

**Food Vendor Application**

**Season 16:** **May 24 through August 30**

**Haddad Riverfront Park, Charleston, WV**

**liveontheleveecharleston.com**

Live on the Levee is a free outdoor concert series presented by the City of Charleston featuring music at Haddad Riverfront Park. Performances take place every Friday night on the Schoenbaum Stage. This concert series celebrates community and five inner-city charities with live music, great food and amazing spirit. The community comes together to make this one of the most popular and unique events in Charleston and the admission is FREE.

**IMPORTANT DATES:**

**Application Deadline: March 8, 2019**

**Refund/Cancellation Deadline: March 22, 2019**

**Acceptance Email: March 29, 2019**

If you are interested in participating as a food vendor for the 2019 season of Live on the Levee, please complete the questions on the attached form and return no later than March 8, 2019. Forms may be mailed to Renee Jones, Special Events Coordinator, P.O. Box 2749, Charleston, WV 25330 or hand delivered to 501 Virginia Street East, Room 101, Charleston, WV 25301.

All Live on the Levee vendors must certify that they do not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin. In addition, all applicants shall certify that they are in complete compliance with the Immigration Reform and Control Act (IRCA).

The City shall not be held responsible for forms that are not delivered properly to the City of Charleston either by fault of the respondent, U.S. Postal Service or otherwise.

If you are selected as a food vendor for the 2019 season, a $200.00 deposit will be required by April 5, 2019. The deposit ensures that you will be available to provide services required for the complete season. If you participate in thirteen (13) of the fifteen (15) Fridays during the concert season, the deposit will be refunded. Past participation will be a factor in our review process.

All applications will be reviewed by the Live on the Levee Committee. After the evaluation of all applications, vendors will be notified of the Committee’s decision. The City reserves the right to reject any or all applicants for any reason and is not necessarily bound to select any applicant if it is contrary to the best interest of the City. In making a selection, intangible factors such as vendor service, integrity, facilities, equipment, reputation and past performance will be weighed. Submitted applications will be time and date stamped upon arrival in the City Managers’ Office. It is the goal of the City of Charleston to provide a variety of food and beverage options to attendees. Therefore, in the instance that more than one application is received for the same or similar products, a decision may be made based upon when applications were received.



**BEVERAGE POLICY:** Food vendors may sell non-alcoholic beverages from their booth. **No alcoholic beverages will be sold from your booth at any time.**

**INSURANCE REQUIREMENTS:** All participating food vendors must have $1,000,000 of liability insurance for the entire duration of the season. In addition, all participants must provide us with any policy changes if necessary.

**HEALTH PERMITS**: All participating food vendors must provide a copy of their Kanawha/Charleston Heath Department food permit certificate. Food vendors must follow all guidelines that ensure food safety in your booth/vending area.

**GREASE/TRASH:** Food vendors must provide ground cover inside their booth and cooking area for the absorption of grease. No food vendor will be permitted to open for business if the ground cover is not in place. No grease or gray water is to be poured onto the ground or down any drains. Anyone found doing this will be asked to leave the event and your deposit will be forfeited.

**TRASH**: Vendors are responsible for properly bagging trash within their sales location. Our clean-up crew will collect properly bagged trash from your space.

**WATER/ICE:** Water and ice are not accessible. Foodsafety and cleanliness must be a priority foryour customers.

**CITY COLLECTOR’S OFFICE:** All vendor applications will be reviewed for compliance by the City Collector’s office.

**VEHICLES:** Vehicles are not to be parked on the boulevard or sidewalk. Vehicles may be parked on side streets or parking garages and are **NOT** permitted to re-enter the boulevard until after the event is shut down.

**WHAT WE PROVIDE**: The City of Charleston has certified electricians who will connect each vendor to the electrical system. All vendors must be following the NFPA 70 National Electric Code guidelines. NO EXCEPTIONS. In the event of a power outage, the City of Charleston is not responsible for food spoilage.

**CHARLESTON FIRE DEPARTMENT:** The attached Charleston Fire Department requirements must be followed.

**PAYMENT**: If you are selected as a food vendor, you will be contacted by the Live on the Levee Committee. Preferred payment is by check payable to the City of Charleston

**REFUND POLICY**: If you participate in thirteen (13) of the fifteen (15) Fridays during the concert season the deposit will be refunded at the end of the season.

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|  |  |
| --- | --- |
| Business Name |  |
| Contact Name |  |
| Mailing Address |  |
| Phone |  |
| Best number to reach you during Live on the Levee |  |
| Email |  |
| Have you participated in previous Live on the Levee Seasons? If yes, number of years. | Yes  No |
| List previous food vending experience? |  |
| Do you have specific appliance electrical requirements (voltage and amperage)? |  |
| Do you have a Kanawha-Charleston Health Department Certification? *Please attach a copy to this form?* | Yes  No |
| Are you able to participate every Friday between May 24, 2019 and August 30, 2019? (If no, please list dates you will not be available.)  *Vendors must be set up and available to customers from 6:30 p.m. to 9:30 p.m. Please note that this is a rain or shine event.* | Yes  No |
| What amount of space will your booth/tent require? Each space is in 10 ft. x 10 ft. increments.  *Please note: You will only be allotted the amount of space you list; measure carefully.* |  |
| This concert series is rain or shine. Because of weather, crowd size may vary from week to week. How many customers can be served per hour? |  |
| Please attach a copy of your proposed menu, including pricing, to your application. |  |
| Enclose a photo of your food truck/food booth or email a digital copy to [renee.jones@cityofcharleston.org](mailto:renee.jones@cityofcharleston.org). |  |



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**We certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Business Name) practices equal employment opportunity, are in compliance with IRCA and have included with this application all enclosures listed below.**

|  |  |
| --- | --- |
| Authorized Vendor Signature |  |
| Title |  |
| Printed Vendor Signature |  |
| Date |  |
| Business Name |  |
| Business & Occupation Tax Account Number |  |

**NOTE: No contract/business will be awarded to a company with a delinquent tax status with the City Collector’s office.**

**APPLICATION IS NOT COMPLETE WITHOUT:**

* Signed and completed application
* Photo of booth set up or truck with dimensions
* Liability Insurance certificate
* Proposed menu with pricing
* Health Department certificate

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED