

CITY OF LAGUNA HILLS PRESENTS

FIRST ANNUAL HERITAGE DAY

Food Vendor Application

Sunday, 10.2.22 @ 12-6 pm

Laguna Hills Community Center & Sports Complex 25555 Alicia Parkway

We are pleased to invite you to apply for a food vendor booth space in this year's Heritage Day. We will be accepting a total of approximately 10-15 food vendors. Heritage Day is a single day event and all exhibitors must participate for the entirety of the festival. Our Heritage Day is a single day event and all food vendors must participate from 12 pm to 6 pm, with load in at 9:30 am and set up complete by 11:00 am. Tear down begins only after 6 pm.

DEADLINE: Submit your application by 5 pm on August 31. Notification of your application status will be by September 9. Payments and completed City of Laguna Hills Athletic Fields/Park Use Application and Permit for approved applications must be received by September 15.

First and Last Name: _____ **Name of Company:** _____

Address: _____

E-Mail: _____ **Telephone:** _____

Website: _____ **OC Environmental Health Permit #:** _____

In submitting this application, I have read and agree to all of the rules and regulations pertaining to and governing Heritage Day and hereby declare and affirm that I will prepare food to be sold at Heritage Day at my own risk and will not hold Heritage Day, City of Laguna Hills, The Lukes Network, LLC or any of its agents or representatives liable for loss or damages. If I do not comply with the rules, regulations and procedures of Heritage Day, I agree that I may be removed from the show without a refund of my application fee. I understand that there will be no refunds for exhibitor cancellation within 30 days of Heritage Day, nor will there be refunds or credits due to the cancellation or reduction of event hours resulting from acts of God or situations beyond the control of the City of Laguna Hills and/or The Lukes Network, LLC.

Signature: _____

Description of Food Prepared or Food Products Sold: _____

Power Requirements (Also list equipment requiring power: refrigerator, grill, etc.) _____

All food vendors at our community are considered Temporary Food Facilities per the County of Orange Health Care Agency. The City of Laguna Hills will obtain an Event Organizer Permit for Heritage Day, after which you as a Temporary Food Facility (TFF) may apply for permits. We will plan to submit all TFF applications to the County of Orange at least one month prior to Heritage Day. We will also send you a City of Laguna Hills Facility Use permit that needs to be returned with your application. **Application and Photos:** Please submit a photograph of your booth set-up and a complete menu including beverages you intend to sell. **Application Deadline:** Submit your application as soon as possible and by 5 pm on Friday, August 31, 2022. We will review and process your application and notify you of the status no later than September 9, 2022. **Food Vendor Fees:** \$300.00 for a 10' X 10' space, \$400.00 for a 10' X 20'+ or \$200 for a "cart" space or a food truck. Food vendor fees include the cost of the space, and electricity (if needed). Fees do not include worker's compensation insurance, if you have any paid employees. **Notification:** Do not pay your fee until you have been notified that your application has been accepted. **Fee Payment:** Make checks payable to "City of Laguna Hills" and put Heritage Day Food Vendor in the memo and mail payment to: City of Laguna Hills Heritage Day % The Lukes Network, LLC, 27068 La Paz, #820, Aliso Viejo, CA 92656. Payments must be received by September 15. **Assignments:** No space assignment will be guaranteed at the time of application. Once your space has been assigned to you, NO CHANGES WILL BE MADE.

Refunds: As our timeline is short, there will be no refunds given this year.

Thank you for your interest in Heritage Day!

**SPONSORSHIP & UNDERWRITING
OPPORTUNITIES AVAILABLE**

Heritage Day Contact: THE LUKES NETWORK, LLC

Jay Lukes | Outreach & Sponsorship Manager

949.427.0623 info@thelukesnetwork.com

www.lagunahillsheritageday.com

Internal Only

Date App Received: ___/___/___

By: _____

Date Result Given: ___/___/___

By: _____

Date Fee Received: ___/___/___

Check No: _____

By: _____



Athletic Fields/Park Use Application and Permit - City of Laguna Hills

Application & Permit for Athletic Field/Park Use. Please type or print neatly.

Applicant: _____ Organization: _____
 Address: _____ Phone: Home () _____ Cell () _____
 City: _____ State: _____ Zip: _____ Non-profit IRS #: _____
 E-mail: _____

EVENT INFORMATION



Participation in City of Laguna Hills Heritage Day, October 2, 2022

| Field Use/Park Use | Date | Day | Time In Includes set-up time | Time Out Includes clean-up time | For Office Use Only | | |
|-----------------------------------|---------|------|------------------------------------|---------------------------------------|---------------------|--|--|
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| Community Center & Sports Complex | 10/2/22 | Sun. | | | | | |
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Indemnification: Applicant hereby agrees to defend, indemnify and hold harmless the City of Laguna Hills, and their council members, officers, staff, employees, servants, attorneys, and agents (hereinafter collectively the "City Representatives") from and against any and all claims, demands, expenses, liabilities, disputes, rights, remedies, and causes of action of every kind and nature whatsoever, including attorney's fees (hereinafter collectively "Claims") asserted by anyone including any person, entity, or governmental agency, which Claims arise from, or in any way relate to: (a) the proposed use of City premises or facilities; (b) the event described herein; (c) service or use of alcoholic beverages, if any; or (d) any acts or omissions of Applicant or Applicant's officers, employees, volunteers, invitees, or guests, or any participant in the proposed event. This provision applies regardless of any active or passive negligent act or omission of City Representatives but does not apply to the extent the Claims are caused by the gross negligence or willful or wanton misconduct of City Representatives. This Indemnification applies even if insurance is required.

Applicant Signature: _____ **Date:** _____

Print Name: _____

For Office Use Only

Insurance Required? Yes No Ins. Certificate #: _____ Deposit Due Date: _____
 Tax Form Required? Yes No Received: Date: _____ Final Payment Due: _____
 Deposit Refund: _____

Application: Approved Denied Supervisor: _____ Reason: _____
 Reservation Type: RNP RP NRNP NRP COMM