



## 2025 Homer Glen Community Events Food Trucks Agreement & Application

The Village of Homer Glen will have several food truck opportunities at our 2025 events. All events are held at Heritage Park, behind Village Hall, 14240 W. 151<sup>st</sup> St., Homer Glen.

- Saturday, May 10 (11am-3pm) – Kite Fest
- Saturday, May 31 (8-11am) – Kids Fishing Derby \*Breakfast foods
- Friday, June 13 (5-8pm) – Food Truck Friday & Chalk It Up
- Friday, July 11 (6-9pm) – Movie Under the Stars
- Saturday, July 19 (8-11am) – Kids Fishing Derby \*Breakfast foods
- Friday, July 25 (6-9pm) – Movie Under the Stars
- Friday, August 8 (6-9pm) – Movie Under the Stars
- Friday, August 15 (5-8pm) – Food Truck Friday & Touch A Truck
- Saturday, August 30 (12-4pm) – Family Fun Day
- Friday, September 5 (5-8pm) – Food Truck Friday Oktoberfest \*Oktoberfest themed foods
- Friday, October 3 (5-8pm) – Movie Under the Stars
- Saturday, December 6 (TBD) – Homer for the Holidays

### **VENDOR SELECTION PROCESS**

The Village approves vendors based on the quality of products offered, perceived customer demand, and location of the vendor's business, with priority given to Homer Glen-based businesses and Homer Glen residents. Vendors who are approved will be notified by email.

### **PROOF OF INSURANCE REQUIREMENTS**

All vendors must provide a Certificate of Insurance (COI) naming the Village of Homer Glen (including address, 14240 W. 151<sup>st</sup> St, Homer Glen, IL) as additional insured for \$1 million per occurrence and \$2 million aggregate coverage for general liability. This is not the same as a "certificate holder." In the remarks section, it must state "Village of Homer Glen is an additional insured."

### **HEALTH DEPARTMENT REQUIREMENTS**

Food vendors are required to comply with Will County Health Department regulations. Vendors are responsible for contacting the Health Department and obtaining any required permits and must arrange for any necessary inspections. Temporary Food Permit Applications can be found online at <https://willcountyhealth.org/wp-content/uploads/2018/12/2019-Temporary-Event-Application.pdf>. Food vendors must provide a copy of the Will County Health Department permit to the Event Manager at least one week prior to the event. Contact the Will County Health Department at 815-727-8490.

### **SET UP/TEAR DOWN/CLEAN UP**

- A map showing your location and entry instructions will be sent to you the week of the event.

- You must be set up and ready to sell 30 minutes prior to the start time of the event.
- All vendors must remain open and on-site until the end of the scheduled time.
- Vendors are responsible for cleaning their selling space before leaving the event. Small garbage may be appropriately bagged and placed in the on-site garbage can. Vendors must remove all other garbage from the Village property and dispose of it properly. Failure to do so may lead to a \$25 fine per occurrence or expulsion from Village events as determined by the Event Manager.

## **EVENT OPERATION**

- Vendors are expected to have respectful interactions with patrons and other vendors.
- No distracting/disruptive actions allowed at vendor booths (hawking, playing music, etc.)
- All vendors are required to follow the Event Manager's instructions.
- No signage is allowed outside of your designated space.
- The events are a smoke-free, alcohol-free environment, vendors included.
- No motorized vehicles (except wheelchairs), skateboards or bicycles are allowed in the Event area.

## **ELECTRIC**

- **Electricity is not available on-site for any vendors.**
- If you require electricity, you may bring your own portable generator, with permission from the Village. The request must be included in the application.
- The Village staff will inspect generators for noise level, fumes, disturbance to neighboring vendors, and safety throughout the events.
- If your generator is not approved, you must make other arrangements for an alternative power source or modified generator set up for the next Event.
- If your generator is deemed an immediate safety problem, you will be asked to stop the generator immediately.
- Your stall assignment may be reassigned at any time to a more appropriate location to run a generator.

## **VENDOR CANCELLATION**

Vendors who cannot attend an event must contact the Event Manager by Noon on the event day. Email [events@homreglenil.org](mailto:events@homreglenil.org) or call 630-740-1918. A vendor who does not show up and does not notify the Event Manager by Noon on the event day will forfeit their future Event space with no refunds. Emergencies will be handled case-by-case at the Event Manager's discretion.

**EVENT CANCELLATION:** Our main concern is the safety of our vendors, volunteers, and attendees. The Event Manager may make the decision to delay or cancel the event due to any of the following: high winds, tornado watch or warning, thunderstorms, lightning, or any other weather or safety condition. If severe weather is in the forecast, vendors will be notified by email by 12 Noon on the day of the event. The Event Manager will instruct vendors to pack up and leave if severe weather is imminent during event hours.

The Village reserves the right to close the event at any time for the safety of vendors, volunteers, and attendees. The Village will not be held responsible for any loss of expense incurred because of an event cancellation or weather/safety emergency. No refunds will be provided.

# 2025 Homer Glen Community Events Food Vendor Application

Business Name: \_\_\_\_\_ Retail Tax ID: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Name(s) of person/people who will be staffing booth: \_\_\_\_\_

Products to be sold and prices:

\_\_\_\_\_  
\_\_\_\_\_

Events dates requested (Check all that apply)

\_\_\_ May 10    \_\_\_ May 31    \_\_\_ June 13    \_\_\_ July 11    \_\_\_ July 19    \_\_\_ July 25

\_\_\_ August 8    \_\_\_ August 15    \_\_\_ August 30    \_\_\_ Sept. 5    \_\_\_ Oct. 3    \_\_\_ Dec. 6

\_\_\_ I will be bringing a generator for my booth (electricity will not be provided)

I have a food truck \_\_\_ trailer \_\_\_ and do not require a tent.

The total length of my truck/trailer setup is \_\_\_\_\_ feet.

My serving window is on the passenger side \_\_\_ driver side \_\_\_

***To be considered, please email, mail, or drop off this completed and signed application with the signed, and dated last page of the Rules Packet.***

Submit to [events@homerghenil.org](mailto:events@homerghenil.org) or

ATTN: Dan Waddick

Village of Homer Glen, 14240 W. 151<sup>st</sup> St., Homer Glen, IL 60491

# 2025 Homer Glen Community Events Food Vendor Rules Agreement

*Please read the Community Event rules on the prior pages, and sign and return this page with your application.*

**By signing below, I acknowledge that I have read and agree to the rules and regulations outlined in the prior pages. A copy of these rules will be given to the employee(s) staffing my booth/truck during the 2025 Homer Glen Community Events.**

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Your Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

## **Hold Harmless and Indemnification**

*Vendor agrees that the Village of Homer Glen shall not be liable for injury to the Vendor's business or any loss of income therefrom, or personal injury or damage to the property of the Vendor, its employees, invitees, customers or any other person in or around the Vendor's section, regardless of whether the injury or damage results from conditions arising from other sources or places (including, but not limited to, weather conditions, power outages, or other similar occurrences) and regardless of whether the cause or means of repairing the conditions is inaccessible to the Vendor. Vendor further agrees that the Village of Homer Glen shall not be liable for any damages arising directly or indirectly from any act or omission of event sponsors or any customer at the event.*

*To the fullest extent permitted by law, the Vendor shall indemnify, keep safe and hold harmless the Village of Homer Glen and its agents, officers, and employees against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs, and expenses, which may arise directly or indirectly from any negligence or reckless or willful misconduct of the Vendor, its employees or agents. The Vendor shall, at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith. If any judgement shall be rendered against the Village of Homer Glen in any such action, the Vendor shall, at its own expense, satisfy and discharge the same.*

I hereby affirm that I have read and understand the Hold Harmless and Indemnification and agree to the terms expressed therein.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Return your application to [events@homerglenil.org](mailto:events@homerglenil.org) or Village of Homer Glen, ATTN: Dan Waddick, 14240 W. 151<sup>st</sup> Street, Homer Glen, IL 60491.**