



Dear Food Vendor:

We are excited to announce planning for the 2022 Homer Community Festival is underway. The festival "HomerFest" will be held again at the Village of Homer Glen's Heritage Park, 14240 W. 151st Street in Homer Glen. HomerFest will offer food, fun, and entertainment Thursday, June 23- Sunday, June 26, 2022.

This annual event draws thousands of attendees from the Homer Glen area. Parking and admission are free to the public. HomerFest includes four days of carnival rides and games, daily onstage musical entertainment, and a fireworks show. All activities are located at the same site, providing an opportunity to serve food to a larger crowd on the night of the fireworks!

Our committee is seeking up to ten local food vendors to sell entree items, side items, snacks, desserts, and refreshments at the festival. Details and an application can be found in the attached forms. **Applications and payment must be submitted by March 1, 2022.** (Payment for applications that are not accepted will be returned within 30 days.) Preference will be given to Homer Glen and Homer Township businesses and residents that own businesses and returning vendors. For more information, please call Sue Steilen at 708-301-0632 or email ssteilen@homerglenil.org.

Sincerely,
Sue Steilen
Homer Community Festival Committee



Homer Community Festival 2022

Food Vendor Information & Rules

VENDOR ACCEPTANCE

Approval, acceptance, and placement of food vendors is at the sole discretion of the Homer Community Festival Committee (hereinafter the "Committee"). Preference will be given to Homer Glen and Homer Township businesses and residents that own businesses. Prior to acceptance, all vendors must submit a proposed list of ALL items to be sold along with the price of each item. The final menu is subject to approval by the Committee. Food not listed on this application may not be sold- no exceptions. Also prior to acceptance payment, deposits, insurance documents, and other required paperwork must be provided. **Vendors MUST be present at the mandatory vendor meeting to be held at Thursday, May 19, at 9:00 a.m.**

CHECK IN/SET UP

Festival Grounds are accessible to Vendors beginning on Thursday, June 23 at 9 a.m. Vendors may drop off equipment on Wednesday, June 22, during the evening, HOWEVER there is NO SECURITY on June 22. Vendors leaving equipment at the festival grounds on June 22 do so at their own risk. The Village of Homer Glen **will not be responsible** for lost or stolen items and/or equipment. Check in with Sue Steilen to receive your Booth Assignment. Assignments are determined at the sole discretion of the Festival Committee, based on logistics and electrical needs. Vendors must be prepared for Health Department Inspections by 1 p.m. on June 23. Carnival opens at 3 p.m.; Beer tent begins serving alcohol at 5 p.m. on Thursday and Friday, and at 1 p.m. on Saturday and Sunday.

	Thursday, June 23	Friday, June 24	Saturday, June 25	Sunday, June 26
Vendor Set Up	9am *- 4:30pm	Noon- 4:30pm	10am- Noon	10am-Noon
Vehicles off site by	3pm	3pm	Noon	Noon
Vendor Hours	5pm-Midnight	5pm- Midnight	1pm-Midnight	1pm- 8pm

*Will County Health Department (WCFHD) inspection at 1 p.m. (tentative time).

All food vendors must remain open during Event Hours. All vehicles must be removed from the site no later than listed above.

INSPECTION

- Mandatory WCHD inspection to be scheduled on premises on Thursday, June 23.
- Mandatory Homer Township Fire Inspection will take place Thursday, June 23, with random booth inspections throughout the Festival, as well as DAILY opening inspections.
- EACH vendor MUST have at a fire extinguisher with a MINIMUM 4A60 BC rating with current tags at their booth during the duration of the Festival.
- Cooking will not be allowed under the tent. If you are cooking on site, you must request and pay for a cooking area with your application.
- If vendor is cooking with grease, oil or anything that creates grease vapors, vendor MUST have present at their booth a K Class fire extinguisher, with current tags.
- If using a propane tank, tanks shall be attached to something to prevent falling, all lines should be placed to avoid damage or incident.
- Keep storage and combustibles away from hot surfaces.
- Electrical Cords MUST be placed in a safe manner around the tent and not in the walking path.
- Electrical outlets CANNOT be overloaded. Vendors must provide a list of all equipment requiring electric and voltage needs with this application. NO ADDITIONAL ITEMS will be allowed.

SAFETY & SECURITY

Security will be provided by the Will County Sheriff from June 23-26. The Village of Homer Glen will not be responsible for any equipment or possessions left on the Festival site and will not be responsible for lost, stolen or damaged items/equipment, nor accidents or injuries at any time.

PARKING

Parking is available for vendors on site, of the festival grounds, with a parking permit. Only five (5) permits per booth will be given, and space is limited.

BOOTH INSPECTIONS

Booth size is 15'x15'. Booths have a counter on the west and east side. Food may be served from two sides of the tent but is not required. Please let us know if you have a food truck. Signage should be appropriately sized and be secured to the tent via zip ties, etc. No free standing displays are allowed outside of the booth. Please list all menu pricing of products on your signage, including beverages.

PROHIBITED ITEMS & ACTIVITIES

The Committee reserves the right to make exceptions to any of these rules at its discretion.

1. Pets or animals
2. Alcoholic beverages
3. Smoking
4. Suggestive or obscene materials
5. Music or Public Address
6. Selling or promoting items outside of vendor space
7. Subletting vendor space to third parties

INSURANCE

Vendors are required to provide a Certificate of Insurance including the Endorsement Page, naming the Village of Homer Glen as additional insured. This **insurance information MUST be provided to Sue Steilen no later than June 1**. General Liability limits of no less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate. Coverage dates on the insurance certificate are June 23- 26, 2022. The Festival Location should be listed on the Certificate of Insurance 14240 W. 151st Street, Homer Glen, IL

PERMITS

Each vendor is responsible for completing the Temporary Application for Food Events (permit) with the Will County Health Department (attached). **Fees and application must be submitted by the vendor DIRECTLY to the Will County Health Department, no later than June 1, 2022.**

FEES AND DEPOSITS

In order to be considered, payment in the form of a check payable to "Village of Homer Glen" must be sent to Village of Homer Glen, ATTN: Sue Steilen, 14240 W. 151st Street, Homer Glen, IL 60491 with the application. Checks will be returned to those applicants that are not accepted.

Booth Fees: \$450.00 Non-Grilling, \$550.00 Grilling Area Included.

Also includes a 15'x15' tent with front and back counters, one 8' table, two folding chairs and electricity. ***No booth sharing is allowed; only one Vendor per booth.***

Ice Deposit: \$150. Ice requisitions will be tracked via duplicate (carbon) receipts. Ice is \$4.00 per bag. Following the fest conclusion, any funds left over from the deposit will be refunded to you. If your ice usage exceeds \$150, the funds will be deducted from the \$100 cleaning deposit submitted with your application.

Refundable Deposit: \$100. In addition to the above conditions regarding ice requisitions, Vendors must attend the mandatory vendor meeting on May 19. Vendor agrees to leave the booth in "broom swept" condition. No personal items or trash of any kind will be left behind. There are dumpsters and garbage cans provided throughout the festival grounds. Booth must be inspected by Festival Committee member prior to leaving the festival grounds to ensure a refund of the deposit. Vendors may not depart prior to 5 p.m. on Sunday. Failure to comply may result in forfeiture of deposit and/or refusal of participation at next year's festival

CANCELLATIONS

The Committee must be notified of cancellation by April 30, 2022. No refunds will be given after this date.



2022 HOMER COMMUNITY FESTIVAL

Food Vendor Application & Contract Form

Application Deadline is March 1, 2022

Contact Name:

Business Name:

Address:

Phone (cell):

Phone (business):

Email Address:

Website Address:

List all items to be sold with prices, attach additional page if necessary. Food not listed here may not be sold at fest. Soda and Water may not be sold for more than \$1.

List all equipment requiring electricity, the amperage each piece draws, and the number of plugs/circuits you will need, attach additional page if necessary. Items not listed here may not be allowed at fest.

☐ \$450 Non-Grilling ☐ \$550 Grilling Area Included ☐ \$75 Ice Deposit ☐ \$100 Refundable Deposit

Total Enclosed:

RELEASE AND INDEMNIFICATION

I understand and agree that the Village of Homer Glen and the Homer Community Festival Committee will not be responsible for any loss, property damage, death, bodily injury, consequential damage, incidental damage caused by fire, inclement weather, acts of God, or any other hazard or cause. For good and valuable consideration I also do hereby, for myself, my heirs, successors and assigns agree to release, waive, indemnify, defend and hold harmless the Village of Homer Glen and the Homer Community Festival Committee and their respective directors, officers, duly elected and authorized officials, employees and agents and each and all of them, from and against any and all liability, including but not limited to liability for expenses incurred for reasonable attorney's fees and costs which they may incur, claims against any of them for damages, for death, bodily injury, property damage, suits and causes of action of any kind or nature whatsoever which occur, arise out of, result from are caused by or incurred during the Homer Community Festival.

I agree to abide by the Food Vendor Information & Rules.

I agree to provide a Certificate of Insurance including the Endorsement Page, naming the Village of Homer Glen as Additional Insured. General Liability limits of no less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate. Coverage dates on the insurance certificate are June 23-26, 2022. The Festival Location should be listed on the Certificate of Insurance 14240 W. 151st Street, Homer Glen, IL.

Vendor Signature

Date

Mayor George Yukich
Village of Homer Glen

Date

NOTICE: SEND PAYMENT (payable to Village of Homer Glen) & DEPOSITS WITH COMPLETED PAPERWORK BY March 1

Please Mail Your Completed Vendor Contract & Payment:

**ATTN: Sue Steilen
Village of Homer Glen
14240 West 151st Street
Homer Glen, IL 60491**

For all questions please contact:

**Sue Steilen
(708) 301-0632
ssteilen@homerglenil.org**

APPLICATION FOR TEMPORARY FOOD EVENTS

WILL COUNTY HEALTH DEPARTMENT

WCHD-Main Office
501 Ella Ave
Joliet IL 60433
(815) 727-8490
Fax (815) 740-8147

WCHD-North Branch
323 Quadrangle Drive
Bolingbrook IL 60440
(630) 679-7030
Fax (630) 679-7031

WCHD-East Branch
5601 W Monee-Manhattan Rd Ste 109
Monee, IL 60449
(708) 534-5721
Fax (708) 534-3455

EVENT SPONSOR INFORMATION

Name of Event _____

Location of Event _____

City, State, Zip _____

Sponsor _____

Event Contact Person _____

Event Contact Ph# _____

Event Contact Email _____

Dates of Event: _____

Date and Time when ready for Inspection: _____

Menu: _____

All food prepared onsite or at remote location (name and address): _____

(Include copy of remote locations permit to operate)

I have read the WCHD Technical Release No. 4 regarding Temporary Food Establishments and will comply with the requirements. Signature of Applicant: _____ Date: _____

★ COMPLETE BACK PAGE ★
★ Booth Construction ★

CATEGORY		FEE	WITH LATE FEE
Low Risk	Non-time/temperature control for safety food	\$60	\$90
Medium Risk	Food prep, hot/cold holding	\$90	\$120
High Risk	Smoking, cooling & reheating	\$135	\$165

TEMPORARY EVENT FEE SCHEDULE:

Please consult with WCHD Environmental Health Division to determine your applicable fee

Governmental Entities, schools, churches, and non-profit (NFP) groups pay 50% of temporary permit fees however are still subject to the full \$30 late fee. Non-profit organizations will be required to provide proof of their NFP status.

A \$30 late fee will be charged if the application & permit fee are not received by WCHD a minimum of 7 days prior to the event in which date of payment doesn't count. All fees paid are not refundable. Make checks payable to the Will County Health Department.

Credit Card payments make at www.govpaynow.com and use PLC7078 or call 888-604-7888 option 1

FOR OFFICE USE ONLY

DOCUMENT : SR# _____ TODAY'S DATE _____

PERMIT FEE PAID _____ DATE PAID _____ CHECK # _____

RECEIVED BY _____ RECEIPT # RP _____ Credit Card Trans # _____

Temporary Food Establishment Booth Construction

Hand Washing: ____ hand sink ____ container with spigot/catch bucket

Cold Food Holding Equipment: ____ Refrigerators ____ Freezers

Hot Food Holding Equipment: ____ Steam Table ____ Oven/Stove/Hot Box
____ Other (_____)

Water Supply: ____ Public ____ Private *(A satisfactory water sample must be obtained prior to permit approval)*

Wastewater Disposal: ____ Sanitary Sewer ____ Mop Basin ____ Holding Tank

Floor Construction: ____ Asphalt ____ Concrete ____ Tarp ____ Tile ____ Wood

Canopy Construction: ____ Tent ____ Wood
____ Trailer

Barriers to Public: ____ Tables ____ Enclosed Trailer ____ Interior Kitchen

Pest Control: ____ Fans ____ Food Covers ____ Screens

Provide a sketch of the basic set-up of your temporary food booth. Include the following:

____ Tables ____ Cooking Equipment ____ Food Holding units
____ Food Prep area ____ Ware Washing Area ____ Hand Washing Area

Food Booth Sketch

