560.

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**Total Fees For a Temporary Food Vendor**

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Security Deposit: one hundred dollars (\$100.00)

Processing fee: fifty dollars (\$50.00)

Bond: Submit either Event Based License Fee or Annual Vendor License Fee to the City of Aurora.

Per event fee: *based on size of area and number of dates selected*

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**Insurance Requirements**

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1) **Insurance:** Temporary Food Vendors of the Aurora Civic Center Authority (ACCA), including RiverEdge Park, are required to provide ACCA with a Certificate of Insurance encompassing the year in which the license will be valid (any event dates) for the following:

- \$1,000,000 Per Occurrence- General Liability
- \$2,000,000 Aggregate-General Liability
- \$1,000,000 Workers' Compensation
- \$1,000,000 Umbrella
- \$1,000,000 Automobile (any vehicle(s) on site including personal vehicles)

Please include the following in: A) Description of Operation box:

Aurora Civic Authority is included as an additional insured on a primary and non-contributory basis with respects to General Liability coverage. Waiver of subrogation is granted in favor of Aurora Civic Center Authority with respects to the General Liability coverage

B) Certificate Holder:

Aurora Civic Center Authority, 8 E. Galena Blvd., Aurora, IL 60506

**Copy of valid insurance, including above requirements must be provided to RiverEdge Park along with this signed agreement. Failure to remit evidence of insurance prior to the event will result in the forfeiture of your participation. No refunds.**

Insurance Company: \_\_\_\_\_ Agent: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Checklist before submission of application:**

- Insurance company information filled out (page 3)
- Provided a copy of Certificate of Insurance that meets requirements (page 3)
- References and Experience information completely filled out (page 2)
- Proposed Menu Items and Prices completely filled out (page 1)
- Vendor Application pages 1-3 initialed

**Any returned application without all items above will be considered incomplete until all items are submitted.**

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**Applicant Signature**

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I \_\_\_\_\_ hereby submit this application with having personal knowledge of the information contained in the application and that the information contained therein is true and correct.

**Vendor Applicant Name (Please Print):** \_\_\_\_\_

**Vendor Applicant Signature**

**Title**

**Date**

*If you have questions please contact: Briana Jackson (630) 723-2463 or email at [brianaj@ParamountArts.com](mailto:brianaj@ParamountArts.com)*

Please return application to:  
Aurora Civic Center Authority  
Attn: Briana Jackson  
8 East Galena Blvd. Suite 230  
Aurora, Illinois 60506

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