



EVENT VENDOR

Village of Godfrey Parks and Recreation Department
P.O. Box 5067, 6810 Godfrey Rd, Godfrey, IL 62035, (618) 466-1483

Office Use Only:	
Date paid:	_____
Amount Paid:	_____
Form of payment:	_____
Receipt #	_____

Arbor Day - \$25, April 27, 2024

Family Fun Fest - \$25
July 4, 2024
5 pm – 9:30 pm

Fall Corn Festival - \$25
September 28, 2024
11 am – 5 pm

Snowflake Festival-\$25
December 6, 2024
6 pm – 8:30 pm

- Military/First Responders Day- \$25, October 5, 2024
- Teacher Appreciation Day- \$25, October 12, 2024
- Player Appreciation Day - \$25, October 19, 2024
- Dog Days and Kid Fest - \$25, October 26, 2024

Event Vendor/Product Name: _____

Name of Person Responsible for Permit: _____

Address: _____

Phone Number: _____ Email Address: _____

Please use this space to identify items for sale: _____

******* ALL VENDORS MUST BE SET UP 2 HOURS PRIOR TO THE START OF THE EVENT *******

Please check the utilities that are needed: Water

Electricity

Please check if you have your own generator

(Please note any exceptional electrical needs on the back side of this form)

Initial to acknowledge the following rules:

_____ All vehicles must be removed from the vendor area and parked in designated parking spaces prior to the event starting.

_____ Vendor booths shall be set up with merchandise displayed between the hours of the scheduled event noted above.

_____ Vendor booths need to have a 10' x 10' EZ up or similar tent for merchandise display unless operating out of an enclosed trailer.

_____ Vendors must provide their own displays, tables, chairs and equipment.

_____ All park rules must be followed.

_____ Vendor booths will be non-competing.

_____ Each vendor is responsible for the reporting of and payment to the Illinois State Tax.

For Food Vendors Only:

_____ Food vendors must provide proof of insurance in the amount of \$50,000 per person per occurrence, listing the Village of Godfrey as an additional insured. Insurance certificates must be on file in the Village Clerk's office on week before the event.

_____ Food vendors must have a Temporary Food Service Permit or a Food Service Sanitation Permit through Madison County (<http://www.madisonchd.org/food-sanitation-program.shtml>). A copy must be turned in one week before the event.

All events take place at Glazebrook Park located at 1401 Stamper Lane in Godfrey, IL. Any questions regarding this vendor application or the event itself can be directed to the Parks and Recreation Department at (618)466-1483 or via email at parksandrec@godfreyil.org. Day of event contact should be directed to (618)973-7830.

Please make checks payable to: Godfrey Parks and Recreation Department
 Village of Godfrey
 P.O. Box 5067
 6810 Godfrey Road
 Godfrey, IL 62035

Please note any exceptional electrical needs or additional requests: _____

.....
RELEASE AND WAIVER OF LIABILITY

I, the undersigned, acknowledge that I have voluntarily consented to participate as a vendor on real property owned by the Village of Godfrey.

I understand that this activity and all other hazards and exposures connected with such activity involve risk of harm. I am aware of the risks and dangers inherent with the activity, and I knowingly and willingly assume the risk of injury, including but not limited to injury that might result from other participants. I agree that any bodily injury, death, or loss of personal property and expenses as a result of my participation is my responsibility.

In consideration of and as a part of the right to participate in this activity on or about real property owned by the Village of Godfrey, I do hereby take action for myself and forever release, waive and discharge the Village of Godfrey, its directors, officers, employees, and agents from any and all liability and/or property damage incurred in association with the use of said property.

Name _____

Signature of User _____

Date _____