

2024 Peoria Park District Food Vendor Application Form

To be considered a food vendor for the Peoria Park District please complete the application and submit it to RiverFront staff at eventvendors@peoriaparks.org. Questions please call 309-681-2671.

Vendor selection for currently scheduled events will begin on February 1, 2024.

When booking additional events after this time we will contact vendors who have registered with the Peoria Park District at that time based on the needs of the event.

CONTACT INFORMATION

APPLICANT NAME:
BUSINESS NAME:
ADDRESS:
PHONE NUMBER:
EMAIL:
WEBSITE/SOCIAL MEDIA PAGE:

VENDOR DETAILS

DIMENSIONS OF FOOD TRUCK OR TENT(HEIGHT, WIDTH, LENGTH & DEPTH):	
DETAILED ELECTRICAL NEEDS:	
DO YOU HAVE A GENERATOR (Y/N):	DO YOU NEED WATER HOOK UP (Y/N):
DO YOU REQUIRE A STOCK VEHICLE TO BE KEPT ONSITE (MAY REQUIRE ADDITIONAL SITE FEE) (Y/N):	
MAKE AND MODEL OF STOCK VEHICLE:	
WHAT TYPE OF LICENSE DO YOU HAVE WITH THE PCCHD: ____ ANNUAL LICENSE ____ SEASONAL LICENSE ____ USE A TEMPORARY LICENSE EACH EVENT	
WHAT FORMS OF PAYMENT DO YOU ACCEPT: CASH ONLY _____ OR CASH AND CREDIT _____	

Please include a picture of your set up with this application

MENU: Please submit a copy of your full menu. Include all items even if all items may not be sold during the same event. Please include any specialty diet options you provide, such as gluten-free or vegan options.

INSURANCE: Vendors selected to participate in Peoria Park District events are required to have insurance prior to the event. Please see Attachment B for specific requirements.

Peoria Health Department: Please contact the Peoria Health Department at the link below or at 309-679-6000 to confirm requirements for your establishment. <https://www.pcchd.org/323/Food-Forms-and-Applications>.

Peoria Fire Department: All vendors need to be certified through the Peoria Fire Department before you participate in an event. Please contact the Peoria Fire Department at the link below or at 309-494-8700 to confirm requirements for your establishment. <http://www.peoriagov.org/fire-department/> This is strictly enforced.

SELECTION OF EVENTS ONLY INFORMS THE STAFF OF YOUR INTERESTS IN EVENTS. IT DOES NOT AND WILL NOT GUARANTEE YOUR PARTICIPATION AT THOSE SPECIFIC EVENTS

The Peoria Park District will place vendors into 2 categories: Meal Vendors and Snack Vendors.

Meal Vendor- a vendor that offers a full menu with one or more main dishes and side dishes, even if that vendor only sells a specific type of food. Example: BBQ vendors, carnival food vendors, pizza vendors, vendors who operate a grill and/or fryer.

Snack Vendor- a vendor who focuses primarily on snack foods/drinks or side dishes. Example: popcorn, coffee, pretzels, sno-cone or ice cream vendors.

VENDOR PREFERENCES: Please note that the number of food vendors needed is subject to change based on the attendance and any other changes to the event. **SELECTION OF EVENTS ONLY INFORMS THE STAFF OF YOUR INTERESTS IN EVENTS. IT DOES NOT AND WILL NOT GUARANTEE FOOD VENDORS PARTICIPATION AT THOSE SPECIFIC EVENTS.**

I am interested in attending: (please select all that apply).

Peoria RiverFront Events:

- The Landing, CEFCU Stage Concerts: Dates to be determined:** Concerts take place during June-September on either Friday and/or Saturday nights. 1 meal vendor will be selected for each concert, different vendors may be selected for each concert based on the concert details. **Fee:** Range from \$50-\$250, and will be determined based on concert details.
- Festival Park/Field Concerts: Dates to be determined:** Concerts take place during June-September and are usually multiple days. Multiple vendors will be selected for each concert, different vendors may be selected for each concert based on the concert details. **Fee:** Range from \$100-400, and will be determined based on concert details.

FESTIVALS:

During the year the PPD partners with local organizations to host cultural festivals at The Peoria Riverfront. Food vendors are a large part of the festival atmosphere. Food vendors will be determined by the festival committee and preference will be made for local vendors who serve authentic foods or, those who are willing to adapt their menu for the festival they are participating in. (SELECTING BELOW EVENTS ONLY INFORMS THE STAFF OF YOUR INTERESTS IN EVENTS. IT DOES NOT AND WILL NOT GUARANTEE FOOD VENDORS SELECTED FOR THOSE SPECIFIC EVENTS).

- 4th of July Red White Boom 7/4/24 5pm-10pm:** Power is available at this event. **Fee: Meal vendor \$200. Snack Vendor \$100, and 10% of gross sales.**
- Pride Fest: 7/20/24 10am-10pm:** Celebrating the LGBTQ+ community in Peoria. 3-4 vendors (1-2 meal, 1-2 snack) vendors will be selected for this event Limited space and power is available at this event. Stock vehicles will not be allowed to be kept onsite. **Fee: Meal vendor \$200. Snack Vendor \$100, and 10% of gross sales.**
- Fiesta en el Rio 7/27/24 5pm-11:30pm:** Celebrating Hispanic culture in Peoria, 5 vendors (3 meal, 2 snack) will be selected for this event. Preference will be given to vendors who serve authentic Hispanic cuisine. Limited space and power is available at this event. Stock vehicles will not be allowed to be kept onsite. **Fee: Meal vendor \$300. Snack Vendor \$200.**

- **River City Soul Fest, 8/3/24-8/4/24:** Celebrating African American culture in Peoria, 4-6 vendors (2-4 meal, 2-4 snack) vendors will be selected for this event. Preference will be given to vendors who serve authentic cuisine. Limited space and power is available at this event. Stock vehicles will not be allowed to be kept onsite. Times of festival still to be determined. **Fee: Meal vendor \$300. Snack Vendor \$150**
- **Irish Fest weekend 8/23/24-8/25/24:** Celebrating Irish culture in Peoria 8-10 vendors (4-6 meal, 3-5 snack) vendors will be selected for this event. Preference will be given to vendors who serve authentic Irish cuisine. Limited space and power is available at this event. Stock vehicles will not be allowed to be kept onsite. Times: Friday 4pm-11:30pm, Saturday 12pm-11:30pm, Sunday 9:30am-6pm. **Fee: Meal vendor \$500 for the weekend and 10% of gross sales. Snack Vendor \$250 for weekend and 10% of gross sales.**
- **Oktoberfest weekend 9/20/24-9/22/24:** Celebrating German culture in Peoria 4-6 vendors (2-4 meal, 2-4 snack) will be selected for this event. Preference will be given to vendors who serve authentic German cuisine. Limited space and power is available at this event. Stock vehicles will not be allowed to be kept onsite. Times: Friday 5pm-11:30pm, Saturday 12pm-11:30pm, Sunday 9:30am-5pm. **Fee: Meal vendor \$500 for the weekend and 10% of gross sales. Snack Vendor \$250 for weekend and 10% of gross sales.**

OTHER PEORIA PARK DISTRICT LOCATIONS & OPPORTUNITIES:

- **Parks on Tap:** Between May-September on select Thursdays and occasionally Fridays from 4pm-dusk the Traveling Taphouse will visit area parks to provide mobile libations with music and mobile recreation opportunities. This is a family friendly event. We will have limited or no power for vendors. **Fee: No fee.**
- **Youth Sports Leagues: Potentially for soccer and baseball leagues during the spring, summer, and fall:** 1 vendor will be needed for each event. No power, or limited power depending on the location. **Fee: TBD.**
- **Summer Golf Leagues & Tournaments:** Dates & times: TBD. No power/limited power will be provided at this event. **Fee: TBD.**
- **Earth Day Celebration at Forest Park Nature Center: 4/20/24 10am-4pm.** 1 meal vendor and 1 snack vendor will be selected for this event. Preference will be given to vendors with an upscale menu, must also include vegetarian options, and preference will be given to a coffee vendor. **** Any vendor selected will also need to use recyclable material for serving food and drinks. Fee: TBD.**
- **Holiday Shop & Stroll at Forest Park Nature Center:** TBD, dates are usually held Friday evening 6-8:30pm in December. Preference will be given to a coffee/hot drink vendor. No utilities will be available at this event. **Fee: TBD.**
- **3rd of July Fireworks at Glen Oak Park 7/3/24 4pm-10pm. Inside the Amphitheatre:** Limited power is available at this event. **Fee: \$200.**
- **PNC Worldwide Day of Play at Glen Oak Park 5/11/24 10am-2pm, Clyde West Fishing Derby:** several vendors will be selected for this event. Preference will be given to kid friendly vendors. **Fee: TBD.**

Additional events and programs that require food vendors may open up throughout the year and vendors will be contacted to participate. Selection of vendors for additional events will be based on the needs of the event.

2024 Peoria Park District Food Vendor Application

Before submitting your application, please check that you have:

- Fully completed application**
- Complete EEO Certification, Attachment A**
- Copy of Insurance. See Attachment B for more information**
- Included a picture of your food tent or food truck set up.**
- Selected all events you are interested in participating in for the 2023 season.**
(SELECTING EVENTS ONLY INFORMS STAFF OF YOUR INTERESTS IN EVENTS. IT DOES NOT AND WILL NOT GUARANTEE PARTICIPATION IN THOSE SPECIFIC EVENTS).

Vendor Authorized Signature

Please sign and return, or email to eventvendors@peoriaparks.org

Attn: Food Vendor Application
1125 W Lake Ave
Peoria, IL 61614

Riverfront Office Use Only

Date application Received: _____
Application reviewed: Application complete _____ confirmation sent to applicant _____
Application NOT Complete _____, reason: _____

Applicant sent correction notice of incomplete application: _____

Staff Signature

Attachment A: Must be completed and returned with application.

Peoria Park District

Certificate of Equal Employment Opportunity Compliance for Contractors and Vendors

Disclosure of the information requested in this form is required by the Peoria Park District. Failure to properly complete and sign this form will result in it being returned unprocessed thereby resulting in a delay or denial of eligibility to bid. As part of the Company’s commitment to equal employment opportunity practices, this company does the following:

- Recruits, trains, upgrades, promotes and disciplines persons without regard to race, color, sex, religion, national origin, veteran status, age, mental or physical ability.
- Notifies all recruitment sources that all qualified applicants will be considered for employment without regard to race, color, sex, religion, national origin, veteran status, age, mental or physical ability.
- When advertising is used, specifies that all qualified applicants will be considered for employment without regard to race, color, sex, religion, national origin, veteran status, age, mental or physical ability.
- Notifies all labor organizations which furnish this company with any skilled or non-skilled labor of the Company’s responsibility to comply with the equal employment opportunity requirements required in all contracts by the Peoria Park District.
- Notifies all of its sub-contractors of their obligation to comply with the equal employment opportunity requirements required in all contracts by the Peoria Park District.
- Has an affirmative action program that assures the company’s fair employment practices are understood and carried out by all of its managerial, administrative and supervisory personnel.

Is the Company a minority/woman owned business (MBE/WBE)? NO YES, if yes MBE or WBE?

Minority owned business means a business which is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily operations of which are controlled by one or more of the minority individuals who own it. Women owned business means a business which is at least 51% owned by one or more women, or in the case of a corporation, at least 51% of the stock in which is owned by one or more women; and the management and daily operations of which are controlled by one or more of the women who own it.

The Company does not discriminate against any employees or applicants for employment because of race, color, religion, sex, national origin, veteran status, age, mental or physical ability.

The Company does not maintain segregated facilities for any of its employees on the basis of race, religion, color, national origin, because of habit, local custom, or otherwise.

The Company has a written sexual harassment policy meeting the Illinois Department of Human Rights requirements.

By signing this form, the Company attests that it complies with all statements listed above as part of the Company’s commitment to equal employment opportunity practices. The Company further agrees that it has completed the attached Workforce Profile Sheet truthfully, to the best of its knowledge.

Company Name: _____ Company Address: _____

Signature of Company Official: _____ Name / Title: _____

Telephone Number & Fax Number: _____ Email Address: _____

Rev. 11/2021

Attachment B

PEORIA PARK DISTRICT
FOOD VENDOR INSURANCE REQUIREMENTS

Vendor shall obtain insurance of the types and in the amounts listed below.

A. ***Commercial General and Umbrella Liability Insurance*******

Vendor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Peoria Park District shall be included as an additional insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to District. Any insurance or self-insurance maintained by the District shall be excess of Vendor's insurance and shall not contribute with it. ***There may be times in which the City of Peoria or other sponsoring agencies may need to be included as additional insured***

B. Business Auto and Umbrella Liability Insurance – Only if using vehicle

Vendor, if utilizing an auto on festival grounds, shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

C. ***Workers Compensation Insurance******* Vendor shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease. If District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this Contract, Vendor waives all rights against District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to this Agreement.

D. General Insurance Provisions

1. Evidence of Insurance

Vendor shall furnish District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to District prior to the cancellation or material change of any insurance referred to therein. Written notice to District shall be by certified mail, return receipt requested.

Failure of District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Vendor's obligation to maintain such insurance.

District shall have the right, but not the obligation, of prohibiting Vendor from entering the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by District.

Failure to maintain the required insurance may result in termination of this Contract at District's option.

Vendor shall provide certified copies of all insurance policies required above within 10 days of Districts' written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the District has the right to reject insurance written by an insurer it deems unacceptable.

3. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the District. At the option of the District, the Vendor may be asked to eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

4. Subcontractors

Vendor shall cause each subcontractor employed by Vendor to purchase and maintain insurance of the type specified above. When requested by the District, Vendor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

E. Indemnification

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the Vendor's activities, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and (ii) is caused in whole or in part by any negligent or wrongful act or omission of the Vendor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Vendor shall similarly protect, indemnify and hold and save harmless the District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Vendor's breach of any of its obligations under, or Vendor's default of, any provision of the Contract