



SUMMERFEST 2019 VENDOR APPLICATION



SCARBOROUGH COMMUNITY SERVICES

P.O. BOX 360, SCARBOROUGH, ME 04070-0360

(207) 730-4150

Friday, August 16

Rain Date: TBD

5:00 to 10:00 PM

Clifford Kippy Mitchell Sports Complex

Updated 04/04/2019

Deadline for Applications:
Friday, July 26

Instructions/Procedures

Please COMPLETE ALL sections of this application.

- All applications are due no later than Friday, July 26. We are unable to accept mail-in applications, unless the indemnification agreement has been notarized before sending to us.
- Complete application packets must include: Fee, completed application form, signed and completed *Release and Indemnification Agreement*, and liability insurance (if applicable). See below for information on insurance.
- Insurance: Insurance is required for all food and drink offerings, as well as some activities with perceived liability. Parties must attach a certificate of insurance for at least \$400,000 to this application naming the *Town of Scarborough* as an additional insured party for the event dates. Please contact Scarborough Community Services if you have any questions about insurance.
- Booths: Approximate space is 10' x 10' -- 60 booth spaces are available for this event. We reserve the space for each approved applicant; however, each vendor must bring their own tables and chairs. Booths must be in operation and manned from 5:00 to 9:00 p.m. Fireworks begin at 9:15 p.m. No vehicles are allowed on the Summerfest field from 4:00 pm until after the fireworks have finished and the crowd has dispersed.
- Parking: Each vendor will be entitled to one designated parking spot at the upper parking lot (Gorham Road side of the high school).
- All applications must be approved, and the signed/approved application must accompany the vendor on the day of Summerfest.
- There may be a walk-through prior to the start of Summerfest to be sure vendors are selling what was approved. We will ask that all unapproved items be removed before the event begins.
- Novelty vendors will not be permitted at this event.
- Set-up time: Friday -- 11:00 a.m. to 4:00 p.m. All vehicles must be off the Summerfest field by 4:00 p.m. on Friday. This will be strictly enforced.
- Breakdown time: Friday after the fireworks (approximately 10:00 pm). No breakdowns are allowed prior to the fireworks unless permission is granted by the Director of Community Services.

Fees: Scarborough Non-Profit Organizations: \$25; Non-Resident Non-Profit: \$75; Commercial Vendors: \$150

Applicant Information

Name of Applicant _____		Organization Name _____	Scarborough Non-Profit _____	Non-Resident Non-Profit _____	Commercial _____
Street Address _____		Town _____	State _____		Zip Code _____
Home Telephone _____	Work Telephone _____	Cell Phone _____			
E-Mail Address _____					
Name of Person/s Manning Booth _____		Cell Phone _____	E-Mail Address _____		

Summerfest Information

Booth Offerings (Please list all items here; use back of this sheet if necessary)

_____	_____
_____	_____
_____	_____

Approved electricity uses (check one, if applicable)
<input type="checkbox"/> Refrigeration or cooking equipment
<input type="checkbox"/> Recreation items (e.g., inflatables)
<input type="checkbox"/> Payment system

Special Requests

Please list any special request that you would like us to consider.

Signature Required

Permits not signed are not acceptable.

I understand all terms of this agreement as above. I also understand that I must have a copy of this signed *Application* with me at Summerfest with all conditions met. (This signed form will be mailed to me prior to the event.)

Applicant _____	Date _____
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For Staff Use Only:

Amount Paid: \$ _____	(Please circle) Cash _____ Credit _____ Check # _____	Date of Receipt of Packet _____
Extra Stipulations/Notes _____		
Attachments Complete: (Please check) _____ Fee _____ Form _____ Waiver _____ Insurance Certificate (if applicable) _____	Staff Initials _____	
Approval Signatures:		
Scarborough Town Manager _____	Date _____	Community Services Director _____
Date returned to applicant _____	Emailed _____	To T Mgr (for sig) [Date] _____
		Ins Cert T Mgr _____

SCARBOROUGH COMMUNITY SERVICES

P.O. Box 360

Scarborough, ME 04070-0360

(207) 730-4150 Fax: 730-4165

**RELEASE AND INDEMNIFICATION AGREEMENT
FOR PARTICIPATION IN THE 2019 SUMMERFEST CELEBRATION**

I, _____ (name), in my capacity as _____ (title) of _____ (organization name), an organization located in _____ (town), _____ (state), and being duly authorized by said organization to sign on its behalf, in consideration of the Town of Scarborough, Maine (hereinafter the "Town"), allowing my organization to participate in the 2019 Summerfest Event (hereinafter "the Event"), and in recognition of the risks, inherent and otherwise, of injury, damage or death in engaging in the same, which risks my organization duly acknowledges and freely and solely assumes for itself and its successors, assigns and legal representatives (collectively, hereinafter "the Releasor"), hereby assume full responsibility for and waive, discharge and forever release the Town and its officers, officials, agents and employees in their official and individual capacities from any and all claims, demands, damages, suits, actions, causes of action, judgments, expenses and costs whatsoever, including but not limited to attorneys' fees and costs, for any and all personal injury, including death, and property damage arising out of or related to my organization's participation in the Event, including all acts of negligence of the Town and its officers, officials, agents and employees in their official and individual capacities, or otherwise.

Releasor further agrees to defend, indemnify and hold harmless the Town and its officers, officials, agents and employees in their official and individual capacities against any and all claims, demands, damages, suits, actions, causes of action, judgments, expenses and costs whatsoever, including but not limited to attorneys' fees and costs, for any and all personal injury, including death, and property damage arising out of or related to Releasor's participation in the Event, including all acts of negligence of the Town and its officers, officials, agents and employees in their official and individual capacities, or otherwise.

Releasor agrees to abide by the Town's rules for the Event, including providing to the Town prior to the Event an insurance policy insuring at least the substantive areas of liability and monetary limits of the Maine Tort Claims Act and naming the Town as an additional insured.

I HAVE READ AND FREELY EXECUTE THIS "RELEASE AND INDEMNIFICATION AGREEMENT FOR PARTICIPATION IN THE 2019 SUMMERFEST CELEBRATION," FULLY UNDERSTAND ITS TERMS, AND UNDERSTAND THAT I HAVE A RIGHT TO CONSULT WITH AN ATTORNEY BEFORE SIGNING THIS AGREEMENT.

Signatures Required:

Applicant: Please sign in front of a Community Services staff member. If unable to appear in person, please have notarized (below).

Applicant/Releasor:

Name of Organization

Applicant Signature

Print Name/Title

Date _____

Witness:

Signature: Community Services Staff Member

Print Name

Date _____

If unable to appear in person at the Scarborough Community Services Office, please complete the Applicant/Releasor section above and have notarized.

State of Maine
Cumberland, ss.

Subscribed and sworn to before me this ____ day of _____, 2019.

Sign here