

**CITY OF UKIAH COMMUNITY SERVICES DEPARTMENT
411 W. CLAY ST. UKIAH, CALIFORNIA 95482
Phone (707) 463-6231, fax (707) 463-6740**

**FOOD VENDOR APPLICATION FORM
2020 MOONLIGHT MOVIE MADNESS**

NAME OF ORGANIZATION _____
 CONTACT PERSON(S) _____ / _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____ PHONE NUMBER(S) _____
 FAX NUMBER _____ E-MAIL _____

PLEASE LIST ITEMS TO BE SOLD ALONG WITH PRICES:
 (be specific; attach a separate sheet if needed) Items not listed CANNOT be sold without prior approval.

| ITEM | PRICE | ITEM | PRICE |
|----------|----------|----------|----------|
| 1. _____ | \$ _____ | 5. _____ | \$ _____ |
| 2. _____ | \$ _____ | 6. _____ | \$ _____ |
| 3. _____ | \$ _____ | 7. _____ | \$ _____ |
| 4. _____ | \$ _____ | 8. _____ | \$ _____ |

WE ARE/ I AM INTERESTED IN SELLING CONCESSION ITEMS ON THE FOLLOWING MOVIE DATES:
 (Please check all that apply)

| | | | |
|----------------------------------|-----------------------|------------------------------------|-------------------------|
| <input type="checkbox"/> June 19 | Secret Life of Pets 2 | <input type="checkbox"/> August 14 | Jumanji: The Next Level |
| <input type="checkbox"/> July 3 | Toy Story 4 | <input type="checkbox"/> August 28 | School of Rock |
| <input type="checkbox"/> July 17 | Detective Pikachu | | |

***Dates and titles may subject to change**

FOOD VENDOR FEES: \$30 per movie**
 (**See reverse for discount offer)

Do you need electricity? Yes No

Payment of booth fees may be made in Cash, Visa, MasterCard, Personal Check, Money Order or by Cashier's Check.
 Checks are to be made payable to the City of Ukiah, 411 W Clay St., Ukiah, CA 95482.
No Refunds will be issued.

Complete the reverse side ⇒ Complete the reverse side..... ⇒ Complete the reverse side..... ⇒

| | |
|-----------------------------|---|
| For Office Use | APPROVED: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Date Received _____ | Fees Paid _____ |
| Insurance Certificate _____ | Endorsement _____ |
| Food Permit _____ | Notes _____ |

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FOOD VENDORS AGREE TO THE FOLLOWING:

1. Submit a completed City of Ukiah Food Vendor Application with booth fee one week prior to the movie you will be participating at.
2. Follow all local, state and federal laws, regulations, and guidelines for food and beverage service and handling and any other laws governing this type of activity including but not limited to receiving a **temporary food facility permit from the County of Mendocino Environmental Health Division.**
3. Provide the City of Ukiah with a **Certificate of Insurance and Additional Insured Endorsement** naming the City of Ukiah as additionally insured in the amount of \$1,000,000 (one million dollars). Samples will be provided upon request.
4. Provide your own extension cord(s). There are a limited number of electrical outlets available that will be assigned on a first come, first served basis. **Please indicate if power is needed.**
5. Provide a menu of your items with prices on your booth and clearly visible to the consumer.
6. Provide your own tables, chairs, and shade (optional). Tables and chairs will not be provided.
7. The hours for setting up equipment are from 6 pm to 7 pm. Be ready to serve movie attendees by 7:30 pm. Each concessionaire will receive a 10ft x 10ft area. Your assigned area will be posted. **Do not move from assigned locations.**
8. Keep your booth and surrounding area clean throughout the event and perform a final clean-up of the area upon departing. Use the dumpster located in the Conference Center parking lot or pack your garbage out.
9. Water outlets are limited. Bring drinking water if possible.
10. Wind and weather is unpredictable. Although extremely warm in the afternoon, it may get very cold in the evening.
11. The City of Ukiah has procedures and policies for conducting business within the City limits. All sellers must have a valid sellers permit and/or business license as applicable.
12. The undersigned and the organization he/she represents ("applicant") shall fully indemnify, defend and hold harmless the City of Ukiah, and its officers, employees and agents (collectively, the "City") against any expense or liability in connection with a claim for damages against the City ("claim") which arises out of applicant's use of a booth at a Moonlight Movie Madness in the Alex Thomas Plaza. Applicant will pay all costs incurred by City or required to defend City against any claim, including, but not limited to, court-related fees, litigation expenses, and the fees of attorneys, experts, expert witnesses and consultants. Applicant will pay the full amount of any settlement of a claim by the City or judgment against the City resulting from a claim.

****** If you pay the \$180.00 fee, for all six movies, prior to the season starting, and attend all six movies for the 2020 season, your business will then be credited back \$30, the fee for one movie. The vendor **MUST** pay for all movies prior to the season starting and attend all of the 2020 movies to receive the credit at the end of the season.

Vendor applications with the required fees will be accepted starting on June 1, 2020.

Due to lack of space and other criteria, some applications will be denied. In order to limit competition among concessionaires, modifications to menus may be requested. For further information on the selection process, contact Marianne Davison at the Community Services Department at 463-6231.

WE/I HAVE ENCLOSED MY CHECK IN THE AMOUNT OF \$ _____
 I UNDERSTAND THAT IF I AM NOT SELECTED TO PARTICIPATE, MY/OUR FEE(S) WILL BE RETURNED IMMEDIATELY. THE CITY OF UKIAH RESERVES THE RIGHT TO REJECT AN APPROVED BOOTH IF THE APPLICANT(S) DO (ES) NOT MEET THE PROVISIONS OUTLINED ABOVE AND/OR ANY PROVISIONS ISSUED AT A LATER DATE BY THE COMMUNITY SERVICES DEPARTMENT.

SIGNATURE _____ DATE _____

Food Voucher Program: Please read carefully

WE/I WILL PARTICIPATE IN THE FOOD VOUCHER PROGRAM FOR THE CITY OF UKIAH EMPLOYEES/VOLUNTEERS. We/I will keep accurate records of all voucher concessions. We/I will submit a voucher reimbursement invoice and a W-9 no later than September 1, 2020. In the event that I do not submit our/my voucher reimbursement invoice, I acknowledge that the City of Ukiah is not obligated to pay my voucher reimbursement invoice.

SIGNATURE _____ DATE _____