

# City of Rochester Hills, Michigan

## Festival of the Hills Wednesday, July 1, 2009!



### Guidelines for Participating Food Concessions

#### Contact Person

Patrick J. McKay  
1005 Van Hoosen Road  
Rochester Hills, MI 48306  
248.841.2671  
248.608.8198 fax  
[mckayp@rochesterhills.org](mailto:mckayp@rochesterhills.org)

#### Festival Hotline, Maps, Activities

248.841.BOOM  
[www.rochesterhills.org/our\\_community/festival\\_of\\_the\\_hills](http://www.rochesterhills.org/our_community/festival_of_the_hills)

#### Location

Earl E. Borden Park  
1100 E. Hamlin Rd  
Rochester Hills, MI 48309

#### Festival of the Hills 2009 Date

**Wednesday, July 1, 2009.** Entertainment will be scheduled from approximately 7-10 p.m. All set up by food concessions must be completed by 5:00 p.m. for Health Department Inspection. No rain date is scheduled. If this event is cancelled due to the rain, all deposits will be refunded. Event cancellation means that the fireworks were not fired.

#### Attendance

Last year's attendance was approximately 50,000 visitors watching the fireworks inside Borden Park at 10:00 p.m.

#### Concession Booth Cost

See the attached map of the park to determine concession booth fee. There is a \$ 250 fee area and a \$ 300 fee area.

**Admission to this event for the general public is Free!**

**City of Rochester Hills  
2009 Festival of the Hills  
Food and Activity Concession Application & Agreement**



Name: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

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

Phone Numbers: Day (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_  
Cell (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Visa/MC/Am Ex Number \_\_\_\_\_

Expiration date \_\_\_\_\_

3-digit security code on back \_\_\_\_\_

Booth Location Request: \$ 250 area \_\_\_\_\_ \$ 300 area \_\_\_\_\_ Will you bring a generator? \_\_\_\_\_

1) The cost of the concession space shall be as follows:

A Non-Refundable **\$250 or \$ 300 fee** (unless event is rained out – if fireworks are not fired), payable to *City of Rochester Hills* shall be mailed with this application to: Festival of the Hills, ATTN: Patrick J. McKay, City of Rochester Hills, 1005 Van Hoosen Road, Rochester Hills, MI. 48306. *MasterCard, Visa, and American Express are also accepted.*

2) Generators are not allowed near the stage area and are generally discouraged for this Festival. If you require use of a generator, please contact the Festival Concession Coordinator, Patrick J. McKay at 248.841.2671.

**Electric and water service are not available at any booth location. You must come self-contained!**

3) Vehicles are generally discouraged at booth locations, however one vehicle is allowed to remain with each booth. All other vehicles must be parked elsewhere.

4) This agreement or any part thereof, cannot be assigned, sublet, or otherwise disposed of without the written consent of the City.

5) To the fullest extent permitted by law, The Concessionaire agrees to defend, pay on behalf of, indemnify and hold harmless, the City of Rochester Hills/ Festival of the Hills, its elected and appointed officials, employees, volunteers and others working in behalf of the City of Rochester Hills/ Festival of the Hills, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Rochester Hills, its elected and appointed officials, employees, volunteers or others working on behalf of the City, by reason of personal injury and death, and /or property damage, including loss of use, thereof, which arises out of, or is in any way connected or associated

with this contract. I further agree to adhere to all building and property usage rules and regulations that apply to this City facility.

6) The City of Rochester Hills will have exclusive contracts for glow products. No vendor will be allowed to sell this type of product.

7) Booth space location will be determined by the Rochester Hills Parks Department staff.

**Booth size is 20 long' x 15 wide'**. A City representative will be on site starting at 12:00 noon to allow for set up.

8) Food concessionaires must submit their desired menu and a photograph of their booth set up with this application. Duplication in menu items is allowed with other concessionaires.

9) All food concessionaires must contact the Oakland County Health Department for a health permit after they receive confirmation of acceptance to this Festival and concessionaire agrees to provide copies of the same to the City prior to commencement of the Festival. You are highly encouraged to verify that your mobile license is valid for this event. Your health permit must be visibly displayed at your booth and must be presented to the City representative as you arrive on site to register. If you do not have a health permit you will not be allowed to set up or participate in this event and your fee will not be returned. You are encouraged to get a written waiver from the Health Department if they determine that your food concession will not require a health permit. Contact: Oakland County Health Department, 1200 N. Telegraph, Bldg 36 East, Pontiac, MI 48341 (248) 858-1312. Request an application for a temporary Food License for the Festival of the Hills at least 48 hours in advance.

I agree to the terms and conditions of Food Concession Application Agreement for the 2009 Festival of the Hills in Rochester Hills.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Insurance Requirements

***Copies of the following insurance coverage  
MUST be attached to your application***

**Commercial General Liability Insurance**

You must maintain at least \$ 1,000,000 in Commercial General Liability Insurance per occurrence, personal injury, bodily injury, and property damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations Liability; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent.

**Workers Compensation Insurance**

You must maintain worker's compensation insurance including employer's liability coverage in accordance with all applicable statutes of the State of Michigan.

**Motor Vehicle Liability**

The vendor shall procure and maintain motor vehicle liability insurance including Michigan No-Fault coverage with limits of liability of not less than \$1,000,000 per occurrence. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**Additional Insured –**

***PLEASE ENSURE THAT YOUR INSURANCE CARRIER INCLUDES THIS  
REQUIRED, SPECIFIC WORDING IN YOUR ACCORD INSURANCE FORM***

Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be Additional Insureds:

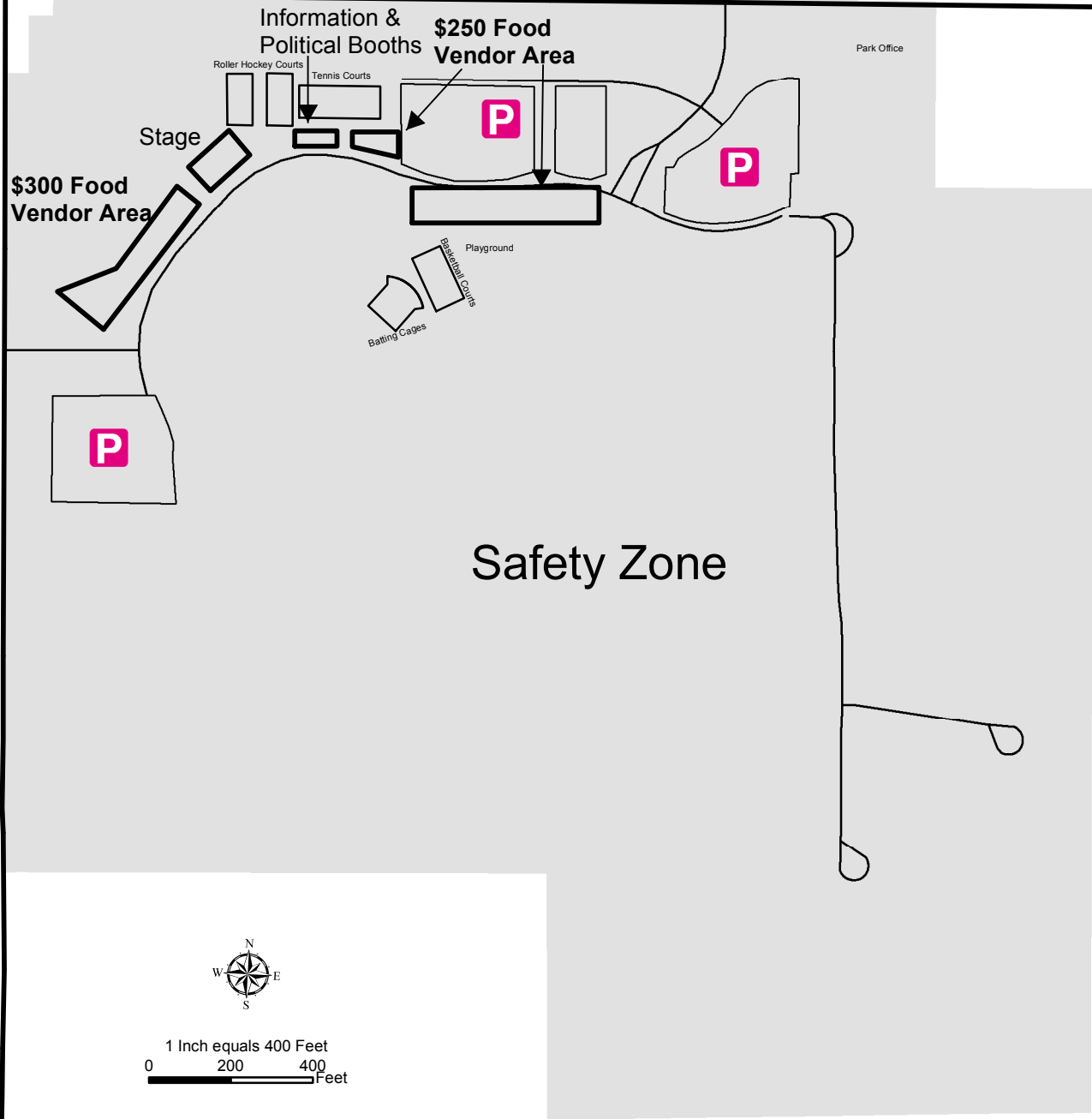
***“The City of Rochester Hills, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance of similar protection available to the Additional Insureds, whether other available coverage be primary, contributing or excess.”***

All insurance carriers must be acceptable to the City of Rochester Hills and licensed in the State of Michigan.

***APPLICATIONS  
WITH ATTACHED MENUS AND INSURANCE COVERAGES  
MUST BE RECEIVED NO LATER THAN  
FRIDAY, JUNE 12, 2009!***

City of Rochester Hills  
Borden Park  
2009 Festival of the Hills  
Wednesday, July 1, 2009  
Food Concessions, Information, and Politician Booth Areas

HAMLIN



JOHN R



1 Inch equals 400 Feet  
0 200 400 Feet