

WHEATON 2016
INDEPENDENCE DAY
Celebration

Dear Restaurant Owner:

Plans are currently underway for the Wheaton Park District's Third of July Family Fun event held at Graf Park in Wheaton. We are very excited about this year's event, and anticipate that many people will enjoy these festivities.

This year's festival will offer music provided by a DJ, carnival rides, food vendors and a fireworks show produced by an award winning vendor. The set-up for this year's event is as follows; food booths will only operate on **Sunday, July 3rd from 4PM to 9:30PM at Graf Park (1855 Manchester)**.

We are currently accepting applications for food vendors for the event. We will have limited number of electrical hook-ups available on a first-come, first served reservation basis. Vendors will need to supply their own 10x10 tent. Weights are required for this tent.

Vendor Fee- \$175 - **Please make your check payable to the Wheaton Park District.**

Wheaton 2016 July 3rd Celebration is a high quality event and we are attempting to provide a level of exclusivity for food items provided by each vendor. The 3rd of July Committee will determine the items, based on member affiliation, past participation and the menu items you list on your application. You will be able to list up to six items on the application but will only be able to **sell three (3) items per food booth**. We are asking for additional items so that we can avoid duplicate items at the food booths. If you want to sell more than three (3) items, you will need to purchase an additional booth.

We will begin to assign booths by June 13, 2016. We encourage you to return your application to us before than June 1, 2016 to ensure consideration.

Guidelines to follow:

- **Your payment (in the form of a certified check, money order, credit card or cash) must accompany your application. Payment should be made to: Wheaton Park District.** However, we will not process payments until the food vendors are selected.
- **You may only sell the menu items approved for you by the Committee.** Failure to comply with this will result in dismissal from the event without a refund.
- **You must complete the electric needs and outlet request on your application.** Electricity is limited. Therefore, please be specific about needs on the application.
- You will be able to list up to six items on the application but will only be able to **sell three (3) items per food booth** pending committee approval.
- **You must contact the DuPage County Health Department prior to the event to register for your permit and ensure you are aware of any changes in regulations** (information included in this packet).

In order to be considered for participation in this year's event, you will need to include a copy of your **certificate of insurance naming both the Wheaton Park District as additionally insured for general liability and bodily harm** with your application and payment.

Please remember that **you must secure a temporary food service permit** that is issued by the DuPage County Health Department for this event. County Inspectors will visit each booth prior to opening.
http://www.dupagehealth.org/upload/Temporary_Food_Service_Permit_Application.pdf

We look forward to a successful event and invite you to be a part of Wheaton's July 3rd Celebration”!

If you have any questions, contact Daniel Novak at the Wheaton Park District (630-510-5117)
dnovak@wheatonparks.org

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Novak". The signature is fluid and cursive, with a large, stylized initial "D" and "N".

Daniel Novak
Superintendent of Special Facilities
Wheaton Park District
102 E. Wesley Street, Wheaton, IL 60187
FAX: 630-665-3779
Office: 630-510-5117
dnovak@wheatonparks.org

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July 3rd Food Vendor Application

Company _____	Phone _____
Contact _____	E-Mail _____
Address _____	City _____ State _____ Zip _____
Electrical hook-up required?..... <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, number of amps required _____	
If Yes, number of outlets required _____	
MUST BE COMPLETED: What will electricity be use for (be very specific)? _____ _____	

Fee Structure for Food Booths 2016

Vendor Fee: \$175

Menu Items (Be very specific, one item per line.)

Food item(s) to be sold and approximate price per item

- 1st Item: _____
- 2nd Item: _____
- 3rd Item: _____
- 4th Item: _____
- 5th Item: _____
- 6th Item: _____

Sign-up today!

- ✓ Booth assignments will be made beginning June 13, 2016.
- ✓ We do ask that you keep your prices at \$6 and under.
- ✓ There will be no refunds due to poor weather on the day of the event

In the event that several vendors wish to sell the same item, the committee reserves the right to direct a change in food Items for these vendors.

Payment Information	
Payment Type: <input type="checkbox"/> CREDIT CARD (Visa) <input type="checkbox"/> CREDIT CARD (Mastercard) <input type="checkbox"/> Check (payable to Wheaton Park District) <input type="checkbox"/> Cashier's Check	
Name on Card:	Amount to be charged:
Signature:	Date:
Credit Card Number:	Expiration Date:

Office Use Only	
Receipt #	Date Processed:

Note: Your application will not be processed without an authorized signature above. By signing this document, you are guaranteeing that you will follow the attached guidelines for this event including selling only the items approved by the July 3rd Committee and that you will not sell popcorn or any alcoholic beverages. If these guidelines are not adhered to, you will be immediately dismissed from the event without a refund. **Remit Payment: Wheaton Park District, 102 E. Wesley Street, Wheaton, IL 60187 – Attn: Dan Novak / Snapshots of America Food Vendor**

DuPage County Health Department
Permit Application Steps
www.dupagehealth.org/safefood

1. Review the Temporary Food Service Requirements Booklet online to learn about food safety at temporary food events.
2. Complete the Temporary Food Service Application. (Enclosed)
3. Submit the application form and fee (see below) to the appropriate Public Health Center at **least 10 days prior** to the event.
4. After your permit application is processed, the permit will given to you on-site after an inspection.

Fees and requirements for Temporary Food Service Permits are based on a risk type. Your risk type is determined by the menu items and the amount of food preparation to be done on-site (see chart below). Final determination of risk type and fee are made by the area Sanitarian. For any questions regarding your risk type determination, contact the area Sanitarian.

FEE	LATE FEE (If less than 10 before event)	RISK CATEGORY	DEFINITION
\$65	\$81	1	Foods with minimal to no handling during preparation and service.
\$110	\$138	2	Potentially hazardous foods that require limited handling and assembly on-site prior to cooking or serving OR non-potentially hazardous foods that require extensive on-site preparation.
\$185	\$231	3	Potentially hazardous foods that require extensive preparation or assembly on-site prior to cooking or serving.
Fee Exempt	Fee Exempt	Fee exempt organizations must still obtain a permit and are subject to all permit requirements	A temporary event operator that has Illinois not-for-profit status that uses the event as a fundraising activity.

- **Note:** The Sanitarians reserve the right to limit menu items to assure food safety.
- **Note:** Fee exempt organizations must still obtain a permit and are subject to all permit requirements.
- **Note:** The Sanitarian must approve menu and booth questionnaire before a permit can be issued.

If you have questions, or to obtain an application for a Temporary Food Service Permit, please contact the Area Sanitarian at one of the Public Health Centers listed below:

NORTH
 1111 W. Lake St.
 Addison, IL 60101
 Phone 630.620.3325
 Fax 630.543.9276

SOUTHEAST
 422 N. Cass Avenue
 Westmont, IL 60559
 Phone 630.969.7030
 Fax 630.969.6477

EAST
 1111 E. Jackson St.
 Lombard, IL 60148
 Phone 630.620.3350
 Fax 630.620.8660

WEST
 111 N. County Farm Rd.
 Wheaton, IL 60187
 Phone 630.682.7560
 Fax 630.462.7945

CERTIFICATE OF INSURANCE

Please remember you **MUST** provide a certificate of insurance naming the Wheaton Park District as the Certificate Holder and Additionally Insured.

Certificates are due **NO** later than Wednesday, June 1, 2016 to:

Wheaton Park District
Attn: Dan Novak (FAX: 630-665-3779)
dnovak@wheatonparks.org
Superintendent of Special Facilities
102 E. Wesley Street
Wheaton, IL 60187