



# EVENT VENDOR

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

<b>Office Use Only:</b>	
Date paid:	_____
Amount Paid:	_____
Form of payment:	_____
Receipt #	_____

Arbor Day - \$25, April 26, 2025

Family Fun Fest - \$25  
July 4, 2025  
5 pm – 9:30 pm

Fall Corn Festival - \$25  
September 27, 2025  
11 am – 5 pm

Snowflake Festival-\$25  
December 5, 2025  
6 pm – 8:30 pm

Military/First Responders Day- \$25, October 4, 2025

Player Appreciation Day- \$25, October 11, 2025

Teacher Appreciation Day - \$25, October 18, 2025

Kid Fest - \$25, October 25, 2025

Dog Days – November 2, 2025

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](mailto: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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**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 \_\_\_\_\_