



**City of Greer**  
**Moonlight Movies**  
 June 7 – July 26, 2018  
 Greer City Park  
**Food Vendor Application**



<b>Food Vendor Info</b>	Business Name: _____
	Physical Address: _____
	City: _____ State: _____ Zip: _____
	Mailing Address: _____
	City: _____ State: _____ Zip: _____
	Owner: _____ Event Contact: _____
	Phone: _____ Fax: _____
	Email Address: _____
Website: _____	

<b>Entry Fee</b>	<p><u>The fee for food vendors is as follows:</u></p> <ul style="list-style-type: none"> <li>• \$200.00 which includes one 12'x12' space and two GFI 120 volt on 30 amp breakers outdoor plugs</li> <li>• Power is not available for food trucks/ trailers</li> <li>• Tables, chairs, tents will <b>NOT</b> be provided</li> <li>• Application, vendor agreement, vendor fee, copy of insurance due by Monday, April 23, 2018 by 5:00pm</li> </ul> <p>Make checks payable to: City of Greer. This check will only be deposited upon acceptance into the City of Greer Moonlight Movies Series. Checks for applicants that are not accepted will be shredded immediately.</p>
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<b>Menu Items</b>	Menu Item	Menu Item
	1. _____	4. _____
	2. _____	5. _____
	3. _____	6. _____

Please submit application and entry fee check to:

**City of Greer**  
 Attn: Robbie Davis  
 301 East Poinsett Street  
 Greer, SC 29651

If you have any questions please contact Robbie Davis at the City of Greer Events Division:

rdavis@cityofgreer.org  
 864-968-7004

## GETTING ACCEPTED INTO THE CITY OF GREER MOONLIGHT MOVIES SERIES

- Application, vendor agreement, vendor fee, and copy of insurance listing the City of Greer as additionally insured must be received by **Monday, April 23, 2018 by 5:00pm** to hold your space.
- Applications will be reviewed and voted by the City of Greer Events Division. All decisions are at the discretion of the events staff.
- Vendors who apply and are accepted must be present for the entire movie series.
- Reserved vendors who do not arrive by 5:00pm each week, or fail to indicate in advance that they will be late, may forfeit their space which will also forfeit their fee.

## GENERAL INFORMATION

- The City of Greer Parks and Recreation Department is operated in accordance with the statutes of the City of Greer. The following are many of the important terms and conditions governing the leasing of facilities for the purpose of exhibiting and serving at Greer City Park. Please let us know if you have any questions once you have read over the information.

## LOCATION OF EVENT

- The event will take place in the Greer City Park. 301 E Poinsett St Greer, SC 29607

## DATE AND TIMES OF EVENT

- **Every Thursday June 7, June 14, June 21, June 28, July 5, July 12, July 19 and July 26**
  - **Each event starts at 6:00pm, vendors are required to stay until the start of each movie 9pm. Vendors may stay until the end of the movie.**
  - **Vendors have the option of serving earlier with approval of event staff at least two weeks prior to scheduled event date.**

## ENTRY FEES

- **The fee for vendors is as follows:**
  - **\$200 per space: includes one 12'x12' space and two GFI 120 volt outdoor plugs on 30 amp breakers unless otherwise noted.**
    - Please enclose a check for your Entry Fee with application. This check will only be deposited upon acceptance. Applicants' checks that are not accepted will be shredded immediately. **All payments must be received at submission of application.**
    - Vendors who apply and are accepted must be present for the entire movie series.

## INSURANCE

- Vendors must supply the City of Greer with a certificate of general liability insurance listing the City of Greer as an additional insured for the festival date. Any vendor not supplying this document will not be permitted to participate in the event. Coverage must be at least \$1,000,000 general aggregate and \$500,000 each occurrence. This must be turned in by Friday, March 9, 2018 by 5:00pm.

## SET-UP

- Arrival
  - Vendors can begin setting up at 4:00pm and should be completed by 5:00pm.
  - The mulch road will be closed to incoming vendor traffic starting at 5:00pm for the safety of park patrons.
  - All vendors should be ready to sell by 6:00pm.
  - After 5:00pm vendors will need to move all vehicles to designated parking areas.

- Vendor Vehicles
  - All vehicles of vendors should only enter the promenade from the “mulch road” off of Jason Street unless otherwise noted.
  - Unload your vehicle and move it out of the promenade as soon as you are unloaded. Then, set up your booth. Vehicles should be moved from the promenade no later than 5:00pm.
- **NO TRAILERS ARE ALLOWED ON PROMENADE.**

**BREAK DOWN**

- Vehicle Access
  - A vehicle should NEVER be driven onto the promenade until the Event Staff has officially opened the “mulch road.”
- Clean-up
  - Vendors are responsible for leaving their area free of garbage and are responsible for cleanup of any spilled liquids or grease. Failure to follow this policy will give the City of Greer the right to prohibit vendor from selling at any future events.

**RAIN DATE/REFUND**

- There is no rain date/location for the Moonlight Movies and no refunds.

**MENU**

- All menu items and prices must be submitted to Events Coordinators at time of application submittal. The City Events Coordinators will review ALL menus to limit duplication among participating food vendors. Only the items submitted on the application may be sold unless approval is given by Events Staff.

**BEVERAGES/DRINKS**

- The selling of alcoholic beverages is strictly prohibited.

**MONEY HANDLING**

- All Food Vendors will keep 100% of all profits.
- Restaurants/Food Vendors must provide their own cash boxes. Vendors are responsible for collecting and safeguarding all money. The City of Greer is not responsible for any lost or stolen money.

**PAPER PRODUCTS**

- Food Vendors must supply their own paper or plastic plates, bowls, cups, napkins, and utensils required for serving food to customers.

**ICE**

- It is up to each Food vendor to supply their own ice.

**TAXES**

- Vendors are responsible for complying with local and state tax regulations. If accepted, vendors must submit a copy of their South Carolina Special Event Retail License for the event date. If you do not have a Retail License for this event, please contact the SC Department of Revenue at (864) 241-1200 or (800) 768-3676.

## **BOOTH ITEMS LIABILITY**

- Items brought on site are done so at the sole risk of the vendor. The City of Greer is not responsible for any loss, damage, or destruction of personal property, equipment, and/or valuables.

## **DHEC REGULATIONS**

Restaurants/Food Vendors must comply with all DHEC rules and guidelines for this event.

- **WASTE WATER:** Waste water containers must be used/provided by food vendors. Do not pour waste water down the storm drains or into flower beds.
- Vendors and staff must use soap and flowing water to wash hands. Hand sanitizers can be used, but only as a secondary cleaning action. Use of disposable food handling gloves is recommended.
- Vendors are asked to maintain their booth space clean and free of rubbish. Trash containers are available to dispose of trash.
- Each Vendor is responsible for break down and cleaning his/her own site after event is complete.
- Any vendor using grease must dispose of their own grease.
- Any vendor with an open flame needs to have a 20 pound extinguisher on hand that has a current inspection sticker.
- Any cooking done on site must be done under cover (example: Tent).

**ANY VENDORS USING GREASE TO COOK ON SITE IS RESPONSIBLE FOR THE PURCHASE OF GREASE MATTS AND TARPS SPECIFIED BY PUBLIC SERVICES DIRECTOR WITH THE CITY OF GREER TO COVER THE ENTIRE VENDOR AREA. ANY VENDOR WISHING TO COOK ON SITE IS RESPONSIBLE FOR THE PURCHASE OF AN ABC FIRE EXTINGUISHER TO BE PRESENT AT THE VENDOR AREA ON THE DATE OF THE EVENT.**

## **BEHAVIOR OF VENDORS**

- Behavior by vendors, their family members or employees that is disruptive, abusive or threatening towards other members; the public or staff members is prohibited. Behavior that is verbally or physically abusive, dangerous, or disruptive to Event activities also will not be tolerated, and may result in immediate termination of the vendors selling rights.
- Foul or offensive language will not be tolerated at the festival. Repeated violation may result in suspension from any future events at the City of Greer.
- No open alcoholic beverages or firearms may be brought onto City property. Vendors and the vendors' associates are not permitted to be intoxicated on site.
- Vendors may not sell or offer any products or literature deemed offensive, or which may incite violence, crime, or disorderly conduct, or promote political viewpoints.
- Smoking will only be permitted in festival designated smoking areas.
- Vendors are responsible for their children and guests at all times.
- Vendor animals may not be present at this event at any time.
- NO HAWKING

## **FOR INFORMATION, PLEASE CONTACT**

Robbie Davis  
City of Greer Events Coordinator  
301 East Poinsett Street  
Greer, SC 29651  
(O) 864-968-7004  
(F) 864-801-2020  
[rdavis@cityofgreer.org](mailto:rdavis@cityofgreer.org)



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**Food Vendor Application**



## Informational Vendor Agreement

Please complete and send this agreement form along with your application and payment of fees.

Please be sure that all participants in your booth read the guidelines above.

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

Organization/Business: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

1. I, the undersigned, have read all of the above guidelines governing the Moonlight Movie series at Greer City Park, and agree to adhere to the rules that are outlined within it.
2. I agree that everyone working in my booth will also read the guidelines.
3. I understand that the Events Staff reserves the right to limit or discontinue the participation of a vendor at any time.
4. I agree to indemnify and hold harmless the Greer City Park Events Staff, agents, employees and volunteers from any liability, cost, damages, and other expenses suffered or incurred during the event.

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Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_