



# Doylestown Township 2017 Thompson Performing Arts Series

At the Covenant Bank Amphitheater

## VENDOR APPLICATION



Join Doylestown Township as we present the *Thompson Performing Arts Series*. The schedule includes sixteen concerts and movies throughout the summer that are sure to entertain the entire family. Projected attendance for EACH concert varies. All permit fees go directly toward offsetting costs of the series. We appreciate your support!

### Dates:

- Friday, June 2 - **Movie - Dark (8-8:30)**
- Friday, June 16 - **6:30 pm**
- Wednesday, June 21
- Wednesday, June 28
- Friday, July 7 - **Movie - Dark (8:30)**
- Sunday, July 16 (Raindate July 23)
- Wednesday, July 13
- Wednesday, July 19
- Wednesday, July 26
- Wednesday, August 2
- Wednesday, August 9
- Wednesday, August 16
- Wednesday, August 23
- Friday, September 15 - **Movie – Dark (7-7:30)**
- Friday, October 20 - **Movie – Dark (6:30-7)**

**Time:** 7:00 p.m. (Unless otherwise noted)  
(performance length may vary)

**Place:** Covenant Bank Amphitheater, Central Park

**Fees:** \$700 permit fee - all 15 listed dates  
\$ 150 permit fee - July 16 Fireworks Only  
\$ 50 permit fee - individual dates (excl. FW)

### Selection to Thompson Performing Arts Series

Doylestown Township reserves the right to restrict the type and number of vendors and to select vendors who best meet the needs of the event. Vendor sales are limited to approved items only. Duplication of vendor type or products will not be authorized.

**Exclusions** - *Doylestown Township reserves the right for exclusive sale of hot dogs, Fireworks glasses, glow sticks and foam glow batons. All items must be submitted for approval.*

### Setup

Food vendors agree to be setup no later than 1 hour prior to performance start time and must remain setup through the end of the event. Vendors must be fully self-contained, supply their own canopy, supplies, serving tables, power, waste receptacle and hand washing area.

**July 16 Fireworks (July 23 rain date):** The park will open for event parking at 5:00 pm. All vendors are requested to be onsite by 4:30 pm and setup for operation by 5:30 pm.

### Electricity

No electricity is available onsite. Vendor provided generators are permitted (placement must not interfere with any performer). Vendors must supply their own extension cords.

### Doylestown Township P&R Department

Once accepted into the series, the following items **MUST** be submitted:

- ✓ Vendor Application
- ✓ Vendor Application Fee
- ✓ Vendor Agreement Form
- ✓ Current Certificate of Insurance naming Doylestown Township as additional insured
- ✓ Bucks County Board of Health Certificate

**Application Submission:** Applications will be reviewed and vendors notified promptly as to acceptance.

Send to: Doylestown Township  
425 Wells Road  
Doylestown, PA 18901  
Attn: Karen A. Sweeney, Director of P&R

**Questions?** Call (215) 348-9915

### Bucks County Health Department

All onsite food vendors must comply with Bucks County Health Department and/or PA licensure requirements. Vendors are responsible for disposing of their own trash, charcoal, grease, etc. Proof of compliance must be provided upon request.

Questions? Bucks County Health Dept: 215-345-3318.

**Inclement Weather:** In the event of inclement weather, the concert location will be moved indoors to Lenape Middle School. School regulations prohibit food/beverage in the auditorium. For all concerts moved indoors due to inclement weather, vendors will be issued a prorated refund at the conclusion of the season. Vendors not requiring reimbursement will be issued a donation letter for tax purposes. *Refunds will not be considered should the decision be made to hold a concert outdoors.*

# Doylestown Community Thompson Performing Arts Series

## VENDOR APPLICATION

Contact Name \_\_\_\_\_  
Business Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Cell \_\_\_\_\_ E-mail \_\_\_\_\_

**Please check concert/movie date/dates for which you are applying.**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Friday, June 2 (movie)      | <input type="checkbox"/> Friday, June 16 (DJ Dance Party) | <input type="checkbox"/> Wednesday, June 21         |
| <input type="checkbox"/> Wednesday, June 28          | <input type="checkbox"/> Friday, July 7 (movie)           | <input type="checkbox"/> Wednesday, July 12         |
| <input type="checkbox"/> Sunday, July 16 (fireworks) | <input type="checkbox"/> Wednesday, July 19               | <input type="checkbox"/> Wednesday, July 26         |
| <input type="checkbox"/> Wednesday, August 2         | <input type="checkbox"/> Wednesday, August 9              | <input type="checkbox"/> Wednesday, August 16       |
| <input type="checkbox"/> Wednesday, August 23        | <input type="checkbox"/> Friday, September 15 (movie)     | <input type="checkbox"/> Friday, October 20 (movie) |

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**List specific items and price (attach an additional sheet if needed)**

1. _____	\$ _____	13. _____	\$ _____
2. _____	\$ _____	14. _____	\$ _____
3. _____	\$ _____	15. _____	\$ _____
4. _____	\$ _____	16. _____	\$ _____
5. _____	\$ _____	17. _____	\$ _____
6. _____	\$ _____	18. _____	\$ _____
7. _____	\$ _____	19. _____	\$ _____
8. _____	\$ _____	20. _____	\$ _____
9. _____	\$ _____	21. _____	\$ _____
10. _____	\$ _____	22. _____	\$ _____
11. _____	\$ _____	23. _____	\$ _____
12. _____	\$ _____	24. _____	\$ _____

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### VENDOR APPLICATION CHECKLIST

- Concert dates specified
- Completed list of items to be sold with prices
- Permit Application and all related materials
- Sign and submit Vendor Agreement form
- Compliance with Bucks County Board of Health as applicable (certificate and/or PA licensure certificate)
- Submit a current Certificate of Insurance naming *Doylestown Township as additional insured*
- Submit applicable permit fee with application materials.

*Thank you for supporting the Thompson Performing Arts Series... We look forward to working with you!*

# Doylestown Township Thompson Performing Arts Series

## VENDOR AGREEMENT

This agreement is entered into and executed this \_\_\_\_\_ day of \_\_\_\_\_, 2017  
by and between Doylestown Township, hereinafter referred to as the *township*, and \_\_\_\_\_  
\_\_\_\_\_, hereinafter referred to as *vendor*.

### I. Responsibilities of the Vendor

- Vendor must be fully self-contained and is responsible for supplying all needed items, including appropriate tables or counter space, hand washing means, and appropriate signage. Signage shall include the name of the organization, food items for sale, and prices.
- Vendor may serve only food and beverage items that have been approved. A menu must be attached to the application.
- Vendor must show evidence of a Board of Health Certificate and/or PA licensure.
- Vendor must be set up and be ready for business no later than 1 hour prior to performance start time (5:30 pm for July 16 Fireworks event) and remain open until the conclusion of the event.
- Vendor is responsible for adhering to all safety and fire codes and regulations.
- **Exclusions: The Township reserves the right to be the sole provider of hot dogs, Fireworks glasses, glow sticks and glow batons. All items and pricing must be submitted for approval.**

### II. Responsibilities of the Township

- Provide space/location for vendor (area to be agreed upon )
- Trash cans in the vicinity of the food service area
- Limited vendor parking available on a first-come, first-served basis

### III. Fees and Charges

- Vendor agrees to pay applicable permit fees at time of application.
- Non-payment of remaining fees will result in forfeiture of space.
- Permit fees for dates moved indoors due to inclement weather as determined by the Township will be refunded for those dates only. Vendors not requesting reimbursement will be issued a donation letter for tax purposes.
- Failure to participate in the Concert Series and provide the agreed service does not release the vendor from the obligation to pay the applicable permit fees. The food concession service is non-transferable to another party without the written consent of the township

### IV. Adherence to Policy

Vendor agrees to abide by the policies as established. Failure to abide by any of these policies may result in termination of this agreement and forfeiture of any and all fees.

### V. Indemnification Agreement

The vendor hereby agrees to indemnify and hold harmless the Township of Doylestown, its officers, agents and employees from any and all claims, demands, losses, or damages, including attorney's fees, which may arise in any manner from the vendor's activities or presence on municipal property as authorized by this agreement. This release and indemnification obligation includes, but is not limited to, claims made by the vendor, its agents, or employees.

### VI. Adherence to Laws

Concessionaire shall abide by all laws governing the Township of Doylestown and Commonwealth of PA. Violation of the law will result in termination of this agreement and possible removal from the property.

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#### FOR THE CONCESSIONAIRE

Name of Business: \_\_\_\_\_

Business Owner: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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#### FOR THE TOWNSHIP

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

Position: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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