



**Cooper City's 58th Annual Founder's Day
NON-PROFIT FOOD BOOTH VENDOR APPLICATION FORM**

Saturday, March 11, 2017

Organization Name: _____

Contact Name: _____

Mailing Address: _____

Phone: (____) _____ Email: _____

Requested food items to be sold: Please list in order of preference. All items are subject to approval by the Founder's Day Committee.

Group is requesting:

Grill

Generator

*Other Please list _____

Fee: \$100.00 (Fee includes 10' x 10' event tent)

Please **do not attach payment a check. Money will be collected on mandatory meeting night**

Mandatory Meeting: 6:00 p.m. on Wednesday, March 1st at the Community Center.

Release and Waiver:

In consideration of accepting this Food Booth Application, I, the undersigned, individually and /or on behalf of my organization or group do hereby agree to hold harmless the City of Cooper City and Broward County Board of County Commissioners, its trustees, elected and appointed officials, agents, servants, and employees from and against any and all claims, demands causes of action whatsoever, kind and for any resulting judgments, losses, costs, damages, liability, expenses and attorney's fees arising out of, occurring during or relating to the undersigned's participation in the Cooper City Founder's Day Festivities at Brian Piccolo Park. I acknowledge that I have read the above and that I fully understand that I am giving up valuable legal rights by executing this release.

Group / Organization Name: _____

Printed Name: _____

Signed Name: _____ Date: _____

Please return completed Non-Profit Food Booth Vendor Application Form by Friday, February 17th to:
Cooper City Recreation Department
Attn: Founder's Day Committee – Food Booth
P.O. Box 290910 Cooper City, Florida 33329 **OR**
Email: FTrainor@CooperCityFL.org **OR**
Drop off form to the Community Center (9000 S.W. 50th Place)



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NON-PROFIT FOOD BOOTH REQUIREMENTS AND INFORMATION

- **Food Booth Vendors are limited to Cooper City youth non-profit organizations.** Individual teams and troops must be processed through parent organization.
- Submit your application with a list of food items you are requesting to sell. Previous vendor relationships will be considered and the best choice for the event will be made. Vendor space is limited.
- **Equipment:** Vendors must provide their own tables and chairs, safety supplies and required safety equipment. Organizations must comply with Fire Marshal requirements. See attached Festival Fire Inspection Information. There are three major requirements for food operation:
 - ✓ Electric - Electric power is not available. If power is required, use of a small, quiet, generator (max 2,000 watts) is allowed with pre-approval only. Generators and cords must comply with Fire Marshal requirements. All extension cords must have the proper ampacity that is not less than the capacity of the appliance and not have any patched, frayed, exposed or otherwise improper repairs. All other wiring and connections will be inspected and must be properly grounded to code.
 - ✓ Propane cooking tanks and charcoal grills: These items must be located in the fenced grill area provided by the City. Propane cooking tanks must have a minimum 12' hose, which then can be laid on the ground a minimum 10' away from the cooking appliance. All grills must have an appropriate container available for grease and charcoal collection and disposal.
 - ✓ Fire Extinguisher(s): All groups must provide a fire extinguisher for their tent as well as a fire extinguisher for each cooking appliance utilized in the grill area. All fire extinguishers must be a minimum class 2A10BC. A K Class extinguisher is required for deep fat frying. All fire extinguishers must be tagged with a current inspection tag.
- Representatives from all groups approved to provide a food booth must attend a mandatory evening meeting held in on March 1st with the Fire Marshal.
- **Inspections:** Inspection of all food areas will be Saturday at 12 noon. Vendor must pass the inspection in order to open and sell food. The fire marshal and electrical inspector will perform inspections.
- Vendors are responsible for all garbage removal from their space. Trash must be disposed of at the designated dumpster. Do not use the park garbage cans.
- All vendor activities must be confined to allotted space. No personal tents allowed in the area. No add-ons allowed to the provided event tent.
- No vehicles will be allowed on the field. Supplies must be carried/carted from parking lot area to the food booth area.
- Supply trailers may not be stored in parking areas. Supply trailers must be parked in designated area. See Event Staff for location.
- The subletting of booths is not permitted.
- Vendors are responsible for collection of their own sales tax.
- Smoking is not permitted in vendor booths.
- Vendors must comply with the rules and regulation of the City of Cooper City and Broward County parks.
- **Food Safety:** Plastic gloves are to be worn at all times by food handlers. Provide a minimum of 1 new gallon of water identified and marked under tent for washing hands at the site if needed and/or provide a marked bottle of hand sanitizer.
- All participating groups will be charged a Broward County park entrance fee of \$1.50 per person upon entry into the park.

For additional information, please contact Cooper City Recreation at 954.434.4300, #233.