



Old Joliet Prison Event Vendor Agreement

All Items below are required!

Business Name:
(Hereafter Vendor)

Name of Principal Owner:
Cell Phone:

Business Address:
Phone:

E-Mail:

	Event Name/Date/Time	Contact Name & Phone Number During Event
	Blues Brothers Event Date: TBA Opening times to be confirmed	

“Old Joliet Prison” Event Vendor Agreement

Preamble

A. All events are community fundraising events organized for the benefit of restoration of the Old Joliet Prison. It is the goal of all events that the community be provided with an event that promotes the restoration efforts made by the Museum with entertainment, food, and beverages.

B. The Old Joliet Prison wish to provide food for the community at all fundraising events and agree that the food products to be distributed at the events will be of the highest quality.

NOW, THEREFORE, in consideration of the mutual promises contained herein, sufficiency of which is acknowledged, the parties agree as follows:

1. **Vendor Space:** The Old Joliet Prison agrees to provide Vendor with no larger than a 10x10 space. Final locations will be assigned one week prior to the event.

- Vendor agrees to pay the associated vendor fee outlined below to participate in the desired event:

Blues Brothers Event at the Old Joliet Prison- Vendor fee \$200

- Vendor will sell only food items approved by The Old Joliet Prison event coordinator. Vendor will not sell any beer or liquor during the event.
- Vendor agrees that the Old Joliet Prison shall have sole authority and discretion in the assignment of the spaces at the Event.
- Booth, signs, tables, condiment tables, cooking equipment or other related items to the Vendor operation must not project past the provided marked area.

Vendor must submit a drawing not less than two weeks prior to the event of your booth with proper signage, banners, and posters, keeping in mind the theme of the event. Booth presentation is critical to not only selling products but maintaining the quality of the event. If the event coordinator deems an issue with your booth drawing, we will work together to remedy the discrepancy.

Initials: _



2 WILL COUNTY HEALTH DEPARTMENT: Vendor agrees to obtain, at its own expense, all necessary health, food, or other permit and/or license, including temporary food permit from the Will County Health Department. Permit and or license must be displayed during event hours.

- Vendor agrees to fully comply with all requirements of the Will County Health Department and adhere to all sanitation and food safety codes and regulations throughout the event.
- Vendor must not smoke in their booth or on festival grounds.
- Vendor must not pour anything down storm sewers or pavement.
- Applications for permits are due 10 days prior to the event.
- Penalties apply if fees are not paid 7 days prior to the event.
- Vendor must obtain health and sanitation rules, regulations and pay fee from the Will County Health Department. www.willcountyhealth.org/en/env/Food.aspx. Will County Health Department Office, 501 Ella Ave. Joliet, IL 60433.

3 City of Joliet: Vendor agrees to comply with all rules stated by the City of Joliet. Failure to comply with these rules lead to the forfeit of the Vendor's security deposit.

- Vendors with charcoal grills must have two 5-gallon buckets of water to douse their coals.
- All Vendors using a deep fryer shall have at least one 2 1/2-gal class K portable fire extinguisher.
- All Vendor's need to have a UL300 compliant fire extinguisher system with a current inspection tag.

Initials: _

4 Grey Water, Grease, Garbage and Safety: Vendor agrees to comply with the rules pertaining to grey (used) water, grease, and garbage disposal. Failure to comply with these rules may lead to additional fines charged to the vendor.

- The Old Joliet Prison will provide grey water deposits. The vendor agrees to use provided strainer and to clear any drainage clogs resulting from use of these facilities.
- The Old Joliet Prison will provide grease bins. Vendor agrees to dispose of all grease bins.

- The Old Joliet Prison will provide garbage dumpsters. Trash shall not be piled up under vendor tent or around metal barrel trash cans. It is the Vendor's responsibility for trash removal to the garbage dumpsters.

5 **Electrical:** The Old Joliet Prison will supply electrical service for 120-volt, 20-amp circuit (four outlets) to the space provided to the Vendor.

- Vendor shall list all its electrical requirements in Exhibit C, attached hereto.

6 **Vendor Menu:** A complete menu must accompany the signed contract. Vendor agrees to sell only those items approved by even coordinator in advance of the event. Any changes must be requested in writing to the event coordinator. All Vendors are subject to the following:

7 **Payment:** Vendor agrees to pay for each space and electricity. The payment schedule for the fees are:

- Full nonrefundable payments of the items listed on Exhibit B must be received no later than one (1) week prior to the event.
- **All payments will be made in the form of a company check, cashier's check, credit card, or cash. Checks should be made payable to The Joliet Area Historical Museum.**

8 **Hours of Operations:** Vendor agrees to comply with the festival schedule for the operation of its food booth.

- Vendor must be setup 2 hours before the start of the event and agrees to have a representative at the site for inspection by the Will County Health Department. If the vendor is not setup the designated time, they will forfeit all deposits and will not be allowed to participate in the event.
- Vendor may not leave the premises until receipt of completed Vendor check-out list & signature of an authorized representative of the event or event coordinator. This is to verify that the vendor space has been properly cleaned and cleared of all items relating to the Vendor. Failure to have check-out list completed will result in an automatic penalty of \$150.00.

Initials:__

10. Miscellaneous: Vendor agrees to:

10.1 Provide its own tables to form perimeter, banners or posters identifying its operation. All banners or posters must be inside the Vendor space.

10.2 Wear uniforms, hats or other items of clothing to help identify the people involved in Vendor operation. Wear any vendor badge issued by The Joliet Area Historical Museum.

10.3 Clean and secure the Vendors space (the Committee does not supply separate security).

10.4 Comply with all rules or regulations for Food Vendors at the event established by the Museum, the Will County Health Department, and the City of Joliet.

11 Insurance: Vendor agrees to supply the event coordinator with a current certificate of insurance, which shall be effective for the date of the event.

11.1 The certificate will provide coverage, which shall include but not be limited to general liability coverage in the minimum amount of \$1,000,000.00 (one million dollars) per occurrence, listing The Old Joliet Prison, The Joliet Historical Museum and the City of Joliet as additionally insured.

11.2 The certificate will provide a waiver of subrogation and 30 days of cancellation notification.

12 Liability: Vendor agrees to pay for any damage done by it or its agents and employees to any personal or real property (e.g. tents, electrical equipment, event facility, etc.) provided by or through the event.

IN WITNESS WHEREOF, the parties have caused the signatures to be affixed hereto.

By Vendor

By The Old Joliet Prison

Monica Bibian
Old Joliet Prison

Vendor Authorized Representative

Agent, The Old Joliet Prison

This Agreement is not effective unless and until it is signed by a representative of The Old Joliet Prison.

“Old Joliet Prison” Event Vendor Agreement Food Vendor Agreement

Exhibit A

List of Food Items to be sold

Please list all items in preferential order.

NO ALOHOLIC BEVERAGE SALES OF ANY KIND WILL BE ALLOWED

MENU ITEM	COOKING REHEATING METHOD	CHARGING PRICE FOR FOOD ITEM
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Vendor Name:

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Food Vendor Agreement

Exhibit B

(Electrical Requirements)

Type of Equipment	Voltage Requirements	Amperage Requirements
2.		
3.		
4.		
5.		
6.		
7.		
8.		
Total Amps		
Less 120V, 20A Two circuits included with agreement		
Add each additional circuit: X \$50 per 120V, 20V, 20A Circuit		

**For Hard-wire Vendors, please specify the length of the power extension cord _____

Vendor Name

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Exhibit C

Penalties & Violations

Violation	Penalty Per Violation
Trash and Booth Space during/after check out	\$25.00
Equipment remaining in space during/after check-out	\$25.00
Sold food items at prices not disclosed in Exhibit A or additional items not listed in Exhibit A	\$25.00
Spilled grease or did not dispose of in provided containers	\$20.00 per incident
Spilled grey water or did not utilize provided containers	\$10.00 per incident
ANY Health Code Violation	Cease Operations at Health Code Inspectors discretion
Non-Compliance of Hours of Operations	\$10.00 per incident
Failure to complete the Vendor Check List	\$10.00

Vendor Name:

I have read and understand the above penalty schedule. I understand that should I incur any violations the Old Joliet Prison will deduct the amount of the violation according to the above schedule from my security deposit. The Old Joliet Prison reserves the right to pursue restitution resulting from the penalties/violations, but not limited to, resulting legal fees.

Vendor Signature: _____

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Food Vendor Agreement

Check List

Have you done the following?

- Read ALL pages of the Old Joliet Prison Event Vendor Agreement _____
- Filled out all necessary documents: page 1 and Exhibits A, B,C,D _____
- Filled in All lines that require Vendor Name _____
- Filled in All lines that require Vendor Signature _____
- Place your initials at the bottom of every page _____
- Email, mail, or drop off packet in person at the Joliet Area Historical Museum. Vendor payments can be made by check and returned with packet or cash/credit card payments are accepted in person at the Museum or over phone daily from 10:00 to 5:00 pm

Joliet Area Historical Museum

204 N. Ottawa St,

Joliet, IL 60432

(815) 723-5201 – Press 0 to be connected to the gift shop

IMPORTANT...

Once your application has been reviewed, you will receive an invoice outlining your space fees including equipment rental, additional menu items, and additional electricity. You will also be notified of the food, vendor meeting, time, date, and place.

You will receive an email verification from Monica Bibian confirming acceptance of application.