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Borough Clerk

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Borough Attorney

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Borough Engineer

April 15, 2016

Dear Non-Food Vendor,

On Saturday, October 8, 2016 the Borough of Eatontown will be hosting the seventh annual "Eatontown Community Day" at Wolcott Park. The day begins at 1pm and will conclude at 5pm. The past six years were great, but we are going to make this year even better! This event is turning into a great fun-packed day with the participation of both civic and commercial Eatontown organizations. We have scheduled activities for all ages, small fair type games, music and entertainment along with delicious picnic type food. Our theme again this year will be a Fall Harvest and will feature a hay ride and various other fall activities.

Our event planning committee is comprised of Eatontown Council, Recreation, Police, Fire, First Aid and Department of Public Works members and citizens from the Borough that have shown an interest in making this a new town tradition. We encourage all community groups to join us and show their Eatontown spirit!

The fee for non-food vendors is \$25. Please make checks payable to the Borough of Eatontown and write "Eatontown Community Day" in the memo. Vendors will be entitled to one parking space at the park. Please note that vendors are expected to stay the duration of the event – until 5pm. Due to the demand of this event, vendor forms are required to be turned in by September 12, 2016. Any forms received after that date will be accepted at the discretion of the planning committee.

Because we will have DJ and musical acts, vendors are not permitted to play their own music. No electricity will be provided and vendors are responsible to provide their own tables and canopies. Any tent or canopy covering must meet our local codes. In order to ensure we run an organized event, please note that your application will NOT be considered complete until you have returned the form below AND signed the hold harmless/indemnification agreement. Once this has been done, we will issue you your parking pass with parking and unloading instructions. You will be permitted to enter the park at noon to set up. The rain date for our event is October 15, 2016.

Because of the great demand we have had so far, we have changed the way we will be accepting applications. Here is how you can get in touch with us:

Mail:
Borough of Eatontown
Attn: Eatontown Day Committee
47 Broad Street
Eatontown, NJ 07724
Email: EatontownDay@eatontownnj.com

Telephone:
732-720-2589– *leave a message and someone will get back to you! This event is run by volunteer committee members- please do not call Borough employees; you will be referred back to this number for information which can also be found on our website: www.eatontownnj.com*

Spaces are limited so be sure to get your forms in today! We hope that you decide to be a part of this day!

Sincerely,

Council President Mark W. Regan
mregan@eatontownnj.com

Councilman Anthony Talerico, Jr.
atalerico@eatontownnj.com

Eatontown Community Day - 2016

Vendor Form

Name of Business / Organization: _____

Address: _____

Telephone: _____ Fax: _____

Contact Person: _____ Cell: _____

Email: _____

Requested Item(s) to Sell: _____

Display Only (give a brief description): _____

Are you available for the rain date? Yes No (Circle one)

Will you stay the duration of the event, until 5pm? Yes No (Circle one)

Each food vendor space will be approximately 12' X 12' in area. These spaces will be leased for \$50.00 (minimum donation) each. The vendor will be responsible for their own electricity, tables, tents, etc. All food vendors must comply with Board of Health and Fire Codes.

Non-food vendors may bring their own canopies. They must be no larger than 10' by 10'. This will be strictly enforced. Vendors may enter the park at noon.

Enclosed donation: _____ Authority Signature: _____ Date: _____

Eatontown Community Day Committee Use Only

Approved: _____ Not Approved: _____

Space # _____

HOLD HARMLESS/INDEMNIFICATION AGREEMENT

The undersigned vendor shall save and hold the Borough of Eatontown harmless from, and against, all liability, damage, loss, claim, demands and actions of any nature whatsoever that arises out of, or are connected with, or are a claim to arise out of, or connected with, participation in the "Eatontown Community Day" at Wolcott Park and other designated locations, or claims made by the vendor or any individual using, occupying, visiting or maintaining the vendor's area of use or equipment and shall indemnify and reimburse the Borough of Eatontown for any costs, claims, settlements or judgments arising from the vendor's participation in the Eatontown Community Day and incurred by the Borough of Eatontown.

Witness:

VENDOR:

By: _____

By: _____

Name:

Title:

Date: _____