



## **2022 SPECIAL EVENTS FOOD VENDOR AGREEMENT & APPLICATION**

**TO APPLY FOR CONSIDERATION:** A completed Food Vendor Application and a photo of your booth (including signage) must be submitted for consideration to:

**Email:** Nicole Murray, Assistant Recreation Director at [NHerrera@cityofgoosecreek.com](mailto:NHerrera@cityofgoosecreek.com)

**In person:** Goose Creek Community Center, 519A N. Goose Creek Blvd. Goose Creek, SC 29445

**Mail:** City of Goose Creek Recreation Department, Attn: Special Events, PO Drawer 1768  
Goose Creek, SC 29445.

See application for deadlines/fee schedules.

**METHOD OF SELECTION:** The City of Goose Creek Recreation Department only accepts a limited number of Food Vendors for each event. Vendors are evaluated on overall event experience, experience and loyalty with the City of Goose Creek Recreation Department, overall booth attractiveness, diversity of items/services, and prices. Applications will be reviewed to ensure your product is the right fit for each event's theme. For vendors of equal standing, applicants will be chosen based on when the application was received. The majority of events will be booked in advance in the beginning of the Spring. *Vendors with delinquent City of Goose Creek hospitality taxes, vendor fees, business license fees, etc. will not be considered.*

**NOTIFICATION OF ACCEPTANCE:** Applicants will be notified via email of all approved items/services approximately a week after application deadline. **COMPLETING AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE.**

**FEES:** Once accepted, selected vendors must remit payment for vendor fee by the deadline for each event. Payment may be made at the Goose Creek Community Center, by phone with a Visa or Mastercard, or mailed. Checks may be made payable to the City of Goose Creek. Failure to pay by deadline will result in forfeiture of space. Food vendors will be required to pay a 2% hospitality tax on their food sales to the City of Goose Creek. Vendors will have approximately 4 weeks after each event to submit payment. Vendor fees are refundable up to two weeks prior to the event less a \$5 administrative fee. No refunds will be issued within 14 days of the event.

**MENU ITEMS:** The Recreation Department reserves the right to select the types of food to be sold to minimize duplication and retains the right to deny the selling of any menu item. In such an instance, the vendor will be contacted to discuss alternatives. Priority will be given to those that apply first. There is no guarantee that you will be the sole vendor or the sole vendor of any food item. No alcoholic beverages can be sold out of your booth at any time unless approved by Event Coordinator.

**BOOTH SPACE/LOCATION:** Standard vendor space is 15'W x 20L' If you need more space (i.e food trucks, trailers, etc.), you must seek approval from the event coordinator. All events are outdoors. Booth location is determined by the Goose Creek Recreation Department and is non-transferable.

**EQUIPMENT/ELECTRICITY:** Vendors are responsible for providing all operational equipment, including but not limited to: tables, chairs, canopies, tents, ice, etc. Vendors must bring their own power supply and extension cords. As a courtesy to others, ALL GENERATORS MUST BE MUFFLED to reduce noise. Vendors must bring their own water container for filling as necessary, as running water will not be provided.

**TRASH:** Participant shall provide their own trash receptacles and not use trash receptacles provided for festival patrons.

**MARKETING/PROMOTION:** Vendors agree that all marketing and promotional material will be distributed ONLY from assigned booth location. No member of the organization is to distribute information verbal or printed more than five feet from the assigned booth space.

**EVENT HOURS:** Vendor agrees to operate throughout all hours of the event and agrees to remain in booth until official closing time. If vendor arrives past the specified set-up time for the event, vendor may not be allowed admittance. If a vendor does not show up on the day of the event no refunds will be given.

**INSURANCE:** Once accepted, vendors will provide a copy of their Certificate of Insurance for the event with a minimum liability coverage of \$1,000,000 naming the "City of Goose Creek, 519 N. Goose Creek Blvd. Goose Creek, SC 29445" as additional insured.

**DISCLAIMER:** The event will be held rain or shine to the best abilities of the City of Goose Creek Recreation Department. The Department makes no representation as to the number of potential event attendees and assumes no liability for any financial loss due to vendor's operation at the event.

Violation of this policy will cause your organization to be dismissed from the event grounds without a refund of vendor fee. In addition, your organization will not be allowed to participate in future City organized events.

#### **AGREEMENT**

I have read, and agree to comply with the policies explained above. I agree to not hold the City of Goose Creek or any of the staff/volunteers responsible for any injury, property damage, or theft of any kind, nor will I be a party to any legal action against any of the above named. I also agree to be responsible for collection of South Carolina State Sales Tax and City of Goose Creek hospitality tax.

## FOOD VENDOR INFORMATION

<b>BUSINESS/ORGANIZATION NAME</b>	
<b>CONTACT NAME</b>	
<b>ADDRESS</b>	
<b>PHONE</b>	
<b>EMAIL</b>	
<b>SC RETAIL LICENSE #</b>	
<b>CHECK ONE:</b>	<input type="checkbox"/> TENT <input type="checkbox"/> TRAILER <input type="checkbox"/> FOOD TRUCK
<b>TRAILER/TRUCK DIMENSIONS</b>	
<b>PROPOSED MENU (LIST IN DETAIL AND INCLUDE PRICES):</b>	
<b>OTHER EVENTS PARTICIPATED IN</b>	

Select events interested in applying for:

EVENT		2022 DATES	LOCATION	VENDOR FEE	APPLICATION/ FEE DEADLINES	AVERAGE ATTENDANCE
<b>BBQ&amp;BREWS</b>	<input type="checkbox"/>	March 5 3-7 pm (rain date: 3/12)	Carnes Crossroads Green Barn	\$100	February 1 / February 11	1,000
<b>EASTER EGG HUNT</b> <i>(DESSERT ONLY)</i>	<input type="checkbox"/>	April 9th 10am-12pm	Dogwood Park	\$50	February 1 / March 4	200
<b>COOKIN' IN THE CREEK</b>	<input type="checkbox"/>	April 23 <sup>rd</sup> 11am-3pm	Goose Creek Municipal Center	\$100	February 1 / March 11	500
<b>SPRING CONCERT SERIES</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	April 22 <sup>nd</sup> 6-9 pm May 13 <sup>th</sup> 6-9 pm May 27 <sup>th</sup> 6-9 pm	Crowfield Golf Course	\$50 / concert	March 4 / March 11	400 / concert
<b>FABULOUS FOURTH IN THE CREEK</b>	<input type="checkbox"/>	July 4 6:30-9:30 pm (rain date: 7/9)	Goose Creek Municipal Center	\$200	April 15 / June 17	4,000
<b>KIDS FEST</b>	<input type="checkbox"/>	August 6 11a-2pm (rain date: 8/13)	Goose Creek Municipal Center	\$225	April 15 / July 8	3,000
<b>OUTDOOR MOVIE (1)</b>	<input type="checkbox"/>	August 20 7:00-9:30 pm	Carnes Crossroads Village Green	\$50	July 1 / July 22	200
<b>OUTDOOR MOVIE (2)</b>	<input type="checkbox"/>	September 24 6:30-9:30 pm	Carnes Crossroads Village Green	\$50	July 1 / July 22	200
<b>FALL FESTIVAL</b>	<input type="checkbox"/>	October 1 10 am-3 pm (rain date: 10/9)	Goose Creek Municipal Center	\$225	August 5 / August 26	5,000
<b>CHRISTMAS TREE LIGHTING</b>	<input type="checkbox"/>	December 2 5:30-8:30 pm	Goose Creek Municipal Center	\$50	October 3 / November 14	2,000
<b>FOOD AT THE FOUNTAIN</b>	<input type="checkbox"/>	Please see attached table for food at the fountain	Goose Creek Municipal Center	\$50	Two months prior to the date you reserve	

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FOR STAFF USE ONLY:  APPLICATION  PHOTO  INSURANCE  VENDOR FEE

**FOOD AT FOOD FOUNTAIN - THURSDAYS (bi-weekly 11 am-2 pm)**

DATE:	FOOD TRUCK:	CONTACT:	PHONE:
1/6/2022			
1/20/2022			
2/3/2022			
2/10/2022			
2/24/2022			
3/10/2022			
3/24/2022			
4/7/2022			
4/21/2022			
5/5/2022			
5/19/2022			
6/2/2022			
6/16/2022			
6/30/2022			
7/14/2022			
7/28/2022			
8/11/2022			
8/25/2022			
9/8/2022			
9/22/2022			
10/6/2022			
10/20/2022			
11/3/2022			
11/17/2022			
12/1/2022			
12/15/2022			
12/29/2022			