



# **VENDOR POLICIES**

**TEMPLETON PARK**

**WEDNESDAYS**

**JUNE 14 - AUGUST 23, 2023**

(No Concert on July 26)

***Businesses, individuals and/or organizations interested in providing vendor services at any Templeton Concerts in the Park must meet the following criteria:***

1. This policy is specific to Templeton Recreation Concerts in the Park vendors, including Food/Beverage.
2. Templeton Community Services District (TCSD) reserves the right to change this policy at any time.
3. TCSD reserves the right to limit, accept, or deny booth space to any vendor, organization, or group based on the type of food/beverage to be served, the amount of space available, or for any other reason.
4. Vendors will be required to meet all San Luis Obispo County Health Codes and applicable laws pertinent to food vendors. See criteria/requirements below.
5. All vendors shall adhere to the event-specific rules and policies.
6. Vendors are responsible for the set-up, take-down and clean-up of their own booths.
7. Vendors are limited to the sales of specific items listed on the menu provided at the time of submission and agreed upon by TCSD Staff members.
  - a. Changes to the agreed upon menu are allowed, provided the changes do not conflict with other previously approved vendors, and must be approved by TCSD Staff and agreed to in writing.
8. Vendors may not allow other groups, organizations, businesses or vendors to sell items from their booth space.
9. Vendors must stay within the space assigned to them by TCSD Staff.
  - a. Event attendees must come to the vendor booth; vendors and their subordinates are not permitted to actively seek out or solicit attendees.
  - b. At least one person must be present at the booth at all times.
10. Vendor fees for each concert must be paid in full prior to arriving at the event unless other arrangements have been made with TCSD Staff.
11. Vendors may not advertise Templeton Concerts in the Park without District approval and consent. This includes, but is not limited to TV, radio, websites, email blasts and/or print ads.
12. In order to ensure Concert Sponsors get appropriate recognition for their monetary support of the event, we will not announce vendors or their associates at Concerts by name.
13. No banners or signage may be put up by vendors on the Gazebo or around the park. Banners may be put at your assigned vendor location only.
14. The District reserves the right to limit vendors based on space needed, menu items, etc.
15. Use of a generator requires TCSD approval, prior to the event.
16. There will be one to two full-menu vendors and two to three specialty vendors i.e., ice cream, coffee, snow cones, as long as they are not offering duplicate items. Waters and sodas are the exception.

(continued on other side)

## **APPLICATION CRITERIA:**

1. Complete and submit a 2023 Templeton Concerts in the Park Vendor Application.
2. **Applications will initially be reviewed on March 3, 2023.** All applicants will be contacted by the end of March so that you'll be aware of your application status. Applications will continually be accepted throughout the concerts season. If space is available, late applicants will be considered.
3. Vendor applications can be submitted to the Templeton Recreation Office located at 599 S. Main Street in Templeton.
4. Applications should include a current copy/proof of the following items, if applicable:
  - a. Temporary Food/Mobile Facility Permit (obtained from SLO County).
  - b. Business License.
  - c. Seller's Permit.
  - d. Food Handler's certificate.
  - e. ABC license. (approved alcohol sales only)
  - f. General Liability Insurance for \$2 million (naming "TCSD" as additional insured).
  - g. A menu of specific food/beverage items to be served.

## **FEE SCHEDULE:**

\$25 — Non-Profit Group Table or 10x10 pop-up – No Sales, Information Only. (Two per evening)

\$100 — Food Truck size, 20x20 space up to 499 square feet

\$200 — for more than 500+ square feet (requires prior approval from TCSD)

**All Vendor locations to be determined by TCSD Staff depending on the space available.**

In addition to Concerts in the Park Vendors, TCSD will allow some Concerts in the Park Sponsors to have information tables/pop-ups in designated locations free of charge to pass out Information. No sales and no soliciting will be allowed.

## **POLICY REVIEW:**

This policy is subject to review at any time. If a dispute occurs it shall go before the General Manager and in his absence, his designee and the Park and Recreation Committee.





# VENDOR APPLICATION

## TEMPLETON PARK

**WEDNESDAYS, JUNE 14 – AUGUST 23, 2023**

(No Concert on July 26)



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

### CONTACT INFORMATION

Business Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I have received, read, understand and agree to the 2023 Vendor Polices \_\_\_\_\_

Vendor Applicant Signature

### APPLICATION DETAILS

VENDOR APPLICATIONS WILL  
INITIALLY BE REVIEWED ON  
MARCH 3, 2023.

Applications will continually be accepted throughout the concerts season. If space is available, late applicants will be considered.

- \$200 (500+ square feet)
- \$100 (Food Truck size, 20x20 space up to 499 square feet)
- \$25 No sales, information only. (Non-Profit Group Table or 10x10 pop-up)

Type of Booth? Item(s) and/or type(s) of food being served? \_\_\_\_\_

Please attach a complete menu of items being served, if applicable.

- Applying to serve at only one (1) concert. Date Preference? \_\_\_\_\_
- Applying to serve at multiple concerts. How Many? \_\_\_\_\_ Date Preferences? \_\_\_\_\_

### PLEASE ATTACH THE FOLLOWING CERTIFICATES/LICENSES (IF APPLICABLE):

- Temporary Food/Mobile Facility Permit, obtained from SLO County.....
- Business License.....
- Seller's Permit.....
- Food Handler's certificate.....
- ABC License (if necessary).....
- General Liability Insurance for \$2 Million (naming "TCSD" as additional insured).....

### FOR OFFICE USE ONLY

date requested/received/notes

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### FOR OFFICE USE — CONCERTS 2023 NOTES

DATES ASSIGNED:

\_\_\_\_\_

PAYMENTS RECEIVED:

\_\_\_\_\_