



## FLANNEL FEST

**Fri, October 14**  
**5pm-11pm**  
**Sat, October 15**  
**11am-11pm**  
**Centennial Park**  
**2200 W Kirby Ave.**  
**Champaign**



### **Application Deadline:**

**August 12, 2022**

Please return completed application and fee to:

Champaign Park District  
Zoe Southlynn-Savage  
Hays Recreation Center  
1311 W. Church St.  
Champaign, IL 61821

### **Questions?**

For more information please contact Zoe Southlynn-Savage at 217-819-3931 or [zoe.southlynn@champaignparks.org](mailto:zoe.southlynn@champaignparks.org)



6/2022

# Food Truck Application - 2022

Get your flannel ready and join us for a weekend of fun fall festivities! This event has music, games, crafts, food trucks, contests, hayrack rides, and many more exciting activities.

Applications are due by 5:00 pm on Friday, August 12, 2022. Applications may be emailed to [zoe.southlynn@champaignparks.org](mailto:zoe.southlynn@champaignparks.org) or mailed to the Hays Recreation Center, Attn. Zoe Southlynn-Savage, 1311 W. Church Street, Champaign, IL 61821. Applications received after August 12 will be put on a waiting list and considered only if space is still available after on-time applications have been reviewed. Vendors will be notified by Friday, September 2 whether they have been accepted or not. Entry fees will be returned to those vendors who are not accepted.

### **Fees**

Each food vendor is provided a display space within Centennial Park. A \$175 booth fee is required of all food vendors at the time of application. This fee covers the booth fee and any electrical needs. Tents will not be provided unless requested. 10x10 tents can be provided for an additional \$100 fee. All tents will be ordered through the Champaign Park District. No other tents will be permitted.

- You may add on an additional 10'x15' vendor space space for \$50. (This space is not to be shared with any other vendor.)
- Tables and chairs can be rented through the Champaign Park District for \$10 per table and \$3 per chair.

Vendors are responsible for providing their own cooking and serving materials. Booth spaces are determined by the Champaign Park District staff and are based upon electrical requirements.

You will receive a map indicating your booth space and set-up details with your confirmation package in early September.

### **Food Sales**

**Food vendors must donate 20% of their event proceeds, which covers the cost of the event.**

To minimize duplication, the Food Committee reserves the right to make final determination of the number and type of menu offerings.

Tickets will be taken for all food and drink sales. Any vendor taking cash, check, or credit card at the event will be removed from the event immediately and will not be able to participate in any future Champaign Park District events or programs.

- Pricing must be in \$1 increments. Tickets will be worth \$1 each.
- Food vendors will be allowed to sell beverages, as long as they do not compete with Pepsi products. All beverages must be approved by the Champaign Park District prior to the event.
- No alcoholic beverages are allowed to be sold by any food vendor.

**PLEASE NOTE:** Food vendors are expected to be **on site and ready to sell by the opening of each day** and must close down operations at the close of each day in accordance with the festival hours. Vendors found violating this will jeopardize future participation.

## Vendor Payment

Tickets must be turned in no later than October 19, 2022 to the Hays Recreation Center, 1311 W. Church Street, Champaign IL

Tickets will then be counted and payment will be processed on or before October 28, 2022 and will be mailed to address listed on application.

Any tickets received after October 19, 2022 will be subject to payment delays up to November 10, 2022 or later.

## Security

Security will be provided throughout the night, however, the Champaign Park District is not responsible for lost, stolen, or damaged items.

## Questions?

Call 217-819-3931 or e-mail [zoe.southlynn@champaignparks.org](mailto:zoe.southlynn@champaignparks.org)

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# INSURANCE GUIDELINES

In order to participate, a certificate of insurance must be provided with the following coverage:

### 1. Workers Compensation Insurance

Workers Compensation Insurance MUST BE PROVIDED, if applicable, in statutory amounts covering all employees who are to provide a service under this contract. Employer's liability coverage with limits of not less than \$1,000,000 for each occurrence.

### 2. General Liability Insurance (Primary and Umbrella)

General Liability Insurance and/or equivalent with limits of not less than \$1,000,000 per occurrence. General Aggregate equivalent with limits of \$2,000,000 for bodily injury, personal injury, property damage liability. Products/completed operation, independent, contractors, broad form property damage, and contractual liability.

### 3. Automobile Liability Insurance

For any motor vehicles used in connection with work to be performed, the Vendor shall provide automobile liability insurance with limits of not less than \$1,000,000 per occurrence combined single limit, for bodily injury and property damage.

### 4. All Risk Property Insurance

Property insurance coverage shall be maintained by the Vendor for full replacement value to cover the Vendor's material, equipment, tools and supplies. The vendors shall be responsible for any loss or damage to any personal property that shall be part of this agreement.

To facilitate the application process, please ask your insurance provider to include the following information under the designated sections on the certificate of insurance:

**PLEASE NOTE:**  
**Insurance must be provided at time of application.**

### **ADDITIONAL INSURED**

The Park District, its officers, agents, and employees must be named as additional insured as respects to general liability for work performed by the named insured for Flannel Fest from October 14-15, 2022.

### **CERTIFICATE HOLDER**

Champaign Park District  
Bresnan Meeting Center  
706 Kenwood Road  
Champaign, IL 61821-4112

**Questions regarding insurance, please contact the Assistant Director of Administrative Services at 217-819-3834.**



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zoe.southlynn@champaignparks.org



**CHAMPAIGN  
PARK DISTRICT**

6/2022

# Food Truck Application Form - 2022

Business Name \_\_\_\_\_

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

Address \_\_\_\_\_

City / State / Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_ Social Media \_\_\_\_\_

Dimensions of Food Truck \_\_\_\_\_ Pulled by Trailer?  Yes  No

10'x10' tent needed?  Yes  No

## Menu Selection

Please list all menu items below. Feel free to attach any additional information if needed. Menu items must be finalized by August 19. Tickets are worth \$1 each. **Menu items and prices may not be changed during the event unless approved by Champaign Park District Special Events Manager. Any changes made without Champaign Park District approval will result in an increased percentage taken of sales (up to 40%) and termination of participation in future events.**

Item	Tickets/Price (\$1 increments)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Food vendors will be allowed to sell beverages, as long as they do not compete with Pepsi products. All beverages must be approved by the Champaign Park District prior to the event.

## Electrical Needs

Power is limited, outside generators are accepted but require inspection prior to event. Sternos are permitted.

**\*Please list the volts, amps, and watts for all equipment. This information is listed on the label of any piece of equipment. To ensure adequate event power, please make sure this information is accurate! Also include photos of all plugs that will be used in your booth with your application.**

Items to be Plugged In	Volts	Amps	Watts
_____	_____	_____	_____
_____	_____	_____	_____

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6/1/2022

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## Additional Needs

All vendors must supply and maintain a 5 lb. type ABC fire extinguisher.

## Fees (No refunds will be issued after August 29, 2022)

- \$175 – Entry Fee
- \$100 – Add a 10' x 10' tent
- \$50 – Add additional 10' x 15' vendor space  
(Cannot be shared with other vendors)
- Tables and/or chairs needed - **please enter quantity**  
\$10 each – 8ft Table \_\_\_\_\_ ; \$3 each – Chairs \_\_\_\_\_ = \$\_\_\_\_\_ Total

\$\_\_\_\_\_ Total Enclosed

The undersigned shall indemnify, defend and hold harmless the Champaign Park District and any of its directors, officers, employees, agents and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorneys fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against the Champaign Park District that arises solely from an act, failure or omission on the part of the undersigned or any of its directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

Signature \_\_\_\_\_

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

Date \_\_\_\_\_