



# Food Vendor Application

September 7, 8 & 9, 2018

Application & Payment Deadline: **August 24, 2018**

**Please read and keep a copy!**

**Complete and sign this Vendor Application and submit with:**

**Requirements received by Aug. 24, 2018.**

- Signed copy of Application + **\$100 Vendor Application Deposit** (non-refundable) - **We will not accept any applications without a deposit.** Upon acceptance, payment will be processed. Please make check or money order made payable to St. Gabriel's Catholic Church – Briarfest. Application deposit will be applied towards the vendor space fee, listed at the bottom of this page. **Remaining balance is due August 24, 2018** or the space will be forfeited.
  - Hold Harmless/Indemnity Agreement
  - Copy of Insurance naming St. Gabriel's Catholic Church as **additional insured**, for Briarfest September 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>, 2018. General liability of \$1,000,000 per occurrence and \$2,000,000 general aggregate limits. Insurance companies will provide this certificate.
  - **FOOD VENDORS MUST SUBMIT A COPY OF THEIR HEALTH DEPARTMENT LICENSE.**
  - **Vendors must sign the COS Fire Department Cooking and LPG Use at Special Events form.**
- Mail to: **St. Gabriel's Catholic Church – Briarfest Vendors (8755 Scarborough Drive, Colorado Springs, CO 80920)**

**Contact: [foodvendors@briarfest.net](mailto:foodvendors@briarfest.net) for more information.**

**Food Vendors /Contact Information: (please print legibly)**

Name of Business / Vendor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

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

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

Phone Number(s): \_\_\_\_\_

Type of food - description **(please be as specific as possible – Briarfest Committee will review for acceptance)**

\_\_\_\_\_  
 \_\_\_\_\_

	Vendor Space Fees	# of Spaces		Total Amount
20x20 space (400 sq. ft)	\$400 per booth for Fri - Sun (\$25 discount for returning vendors by 5/1/18)		=	
40x20 space	\$625 per booth for Fri – Sun		=	
Electricity	\$100 Extra for 110v \$150 Extra for 220v		=	

**Vendors must provide electric cables that reach 30-50 feet to nearest electric distribution box.**

If you need longer cables, please contact the Briarfest food coordinator.

Total

<i>For Office Use Only:</i>	Deposit Rec'd: _____	Hold Harmless: _____	Deposit / Payments Balance Due	- \$ _____
	Date Accepted: _____	COS Fire _____		\$ _____
	Vendor Notified: _____	CO Health _____		\$ _____
		Balance Pd: _____		
		Ck #s: _____		

## 2018 Briarfest Vendor Information

Thank you for participating in Briarfest 2018. Following is important information that vendors must agree to:

**Event Location:** St Gabriel's Catholic Church - 8755 Scarborough Drive, Colorado Springs, CO 80920

**Dates / Hours of Operation for Vendors:**

Friday, September 7: vendors open from 5:00 pm – 11:00 pm

Saturday, September 8: vendors open from 10:00 am – 11:00 pm

Sunday, September 9: vendors open from 12:00 pm - 6:00 pm.

**Vendor Space:** Briarfest will provide a 20 x 20 or 40 x 20 space as per application. Vendors are responsible for providing all tables, chairs, canopies, signage, quiet generators, etc. Only one vendor per space (NO subletting or sharing of space).

**Electricity Requests** can be made on the application for an additional charge.

**Water:** Water will be available for vendors use at designated filling locations or direct city water hook up upon request.

**Set-Up:** Set up will begin on Friday, September 7<sup>th</sup> at 12:00am for food vendors and Saturday at 7:00 am. If more time is needed for setup, please make arrangement with a Briarfest coordinator. This is an **OUTDOOR** event so a canopy is highly recommended. Your canopy must be properly anchored to withstand all weather conditions that may be encountered. We are on a hill so wind is a possibility. Stakes are not permitted in some areas because they are on asphalt. 5 gallon buckets or sand bags are recommended to anchor down canopies. You will have access to water to fill buckets if needed. St. Gabriel's Catholic Church or the Diocese of Colorado Springs will not be held liable for damages caused by tents or canopies that blow away.

**Safety:** Recommended by COS Fire that vendors operating cooking equipment provide one approved fire extinguisher to be located within the food booth

**Grease:** No grease or water is to be poured onto the ground. Any vendor found doing this will be asked to leave the event & all money will be forfeited. Vendor will be responsible for any & all environmental cleanup costs.

**Trash:** Vendors are responsible for the removal of their own trash/garbage from their booth and clean up their booth site. Commercial sized dumpsters will be provided.

**Tear Down / Clean up:** Vendors are responsible for tearing down, cleaning up, and removing all trash/garbage from their booth. Vendors must close by 6:00 pm on Sunday and be packed up and off the property by 9:00 pm. Commercial sized dumpsters will be provided.

**Cancellation/Refund Policy:** Briarfest will be held rain or shine. There are NO refunds of the application deposit. There are NO refunds after August 24, 2018, including for no shows.

**Parking:** Vendors will NOT be able to park your vehicle or trailer near the vendor space during the event unless it is part of your booth and fits within your space. Finalized parking location information will be sent prior to the event.

**State & City Regulations:** Approved applicants are solely responsible for maintaining their compliance with relevant state, local, and federal health regulations, codes, licenses, insurance, and taxes.

**Security:** There will be security on site, but vendors are responsible for all merchandise and booth equipment, during and after Briarfest. It is recommended that all valuables be removed each day and brought back the next day.

St. Gabriel's Catholic Church and the Diocese of Colorado Springs will not be held liable for any theft or damage to vendor's goods or property.

St. Gabriel's Catholic Church reserves the right to remove from the event any vendor (or representative) and /or merchandise, in which in the opinion of the Briarfest Committee is unacceptable or detracts from the dignity of the church and/or event or if it varies from description listed on front side of this application. Vendors removed from this event will not be eligible for any refund.

**I have read and agree to abide by all the Briarfest rules. I understand that failure to follow any of the regulations can mean expulsion from this year's event with no return of fees. As a vendor, I release St. Gabriel's Catholic Church and the Diocese of Colorado Springs from any liability for any damage, injury or loss to any person or goods which may arise from the rented space. I understand that there are no refunds or rain checks due to inclement weather.**



Vendor Printed Name: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Briarfest Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**PARISH FESTIVAL VENDOR  
HOLD HARMLESS/INDEMNITY AGREEMENT**

PARISH: St. Gabriel's Catholic Church

PARISH is understood to include the (Arch) Diocese of Colorado Springs, Colorado.

VENDOR: \_\_\_\_\_

TYPE OF VENDOR: \_\_\_\_\_

DATES OF USE: September 7, 8 and 9, 2018.

The above named VENDOR agrees to defend, protect, indemnify, and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named VENDOR or any of its agents, family members, officers, volunteers, helpers, partners, organizational members, or associates in connection with the operations of the above named VENDOR at the above named PARISH.

VENDOR agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than two million dollars (\$2,000,000) per occurrence. VENDOR also agrees to have the PARISH named as an **"Additional Insured"** on its general liability policy for the DATES OF PARISH FESTIVAL in relationship to the VENDOR'S activities. It is agreed that VENDOR also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

**If and only if** VENDOR fails to comply with the above (second) paragraph, then VENDOR agrees to protect, defend, hold harmless, and fully indemnify the above named PARISH for any claim or cause of action whatsoever which takes place during the above identified DATE(S) OF USE that is brought against PARISH by the above named VENDOR or its employees, agents, guests, invitees, customers, partners, family members, organizational members, and associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents or the negligence of any other individual or organization not a party to this agreement. If any paragraph or sentence of this agreement is held invalid, it is agreed that the balance thereof, shall continue to full legal force and effect.

SIGNED BY: \_\_\_\_\_

(Must be an official agent of VENDORS)

NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

(REV 7/11)





## Cooking and LPG Use at Special Events

November 2009

**PURPOSE** To establish requirements for cooking operations within special events.

**SCOPE** This document pertains to all special events whether public or private utilizing vendors which cook foods.

### DEFINITIONS

**Canopy** A temporary structure, enclosure or shelter constructed of fabric or pliable materials supported in any manner other than by air or the contents it protects, which is open, without side walls or drops on 75 percent or more of the perimeter.

**Cooking Booths** - Those tents, canopies or other structures that are used solely for the purposes of cooking. No other uses permitted except the sales of the food cooked.

**Temporary Structure** - Any enclosure or shelter constructed of materials as described in the 2003 International Fire Code, as amended, and erected for a period of less than 180 days.

**Tent** - Any temporary structure, enclosure, or shelter constructed of fabric or pliable material supported in any manner other than by air or the contents it protects, with side walls or drops on 75 percent or more of the perimeter.

### POLICIES

#### Cooking Booth Structure

- Cooking booths shall be grouped together in single rows, spanning 100 lineal feet or less in distance. See Figure 1 on back. Groups of cooking booths shall be separated from all other non-cooking vendors by at least 16 feet unobstructed clearance in all directions.
- Required fire lane may be part of the required 16-ft separation. If so, 16-ft is absolute minimum. No obstructions in or over the fire lane permitted.
- There is no limit on the number of grouped cooking booths or where they are located within the event.
- Cooking booths shall be constructed from flame retardant materials. A label shall be permanently affixed to the structure.

#### Cooking Fuels

##### LPG

- One cylinder per cooking appliance plus one cylinder per cylinder size, additional storage, permitted for each cooking booth.
- Safety valves on LPG cylinders shall be pointed away from tent/canopies/structures.
- LPG cylinders shall be located outside of cooking booths (unless specifically approved) and no less than 1 foot from the exterior of the structure.
- LPG cylinders shall be located remotely from all exits for each vendor as well as adjacent vendors.
- LPG tanks are uniformly and remotely located amongst each cooking vendor. See Figure 2 on back.
- No smoking signs are posted within 10 feet of the cylinders. Wording for signs shown in Figure 3 on back.
- Cylinders are protected and securely fastened to a suitable object to prevent tampering and/or tipping.
- Any individual vendor utilizing more than 125 gallons (water capacity) of LPG will apply for an LPG Permit and meet all applicable code requirements. The permit must be submitted and approved a minimum of 1 week before the event. Permit requirements are more restrictive than noted in this document. ***If during the inspection, a vendor is found to have more than 125 gallons (water capacity) of LPG, that vendor must immediately reduce the LPG to below 125 gallons or the vendor will not be allowed to participate in the event.*** To determine the amount of LPG being used, complete Table 1 on back.

##### Solid Fuels

- All cooking utilizing solid fuels must be done under open air and not located under any canopy, tent, and membrane structure or similar.
- A metal receptacle with a secure lid shall be provided for the sole purposes of collecting hot ashes, smoldering coals, cinders, etc. This receptacle shall not be used for general trash/rubbish.

#### Miscellaneous

- One extinguisher with a minimum rating of 2A: 10BC required for all cooking activities.
- One Class K (wet chemical) extinguisher, in addition to above extinguisher, is required for cooking appliance utilizing vegetable or animal fats and oils.
- Deep fat fryers shall be provided with a metal lid to cover the hot oil in case of rain.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor Name

I, the above signee, represent a responsible party for the vendor stated above, acknowledge that I have read and understand the requirements contained within this document. Additionally, I understand that I am responsible for ensuring these requirements are met. I also understand not following these requirements may prevent participation in this event.

375 Printers Parkway, Colorado Springs, CO 80910 - 719.385.5978  
"Protecting life and property today, creating a safer tomorrow"



**Cooking and LPG Use at Special Events**

November 2009

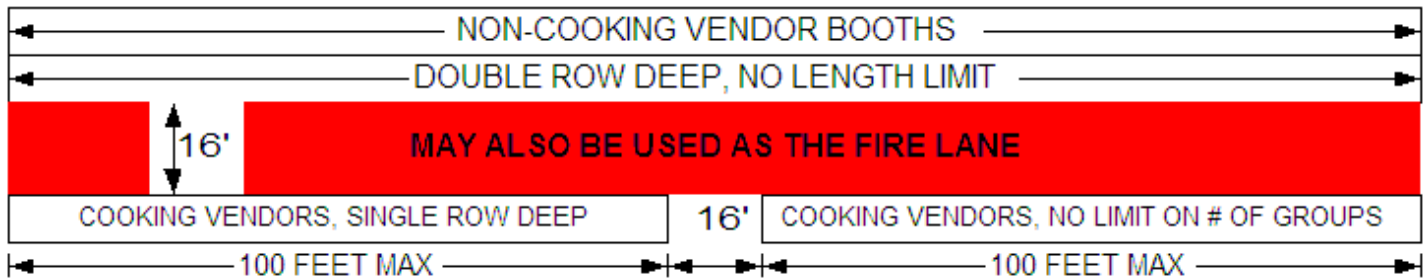


Figure 1 - Spacing/Grouping of Cooking Vendors Example

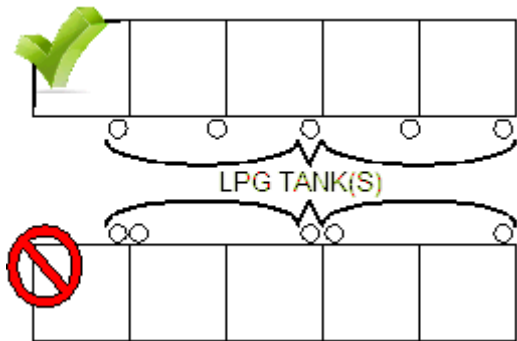


Figure 2- Uniformity of LPG Cylinders Example

**DANGER  
FLAMMABLE  
GAS  
NO SMOKING  
WITHIN 10 FEET**

Figure 3 - No Smoking Sign Example

**Table 1 - LPG Pounds to Gallons of Water Capacity Conversion Table.**

Column 1 Size/type of Cylinders	Column 2 Number of Cylinders	Column 3 Gallons of Water Capacity	Column 4 Total Gallons of LPG in Water Capacity
Cylinder LPG capacity in pounds (lbs)	Total number of cylinders at capacity	Constant	Multiply Column 2 with Column 3
5		1.4	
20		5.7	
33.5		9.6	
40		11	
60		17	
100		29	
150		43	
All Other Size Tanks	Contact the	Division of the Fire Marshal	719.385.5978
Total Gallons of LPG in Gallons of Water Capacity at 80% fill (Add all individual gallon amounts in Column 4)			Gallons
If the total Gallons of Water Capacity is greater than 125, then an LPG Use Permit is required! Contact the Division of the Fire Marshal			