



# City of Harker Heights Special Event Application 2021

**Return completed application at least 7 business days before date of event to**

Sara Gibbs, Activities Coordinator  
Activities Center  
400 Indian Trail  
Harker Heights, TX 76548

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*A completed application and appropriate licenses must be submitted and approved by staff before applicant is eligible to participate and/or sell at any event. Applications can take up to 2 business days to be approved. An approval e-mail will be sent upon acceptance.*

**Vendor Fee: FREE**

**Required Documentation** *(Incomplete applications will not be considered)*

<p><b>VENDORS</b> <i>Business or non-profit that offers an added component to the event. i.e., providing a game or activity, handing out candy and/or free giveaways.</i> <b>(*see item 2 under guidelines on page 2)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application</li> </ul>	<p><b>VENDORS SELLING PRODUCTS/SERVICES SPECIFIC TO EVENT</b> <i>A business or non-profit selling products and/or services specific to event <b>(Spring Fun Day in the Park)</b>.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application</li> <li><input type="checkbox"/> Photos of items combined on 1-2 pages</li> </ul>	<p><b>FOOD VENDORS</b> <i>Business or non-profit that sells food items.</i> <b>*(copies of food handler's permit required for all staff handling food)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application</li> <li><input type="checkbox"/> Photo of vendor setup</li> <li><input type="checkbox"/> Owner/ Manager – Food Manager's Certification</li> <li><input type="checkbox"/> *Staff Food Handler's Permit</li> </ul> <p>Food Trucks</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Harker Heights Mobile Food Vendor Permit</li> </ul> <p>Hot &amp; Ready to serve Food Booths</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Harker Heights Food Booth Permit</li> </ul>
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## GUIDELINES

1. There is no fee to be a vendor.
2. A vendor provides an added component to the event. For instance, providing game(s) or activity and/or handing out candy or free giveaways. A business or non-profit is permissible to hand out marketing items and/or have a "contact me later" list at their booth location. They shall not conduct business or sell items/services unless it is specific to the event and/or approved by City staff. The business or non-profit's mission statement and goals may not conflict with those of the City of Harker Heights. The City of Harker Heights reserves the right to deny the acceptance of any business or non-profit.
3. Food vendors, non-profits, and businesses selling items/services specific to an event must have business name, product, and price visible to event goers.
4. It is understood that the vendor will comply with all applicable local, state, and federal laws.
5. Upon approval, vendor acknowledges that they will be present for the events for which they have signed up. Should vendor have to be absent from an event, they must notify City staff via phone or e-mail three business days before the event.

## LOGISTICS

1. Set up maps will be e-mailed 1 to 2 business days before the event. Map will verify location of event, set up time, tear down time, and parking.
2. Public restrooms and trash receptacles will be provided and maintained by the City of Harker Heights.
3. Waste disposal for items such as oil and grease will be the responsibility of the food establishment and will not be disposed of on City property.
4. Vendor must ensure that trash is disposed of in a trash receptacle and no other items be left behind. Space should be returned in the condition in which it was found.
5. Booth request will be considered on a first come, first serve basis, and not guaranteed.
6. Average booth space is 10 ft. x 10 ft. Please inform City staff if you need a larger area at time of applying.
7. Vendor is responsible for all equipment needs including tables, chairs, shade devices, set up, tear down, staffing, materials, lighting if needed, etc.
8. Vendors must **IMMEDIATELY** unload and then move vehicle to a designated parking spot outside the event area. No vehicles are permitted in the event area 30 minutes prior to event start, unless you are a food truck, or it is part of the vendor booth.
9. Vendor tear down begins shortly after the event ends. Vendors must stay during the duration of the event and are asked to not leave early. Vehicles will be allowed in event area after the event ends and once the crowd has cleared.
10. If a vendor chooses to use a tent, that tent must be clean and in good shape. We prefer vendors to have a 10 x 10 EZupTent or ZShade Tent.
11. Most accidents at events involve pop up tents. ***All tents must be weighed down with at least 25 lbs. of weight per leg.*** If location is on grassy areas, all tents should be weighted and staked down. Stakes cannot exceed a length of 12 inches. Gallon water jugs and single bricks are not acceptable. Professional grade tent weights including pvc pipe filled with concrete or tent weight sandbags are safe ways to weigh down tents. Strong gusts come up without warning at any time before, during, or after the event. Tying tents to tables, coolers, or any other objects that is not intended to be weights constitute tripping hazards and are not allowed. Vendor and customer safety is paramount.

### NOT ACCEPTABLE WEIGHTS



### ACCEPTABLE



12. If vendor set up requires a grill, battery, generators or sternos, **vendor must have a Class ABC or K** (depending on set up) rated **fire extinguisher on site and within reach of the booth** during the event at all times. The fire extinguisher must have current inspection and be fully charged. Grill, battery, or generator must be set up on concrete or secured to a 4 ft. x 4 ft. plywood. Fuel tanks shall be of adequate capacity to permit uninterrupted operation during event time. Generators shall be isolated from contact with the public. Storage of gasoline is not allowed in or near generators or food booths.

#### **PARK'S & EVENT'S PROHIBITED PRACTICES**

1. Use or possess any glass beverage bottle in City parks.
2. Alcoholic beverages or intoxicated behavior in park and athletic facilities is not permitted (use of alcohol subject to council approval).
3. Parking in undesignated areas.
4. Fires in undesignated grills or fire pits.
5. Indecent or abusive language, or any activity, which creates a public nuisance.
6. Removing or damaging plants, grass, or otherwise disturbing any part of the environment.
7. Improper disposal of litter, to include pet waste.
8. Swimming in ponds.
9. Vandalizing or defacing any structures, facilities, or natural features.
10. Firing or discharging any fireworks, air powered weapon, archery device, firearm, or other weapon.
11. Unleashed pets, except in designated areas. Removal of animal waste is required.
12. Failure to observe posted signs in parks and along trails.
13. Leaving a vehicle or cart unattended.
14. Operating a motor vehicle within a park, except on roads and parking lots (unless approved by Event Coordinator/Staff).
15. Smoking, vaping, chewing, or any tobacco products of any kind by vendors and/or their staff/volunteers in event area.
16. Have pets or other live animals for sale or accompanied by vendors (unless approved by Event Coordinator/Staff).

#### **VENDOR PRECAUTIONARY GUIDELINES**

Due to extensive research and recommendations from the Texas Department of State Health Services, the City of Harker Heights has put in place the following cautionary measures for the Coronavirus Pandemic. Precautionary guidelines are subject to change.

- Vendors and event goers are recommended to wear face coverings.
- Please wash or sanitize your hands at least once an hour. On-site food preparation vendors are recommended to wear gloves and masks while cooking and working with event goers.
- Hand washing stations are located throughout the event for event goers, vendors, and staff to use. Vendors are required to have hand sanitizer at their booths for event goers.
- Please prepackage your products. On-site food preparations and samples must be handed out in closed to-go packaging with pre-packaged condiments. Self-serve areas and open drinking cups are not allowed. To avoid public congregating, we are encouraging event goers to not eat in the event area.
- Please avoid hand-to-hand contact. Touchless payment options are recommended.
- Vendor booths will be spaced out at least 6 feet from one another. Please do not occupy the spaces between booths. Practice social distancing from each other.
- Please clean and sanitize all "high touch" surfaces at least once per hour.
- Please remain at home if you are feeling unwell in any way.

#### **VIOLATIONS**

Failure to follow the rules & regulations stated or required for permits may result in consequences or dismissal. Severity of consequences or dismissal will be decided on a case-by-case bases.

#### **Professional Code of Conduct**

In the spirit of professionalism, participants shall conduct themselves in a manner that represents the City of Harker Heights with honor, dignity, and respect. The participants shall demonstrate the qualities of civility and professionalism at all times. Participants will refrain from using vulgar, abusive, racist, sexist, demeaning or intimidating language at any time. Participants will support fellow vendors and staff in a positive manner and will treat vendors, staff, and event goers with courtesy and respect.

## City of Harker Heights Special Events Application 2021

### A. Business / Organization Information

Name of Applicant: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

E-mail: \_\_\_\_\_

### B. Vending Information (No vendor fee – please check which applies)

- ☐ Vendor      ☐ Vendor Selling Specific to Event      ☐ Food Vendor      ☐ Food Truck      ☐ Food Booth

*What type of component(s) will you offer and please describe? (Please check all that applies.)*

- ☐ Providing game(s) \_\_\_\_\_
- ☐ Providing activity \_\_\_\_\_
- ☐ Handing out items \_\_\_\_\_
- ☐ Selling items specific to event to sell \_\_\_\_\_
- ☐ Selling food items \_\_\_\_\_

**Does your set up use a propane grill, charcoal grill, or gas/battery generator?** ☐ Yes ☐ No

**Utilities needed?** ☐ None ☐ Electric ☐ Water (Please note electricity and water supply is limited and may not be granted)

### C. Events (Please check which events you wish to participate in.)

- ☐ Spring Fun Day in the Park (April 24, 2021) 5:00 pm – 8:00 pm Carl Levin Park, 400 Miller's Crossing

### D. Indemnify/Hold Harmless

The vendor shall indemnify and hold harmless the City of Harker Heights, officers, employees and agents, and assignees from any and all claims for injury and/or damages to persons or property, including wrongful death, which may arise from an event.

***Vendor has read and agrees to the Rules & Regulations created and enforced by the City of Harker Heights. Vendor agrees to share the Rules & Regulations with everyone involved at their booth.***

Authorized by (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by (Signature): \_\_\_\_\_

Confirmed By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Food Handler's Exp: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Photos Rec'd: \_\_\_\_\_ Food Manager's Certificate Exp: \_\_\_\_/\_\_\_\_/\_\_\_\_ HH Food Booth/Mobile Food Permit Exp: \_\_\_\_/\_\_\_\_/\_\_\_\_