

# Food Truck Vendor Event Application & Agreement



## Village of Round Lake Beach

1937 Municipal Way  
Round Lake Beach, IL 60073  
847.546.2351  
www.roundlakebeachil.gov

Name of Applicant/Vendor: \_\_\_\_\_

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

Primary Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Location \_\_\_\_\_ Date/Day: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Additional Dates: \_\_\_\_\_

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### General Information and Guidelines

#### A. Vendor is defined as:

Any company, organization, or individual that hands out information, attempts to sell an item, or conducts any activity promoting its business or organization event or program.

#### B. All vendors shall:

- Show respect to other vendors, and Businesses
- Follow all State, County and Local health department guidelines
- Show respect to the environment, facilities and Community (picks up area, leaves no trash)
- Use appropriate language at all times

#### C. Be sure to submit your packet with all of the following:

- Vendor Application and Agreement
- Certificate of Insurance
- List of goods and prices of items to be sold on truck, need to be posted on sign board or menu.
- Check payable to the Village of Round Lake Beach (if applicable)
- Copy of Temporary Event Permit from the Lake County Health Department

#### D. Sales

- Vendor will complete all sales transactions and must supply their own register bank. Illinois sales tax must be collected when required and is the responsibility of the food vendor. All sales disputes, refunds and returns are the responsibility of the food vendor.
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A. AGREEMENT TERMS	
<b>Dates of Service only</b>	May operate only on the days requested for additional dates ask about seasonal permit
<b>Seasonal Permit</b>	Seasonal permit can be obtain for an additional cost
<b>Payment Terms (if applicable)</b>	Provider shall pay \$25 for each day Vendor is conducting business in the Village. Provider needs to submit application at least 48 hours before event. Checks should be made out to the Village of Round Lake Beach or credit card it is also acceptable.

B. REQUIRED PAPERWORK CHECKLIST
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Read through this section carefully and check what applies to you. The Village may adjust the applicable required paperwork identified by Vendor. Any adjustments will be communicated to the Vendor as soon as possible to allow time for them to submit.

Apply Checked by Vendor	Received Checked by Village	
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. EVENT VENDOR APPLICATION AND AGREEMENT</b> This form must be filled out in its entirety and include appropriate signatures.
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. FEES (NA)</b>
		<b>3. CERTIFICATE OF INSURANCE</b> For Vendors distributing or selling goods or services, or bringing higher risk equipment on site, a Certificate of Insurance is required with the following coverage:  <u>General Liability Coverage</u> – for all Vendors, with a limit of not less than \$1,000,000  <u>Additional Insured Endorsement</u> –for all Vendors, if on Village property, <b>Village of Round Lake Beach must be added as an additional insured to the General Liability policy.</b>  _____ If Vendor plans on participating in other events throughout the coverage period, it is recommended the certificate is prepared so it can be used for future events.  _____ Temporary Event Permit from the Lake County Health Department is required  <input type="checkbox"/> I should have a Certificate of Insurance already on file with a coverage period that includes the date(s) of event(s). <i>Event Coordinator will confirm with you that the certificate on file will fulfill insurance requirement.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. PRICE LIST</b> All Vendors must make a list of goods and prices visible to the customer.

**C. VENDOR AGREEMENT**

**VENDOR AGREES**

1. To submit a Certificate of Insurance if required no less than (48) hours or two (2) Business days prior to event; if Certificate of Insurance is not submitted in time it is understood that the request will be canceled and fees will be lost.
2. That the lack of or deficiencies in insurance coverage shall not be construed as a waiver of Vendor’s obligation to financial responsibility for any claims, damages, losses, and expenses, including but not limited to legal fees, arising out of or resulting from the vendors activities as described in the Indemnification and Hold Harmless below.
3. Any propane tanks used must be secured as to prevent them from tipping over.
4. To post the prices of any items being sold.
5. To supply all of their own equipment and supplies including but not limited to, extension cords, heat sources/ cooking surface for food, sanitizing equipment, serving utensils, posted price list.
6. To abide by all municipal, county and Village of Round Lake Beach ordinances as well as any health department codes that may apply.

**INDEMNIFICATION AND HOLD HARMLESS**

To the fullest extent permitted by law, the above Vendor shall indemnify and hold harmless the Village of Round Lake Beach and its officers, officials, employees, volunteers, and agents from and against all claims, damages, losses, and expenses, including but not limited to legal fees, arising out of or resulting from the Vendor’s/Exhibitor’s activities, provided that any such claim, damage, loss, or expense 1) is attributed to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property, and 2) is caused in whole or in part by any negligent or wrongful act or omission of the Vendor/Exhibitor, or anyone directly or indirectly employed by them, whose acts may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be constructed 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.

\_\_\_\_\_  
PRINT Vendor Representative Name

\_\_\_\_\_  
PRINT Village of Round Lake Beach Representative

\_\_\_\_\_  
SIGNATURE of Vendor Representative

\_\_\_\_\_  
SIGNATURE of Village of Round Lake Beach Representative

\_\_\_\_\_  
PRINT Vendor Company or Organization Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**NOTE: If insurance requirement is waived, individual signing this agreement still assumes financial responsibility.**