



**CITY OF HAYSVILLE**  
 PO Box 404  
 200 W. Grand  
 Haysville, KS 67060  
 Phone: 316/529-5900  
[www.haysville-ks.com](http://www.haysville-ks.com)

## CITY SPONSORED SPECIAL EVENT FOOD VENDOR APPLICATION & AGREEMENT

**Please choose the event in which you would like to be considered:**

- Party in the 060   
  4<sup>th</sup> of July Celebration   
  Food Truck Thursdays   
  Hometown Market Events  
 Village Christmas   
  Gathering at the Gazebo   
  Other \_\_\_\_\_

**Name/Organization:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ **Website:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Alternate Contact:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_

**Kansas Sales Tax #:** \_\_\_\_\_

**Products to be sold:** *List all food, drink, and other items and sale prices in this section. Please print legibly. You will be notified if any item is not acceptable at the selected event. Items not approved or not on this list will be prohibited at the selected event. We will try our best to prevent duplication of services or products among vendors. **Attach additional sheet, if needed.***

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An approximately 10' x 20' space will be reserved for each vendor. If a larger space is needed, please inquire. At certain locations, booths may come available with either 110V or 220V Single-Phase service. If you have different power requirements you must let us know in advance. **Generators are allowed.**

**Electricity** (*Not available at all locations*)     110V     220V     None Requested

**Water** (*Riggs Park ONLY*)     Yes     No

**All spaces will be assigned at the discretion of the event coordinators. Please fill out above completely and sign the form. The Food Vendor Policies are yours to keep.**

You will be notified of your acceptance with a confirmation. Call the Event Coordinator with questions.

**We reserve the right to ask you to remove any misrepresented items in your booth.**

*By signing this agreement you expressly release the City of Haysville from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of booth space by the applicant(s). You agree to hold the City of Haysville harmless of any loss or damage by reason thereof. You also agree to comply with all state and local regulations in the operation of your booth. You agree that you have read and agree with the **VENDOR POLICIES** outlined in the attachment. The City of Haysville reserves the right to make changes to this agreement as needed. You understand your entry fee shall not be refunded in the event that you do not attend or if all or part of the event is canceled due to fire, calamity or any other act of God, public enemy, strikes, statutes or ordinances or any legal authority or any other cause beyond our control.*

**Signature:** \_\_\_\_\_

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

**OFFICE USE ONLY**

**Date Received:** \_\_\_\_\_ **Fee:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_ **Event Date(s):** \_\_\_\_\_

# ATTACHMENT 1: FOOD VENDOR POLICIES

**PROOF OF INSURANCE:** Vendor will maintain insurance policies issued by carriers licensed to do business in Kansas covering the mobile vending operation and vehicle or vehicles written by an insurance carrier licensed to do business in Kansas, with minimum limits of \$500,000 combined, single limit for bodily and property damage per occurrence and \$1,000,000 in the general aggregate; and evidence of compliance with these insurance requirements shall be in the form of a certificate of insurance that shall be submitted with the application. Vendor will be required to list the City of Haysville as an additional insured on the policy.

**BEVERAGE ITEMS:** The sale of alcoholic beverages is permitted only by those vendors specifically authorized by the City of Haysville to provide such service. Beverages must be served in cups, plastic bottles, or cans – NO glass bottles are permitted.

**GARBAGE AND SEWAGE:** Vendors must supply their own trashcans and trashcan liner bags for inside their operation area. Each vendor is responsible for managing grease, charcoal, greywater and food waste produced at their site. No dumping will be allowed anywhere except in designated trash dumpsters. Greywater must be captured, contained and dumped at appropriate sites. Dumping of any materials onto the ground or into the City of Haysville storm sewers will result in fines from the City against the vendor, and possible termination of vending privileges during the remainder of the event.

**SITE MAINTENANCE AND CLEAN-UP:** All vendors are required to ensure proper clean-up of the area immediately surrounding their location including the area in front of the service counter. Vendors must break down and properly dispose of cardboard boxes.

**FOOD SAFETY:** Vendors must comply with all local and state food safety guidelines, rules and regulations.

**FIRE SAFETY:** All vendors must have one minimum size 2A-10BC class fire extinguisher on site.

**SETUP/BREAKDOWN:** Vendors must be completely setup, open and ready for business 30 minutes prior to the event start time. The vendor will remain setup and open until the published event end time. No early breakdown will be allowed. NO EXCEPTIONS! You are, however, welcome to open earlier or stay open later than the required times.

**ELECTRICITY:** At certain locations, booths may come available with either 110V or 220V Single-Phase service. If you have different power requirements you must let us know in advance and additional fees may be required. Generators are allowed. You are responsible for bringing your own extension cords, power strips and lighting as needed.

**WATER:** There is limited water availability at Riggs Park only. Please note on application if you require water service. Water will be available on a first come, first served basis. Vendors must supply their own water needs at all other locations.

**FEES:** Vendors are not charged a commission on sales during City of Haysville sponsored events. Vendor fees vary based on event and are payable by check or money order made payable to the **City of Haysville** and should be submitted with the application. **Booth fees are non-refundable.**

**VENDOR SELECTION:** Vendors are selected based on the type and quality of the products you sell. The City of Haysville reserves the right to refuse anyone for whatever reason, and return fees.

**FOOD LICENSE:** Vendors must have a valid City of Haysville Mobile Food Vendor License and it must be posted in a location visible by the public.

**TAXES:** Sales tax remittance is the sole responsibility of each vendor.