

COMMUNITY SERVICES DEPARTMENT
City of Hoquiam
609 8TH STREET
HOQUIAM, WA 98550
LOGGERS PLAYDAY, SATURDAY, September 8, 2018

The Logger's Playday Food and Craft Fair will be held on **Saturday September 9, 2017** The Food and Craft Fair is part of the Logger's Playday celebration held each September on 7th Street in Hoquiam.

Vendors must return the Special Event/Civic Event License and Loggers' Playday application by no later than 8/31 to: City of Hoquiam, Community Services Dept., 609 8th Street, Hoquiam, WA 98550

ESTIMATED ATTENDANCE FOR THIS EVENT UP TO 5,000 PEOPLE FOR STREET FAIR

SCHEDULE FOR THE STREET FAIR

SETUP BEGINS.....7:00am FAIR OPENS.....10:00am FAIR CLOSES.....4:00pm

DUE TO TIME ROAD CLOSURE CONSTRAINTS, YOUR BOOTH MUST BE DOWN AND CLEANED UP BY 5:00 PM - ALL VENDORS ARE RESPONSIBLE TO CLEAN UP THEIR OWN SPACES.

VENDOR APPLICATION

NAME OF GROUP: _____

COORDINATOR: _____ PHONE # _____

APPLICANTS ADDRESS _____

PERSON IN CHARGE AT FOOD/CRAFT SITE _____

Email Address: _____ Telephone: _____

SPACES ARE 10 X 20 FT. AND WILL NOT HAVE WATER OR ELECTRICITY PROVIDED
WHAT SIZE OF BOOTH DO YOU REQUIRE (PLEASE CHECK APPROPRIATE BOX)

_____ Single Booth 10 x 20 **(\$40.00)** (plus \$10 Special Event Permit) **TOTAL \$50.00**

_____ Double Booth 20 x 20 **(\$65.00)** (plus \$10 Special Event Permit) **TOTAL \$75.00**

ALL BOOTHS EXCEPT THOSE HOLDING A HOQUIAM BUSINESS LICENSE MUST PURCHASE A **SPECIAL EVENT LICENSE FOR \$10.00 separate from the Booth Fee (PLEASE SEE PRICING – PAY THE TOTAL THAT APPLIES TO SIZE OF BOOTH!)**

FOOD VENDORS see next page for special requirements of County Permits and Insurance

WHAT PRODUCTS (BE SPECIFIC) WILL YOUR ORGANIZATION BE SELLING? **PLEASE NOTE RESTRICTIONS OF CERTAIN ITEMS ON PAGE TWO. NO TOY WEAPONS OF ANYKIND WILL BE ALLOWED NOR WILL ANY PRODUCT OR ITEM THAT RESEMBLES CIGARETTES OR PARAPHERNELIA OF ANYKIND.** _____

SPACE NUMBER(S) REQUESTED FROM MAP _____ (attached map). IF THE SPACE NUMBER THAT YOU HAVE REQUESTED IS TAKEN, YOU WILL BE ASSIGNED NEXT AVAILABLE SPACE.

NUMBER OF SPACES _____

\$40.00 FOR 10 X 20 FT SPACE **\$10.00** FOR CITY SPECIAL EVENT LICENSE = **\$50.00** _____

\$65.00 FOR 20 X 20 FT SPACE **\$10.00** FOR CITY SPECIAL EVENT LICENSE = **\$75.00** _____

TOTAL AMOUNT OF CHECK \$ _____

MAKE CHECKS PAYABLE TO THE City of Hoquiam. PLEASE RETURN TO:
CITY OF HOQUIAM, COMMUNITY SERVICES, 609 8TH STREET, HOQUIAM, WA 98550

Permits:

All vendors are required to complete and return the Special Event License application with their festival application (see below for specific information). **All FOOD VENDORS must have a Grays Harbor County Health Dept. Permit prior to setup. FOOD VENDORS are required by City Ordinance to provide a \$1M liability policy with the City named as second insured prior to set up at festival.** Insurance certificates can be mailed with application or faxed to Hoquiam City Hall at 360-538-0938.

COUNTY APPLICATIONS for FOOD VENDORS can be obtained through the County Health Department. If you need additional information **call GRAYS HARBOR COUNTY HEALTH DEPARTMENT. 360-249-4222.** **FOOD VENDORS must be able to show proof of Food & Service Permit prior to set-up. If proof of permit is not provided food vendors will not be allowed to open booth.**

The City of Hoquiam Special Event/Civic License fee is \$10.00 and must be included with the vendor booth fee. Those holding current Hoquiam City Business licenses are not required to pay the additional \$10.00 fee. Please complete the application (enclosed) and return it with the booth application.

Parking:

You may park in any legal parking space in the city. It is advisable to park away from the Street Fair so that the customers will have convenient parking.

Instructions

Review and fill out required information on this application. Fill out special event license applications. Obtain necessary Food & Service Permit through county. Mail applications, together with check made out to:

City of Hoquiam
ATTN: Community Services Department
609 8th Street
Hoquiam, WA 98550

Questions:

If you have any questions, please contact:
Community Services Department (360) 538-3970 or twood@cityofhoquiam.com

Restrictions

Distribution of cigarette's, fake or real, silly string, drug paraphernalia, weapons of ANY KIND including marshmallow or potato guns, cap guns, dart guns, bow and arrows, etc., WILL NOT BE ALLOWED. Also – bouncy houses are not allowed in the city due to liability. Any other item deemed inappropriate by Staff WILL NOT BE ALLOWED. Vendors will be asked to remove these items from their booths. If not removed, vendors will be asked to leave the fair.

NO VENDOR is allowed to sell items outside of their assigned booth and without a city special event license.

SPECIAL EVENT/CIVIC EVENT LICENSE
City of Hoquiam, 609 8th St., Hoquiam, WA 98550
\$10.00 PERMIT FEE

APPLICANT INFORMATION

NAME _____
ADDRESS _____
PHONE _____

DATE/LOCATION OF EVENT _____

DESCRIBE PRODUCTS TO BE SOLD *Distribution of cigarette's, fake or real, silly string, drug paraphernalia, weapons of ANY KIND including marshmallow or potato guns, cap guns, dart guns, bow and arrows, or any other item deemed inappropriate by Staff WILL NOT BE ALLOWED at any City sponsored event.*

SPONSOR INFORMATION

(If this is not a city sponsored event please list the organization putting on this event below)

NAME _____
ADDRESS _____
PHONE _____

Indemnification / Hold Harmless

The Applicant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims injuries, damages, losses or suits including attorney fees, arising out of or in connection with the Applicant's activities, except for injuries and damages caused by the sole negligence of the City.

Insurance (Applies to food vendors only.)

The Applicant shall provide a Certificate of Insurance evidencing: Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence. Coverage shall include but not be limited to: blanket contractual, products/ completed operations, and broad form property damage. **A copy of the endorsement naming the city as additional insured shall be attached to the Certificate of Insurance.**

Signature

Date

This form must be signed and dated indicating you accept the hold harmless clause and have all appropriate insurance as required.

