

**Monroe Township Parks and Recreation**  
**Music Festival**  
**Food Vendor Registration Form Only**  
**Saturday, June 3rd, 2023 (Rain Date – Sunday, June 4, 2023)**

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**Please Print**

Contact Name: \_\_\_\_\_

Organization/Business Name: \_\_\_\_\_

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

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

E-mail address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Evening Phone#: \_\_\_\_\_

Mobile Food Unit: \$400.00 Open Air Single Food Carts: \$150.00

Food vendor application must include the following:

- A Copy of your New Jersey Business Registration Certificate
- Copy of your New Jersey Certificate of Authority
- Copy of your Gloucester county Board of Health Approval
- Current/Active Township of Monroe Peddler's Permit
- Must apply for a Fire Permit within Monroe Township (if applicable)
- Must provide check or money order within 5 business days of approval to participate in event.
- Must provide menu and pictures of truck/cart with dimensions.

**Initial that you have read each of the following:**

\_\_\_\_ I understand if I am a food vendor (either commercial, limited permit, or home baker), I must comply with County Board of Health Department and Monroe Township Parks and Recreation requirements and regulations. Every Vendor is required and responsible to follow all local, State and Federal requirements and regulations.

\_\_\_\_ I understand I am required to be at the event in time to be completely setup and ready to do business PRIOR to the event opening.

\_\_\_\_ I also understand I will be in my booth for all posted Vendor hours.

\_\_\_\_ I understand as a Vendor I am responsible for my litter.

\_\_\_\_ I understanding items promoting the use of or the selling of illegal or controlled substances will not be allowed.

\_\_\_\_ In consideration of permitting me to participate in this Township sponsored event, I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITH THIS TOWNSHIP SPONSORED EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of Monroe Township, the Monroe Township Parks and Recreation Department, and organizations that take part in the sponsorship of this Township sponsored event ("Released Parties"), from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault in any manner related to this Township sponsored event. I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the Released Parties, for my death, disability, personal injury, property

damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this Township sponsored event, THE FOLLOWING ENTITIES OR PERSONS: the Released Parties, and/or their directors, officers, employees, volunteers, representatives, and agents, and the Township sponsored event holders, sponsors, and volunteers. I FURTHER INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the Released Parties, and/or their directors, officers, employees, volunteers, representatives, and agents, and the Township sponsored event holders, sponsors, and volunteers, from any and all liabilities or claims made as a result of participation in this Township sponsored event, whether caused by the negligence of the Released Parties or otherwise. Vendor participation accepted only on these conditions.

\_\_\_ I acknowledge that the Released Parties and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf. I further acknowledge that the Released Parties accept no responsibility for damages or injuries sustained by Vendors. Vendor participation accepted only on these conditions.

\_\_\_ I have read and understand the policies and regulations of this Township sponsored event. I agree to be responsible for my own items at all times and will hold Monroe Township harmless from any loss or damage that may occur or come to my property or myself from any cause while attending this event on June 3, 2023 or rain date June 4, 2023.

**Initial only one of the following:**

\_\_\_ I hereby agree:

- (1) to be photographed or interviewed for any and all Township publications, including but not limited to, press releases, bulletins, newsletters, brochures, videos, computer images and web pages;
- (2) to waive, release and forever discharge any and all claims that I may have with respect to the use of said photograph by the Township of Monroe and their respective agents, servants, employees, officers, trustees, administrators and volunteers; and
- (3) to indemnify, hold harmless, protect and defend the Township of Monroe and their respective agents, servants, employees, officers, trustees, administrators and volunteers, from any and all claims, losses, liabilities, damages, suits, fines, penalties, costs and expenses, including reasonable attorneys' fees, brought or incurred by or on behalf of any person whomsoever or entity whatsoever, arising out of or in any way connected with the said use of the aforementioned photograph by any person or entity.

OR  
\_\_\_ I do not agree to allow any interview or photograph to be published in any and all school publications, including but not limited to, press releases, bulletins, newsletters, brochures, videos, computer images, web pages.

Vendor's signature: \_\_\_\_\_

Make checks payable to: **Monroe Township P&R**  
Return check and registration form to: **Monroe Township Parks and Recreation**  
**Attn: Anne Bracarello**  
**301 Blue Bell Road**  
**Williamstown, NJ 08094**  
Township contact number: **Monroe Township Parks and Recreation (856) 728-1372 Office**

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**For Department use only:**

Date Received: \_\_\_\_\_ Number of Spaces Requested: \_\_\_\_\_

Check or Money Order # \_\_\_\_\_ Amount Received: \_\_\_\_\_



## **Policies/Regulations**

1. All Vendors are required to register and provide payment in full prior to the day's events.
2. Vendors will be assigned space size in accordance with the vendor's registration request. **The Township reserves the right to assign space locations.**
3. To help with traffic flow, any vendor selling their wares out of a trailer needs to have their trailer in their space location before **4:00 p.m. Vehicles must be removed from trailer hook-ups.**
4. Vendors are required to be set up by 4:30 p.m. (or earlier) on the day of the event and be removed no earlier than 10:30 p.m. to conform to event advertisement.
5. Vendors will be allowed to drive vehicles to their space up to 4:00 p.m. to help with the traffic flow. You are limited to 15 minutes to unload materials from your car. **All vehicles must be cleared by 4:15 p.m.**
6. Due to safety precautions Vendors will not be allowed to drive their vehicles to space location any early than 1:00 p.m. to load materials.
7. Vendors will consent to use their names and/or any photographs for publicity purpose without further permission.
8. Vendors assume all responsibility for their equipment and merchandise.
9. Vendors are responsible for payment of all NJ State Sales Tax.
10. Food Vendors are required to give detailed description of items being sold. The Township **does not guarantee** that other Vendors will not duplicate food items.
11. Food Vendors are responsible for compliance with all licensing requirements of the Gloucester County Department of Health. All registrations will be forwarded to the Gloucester County Department of Health.
12. Food Vendors must provide copies of all pertinent permits.
13. Anyone using propane must have a permit from the Fire Marshal and also have an inspected "ABC" fire extinguisher as per state law.
14. Electricity will not be provided. **QUIET Generators ONLY!**

### **Inclement Weather/Refund Policy**

In case of inclement weather, the event may be delayed, rescheduled on rain date provided or cancelled. Vendors may call (856) 728-1372 for pre-recorded message after 9:00 a.m. on the day of the event. Refunds will only be issued if event is cancelled.