



August 4, 2023

Dear Restaurateur:

You are cordially invited to participate in Sea Isle City's very popular Food Court to be held during Fall Family Festival, Saturday, September 16, from 10:00 a.m. to 4:00 p.m. at JFK Blvd. & Pleasure Avenue. The cost of a space, approximately 12 feet by 15 feet, is \$100.00. The fee is non-refundable and it's a rain or shine event with no rain date. A maximum of (16) vendors will be permitted in the Food Court due to space restraints.

**Food Court Set-Up:**

- If you are going to participate, we need you there during the operating hours of 10 AM until 4 PM.
- Food vendor spaces are available on a first-come, first-served basis, and each vendor may only reserve one space.
- 110 volt electricity is available and you must indicate the total number of amps for your equipment, and the total number of plugs required (4 plugs/40 amp maximum). Additional electricity cannot be provided the day of the event. Bring extension cords.
- Set up time is between 7:00 AM and 9:30 AM only.
- For safety reasons, vehicles will not be allowed in the food court area after 9:30 AM.
- Food vendors may set up on assigned street areas only. Food vending is not permitted on the promenade.
- Food vendors must remove equipment, tables and trash by 4:15 PM. Areas must be clean, broom swept and open to traffic at that time. Areas used for frying must be cleaned with detergent and all grease must be removed and properly disposed.

The City of Sea Isle City is requiring all food vendors to provide the following: Certificate of Liability Insurance/Workers Compensation, Hold Harmless Agreement and Automobile Insurance information – see attached instructions.

The Cape May County Health Department requires all food court participants (except hot dog cart vendors) to complete a Temporary Food Vendor application that must be completed and returned to their office ten days prior to the event. The application is included with this mailing for your convenience. Please refer to their website for food handling requirements: http://nj-capemaycounty.civicplus.com/DocumentCenter/View/1507/Temporary-Food-Vendor-Application-PDF

Please complete all information, detach the application, and return with your check or money order payable to: City of Sea Isle City, Attention: Tourism Office, 300 JFK Blvd., Sea Isle City, NJ 08243.

Insurance documents must be included with your payment or we will be unable to accept your application. Payment alone does not guarantee a space in the food court. The City's insurance carrier must review and approve all submitted documents.

If you require further assistance, please contact me at 609-263-8687, Extension 104. I look forward to your participation in our 2023 Fall Family Festival!

Sincerely,

Chris Oney

Division of Tourism

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Fall Family Festival - September 16, 2023 - Register by September 4. Legibly print your information below:

Name \_\_\_\_\_

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

Business Address \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ If A Food Truck - Dimensions \_\_\_\_\_

Type of Food \_\_\_\_\_

List of Food/Cooking Equipment on Site \_\_\_\_\_

Total #: AMPS (40 MAX.) \_\_\_\_\_ NO. OF PLUGS (4 MAX.) \_\_\_\_\_ Please be sure to fill in "required" information!

(Office Use: \$100.00 Fee, Account #702, Check # \_\_\_\_\_)



## CITY OF SEA ISLE CITY INSURANCE REQUIREMENTS

The information below must be submitted with your application.

**1. Certificate of Insurance (COI)** to include the following information:

-**General liability** limits of \$1,000,000 per occurrence combined single limit for bodily injury and property damage with at least \$2,000,000 general aggregate. Contractual liability must be included.

-**Event details** must be listed (date, time, place, rain date, etc.) in the Description of Operations section.

-**Additional Insured:** the City of Sea Isle City, 233 JFK Blvd., Sea Isle City, NJ 08243 must be named as an "additional insured" in the Description of Operations section.

-**Certificate Holder:** the City of Sea Isle City, 233 JFK Blvd., Sea Isle City, NJ 08243 must be listed.

-**Automobile liability** limits of \$1,000,000 per occurrence combined single limit for bodily injury and property damage with no aggregate.

-**Workers Compensation** at Statutory limits including Employers Liability at minimum limits of \$500,000. If you do not have Workers Compensation, please provide an explanation.

-**Umbrella liability** limits of \$1,000,000 to \$2,000,000 are optional.

**2. Automobile Insurance Policy Information.**

**3. A completed Hold Harmless Agreement.**

Please be advised **Alcohol** is prohibited on City property.



## **AUTOMOBILE INSURANCE INFORMATION**

Vehicle Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Insurance Company \_\_\_\_\_

Policy Holder Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Policy Number \_\_\_\_\_ Vehicle ID# (VIN) \_\_\_\_\_

Effective Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

***PLEASE ATTACH A COPY OF YOUR AUTOMOBILE INSURANCE DECLARATION PAGE – PAGE 1 OF YOUR POLICY – IF YOUR INSURANCE LIABILITY AMOUNTS ARE NOT LISTED ON YOUR CERTIFICATE OF LIABILITY INSURANCE.***

## **CITY OF SEA ISLE CITY HOLD HARMLESS AGREEMENT**

“To the fullest extent permitted by law, the user agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Sea Isle City, its elected and appointed officials, its agents, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers, and others working on behalf of the City of Sea Isle City 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 Sea Isle City, its elected and appointed officials, its agents, employees, volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers, and others working on behalf of the City of Sea Isle City, by reason of personal injury, including bodily injury or 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, unless due to the negligence of Sea Isle City.”

I verify that my vehicle is properly registered and that I have complete liability auto insurance. I will be fully responsible for all of my vehicle's actions and movements.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Witness

**Event:**  
Fall Family Festival Food Court

**Event Date:**  
Saturday, September 16, 2023

CAPE MAY COUNTY  
DEPARTMENT of HEALTH

4 Moore Road  
Cape May Court House, N.J. 08210-1601  
(609)465-1209 after hours (609) 465-1190  
Fax: (609) 465-6564

APPLICATION FOR TEMPORARY FOOD VENDOR

OWNER/OPERATOR \_\_\_\_\_

OWNER HOME ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

HOME TELEPHONE \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

BUSINESS TELEPHONE \_\_\_\_\_

BUSINESS FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

NAME OF EVENT Fall Family Festival Food Court

DATE OF EVENT September 16, 2023

MUNICIPALITY OF EVENT Sea Isle City

STREET LOCATION OF EVENT JFK Blvd. and Pleasure Avenue

EVENT COORDINATOR Chris Oney, 609-263-8687, x-104

TYPES OF FOODS TO BE SERVED: \_\_\_\_\_

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