



Millstone Festival Food Vendor Agreement

Registration Deadline:

July 31st, 2021

Event Date:

Oct 9th, 2021

Office Use Only

*REQUIRED INFORMATION:

Certificate of Liability Insurance: _____
 Copy of Inspection/Permit: _____
 Menu & Prices: _____
 Photo of Booth: _____
 Paid/Date: _____
 Order Received: _____
 CASH/CHECK #: _____

PLEASE PROVIDE ALL INFORMATION LISTED BELOW

Limited space available; subject to terms and conditions

City reserves the right to refuse any request. Placement will occur by September 1st

Business Name: _____

Contact Person: _____

Billing Address: _____

City: _____ ST _____ Zip _____

Phone: _____ Fax _____

Cell Phone: _____

Email: _____

SPACE NEEDED: _____

(Additional fees apply for space over 20 feet- call for info.)

VENDOR COST:

\$50.00

Make check payable to: **Richmond Parks and Recreation**

Mail To: Richmond Parks and Recreation Dept.

ATTN: **Lauren Kilburn**

345 Lancaster Avenue

Richmond, KY 40475

Phone: 859-623-8753

Fax: 859-624-0376

Will you be using a generator? (Must be inspected by the Fire Marshal): Yes _____ No _____

HOW LONG DOES IT TAKE YOU TO COMPLETELY SET-UP AND BE READY TO SELL: _____

Millstone Festival Agreement

Please fax/send Agreement by July 31st

All payments due by July 31st



The Following Information is REQUIRED for submission

- This Completed Agreement Form – Signature Required Below
- Menu with prices
- Certificate of Liability Insurance with City of Richmond listed as an Additional Insured
- Copy of Health Department Inspection/Food Handlers Card
- Photograph of your booth
- Payment (No Money Orders)

Would you like to receive information about the following events?

*Halloween Hoedown: 10/28 YES

Release and Indemnification- The undersigned shall indemnify, and hold harmless the City of Richmond, its agents and employees from and against all claims, damages, losses and expenses including attorney's fees which they, or any third parties, may suffer or incur as a result of the operation of a booth or participation as a vendor in this event.

Representative

Date

Printed Name & Title