



St. Stephen's

6th ANNUAL TASTE OF THE TOWN

www.tasteofthetownonline.com

GENERAL INFORMATION FOR
Restaurants, Catering and Food Establishments

Date: Tuesday, May 18, 2010

Time: 4:00 p.m. to 9:00 p.m.

Location: St. Stephen's School, 75 Sanfordville Road, Warwick, NY

Anticipated guests: Over 2,000 from surrounding Hudson Valley & NJ area

Contact: Mary Juliano 845-325-4638, Carol Sapanaro 914-490-0219

The Taste of the Town event will be held on Tuesday, May 18, 2010 on the St. Stephen School premises with an adjoining 150 ft. x 60 ft. tent on the parking lot. Our fun family event is heavily marketed throughout the community using various media including newspaper advertising and area announcements.

The event is designed such that food establishments will be able **to keep half of their proceeds** from the evening as well as gain exposure for their establishment. The other half of the proceeds benefits St. Stephen's Parish and School. Each participating establishment will receive a free business card sized ad in our event program which will be handed to each guest entering the event.

GENERAL GUIDELINES

Space is limited to 22 vendors. Booth space is filled with vendors who submit completed applications and full payment, in the order in which they are received. When all spaces are full, additional vendor applications will be placed on a waiting list; the Taste of the Town Chairperson will draw from the wait list should any contracted vendor be unable to participate.

Food Vendor Booth Activity: Food vendor prepares and serves food to customers in \$1 to \$3 "Taste" quantities. Customers purchase "Tastes" from vendor using one to three tickets that are worth \$1 each. Vendor collects tickets and places in provided ticket bin. At the end of the event, vendor and Taste of the Town committee person will jointly count collected tickets to confirm correct number of tickets collected. Taste of the Town committee retains tickets after count. Vendor receives 50% of ticket value. Checks will be available for pick-up after May 22 at St. Stephen Church office Parish office. A donation receipt for the amount donated to St. Stephen's will be provided.

PROVIDED:

1. 10' x 10' Pipe and Drape booth space with (1) 8' table + (1) 3' table (without linens)
3. Access to potable water, 100 volt electrical service.
4. A ticket collection box for "taste" tickets
5. (4) entry tags for staff working for the vendor at the event
6. Department of Health Temporary Permit application, to be completed and filed by vendor prior to event. (Health Department will shut down any vendor without permit)
7. Business card sized ad in Event Program.



Restaurant, Catering and Food Establishments Information Sheet

Keep this information for your records

1. Booth fee is \$125 payable to St. Stephen's. (\$100 is paid in full by March 20, 2010.)
2. Provide Taste of the Town Committee with a Certificate of Insurance for \$1,000,000 naming The Church of St. Stephen's, The Archdiocese of New York, The Archbishop of New York as additional insured's for the event of "Taste of the Town" being held on Tuesday, May 18, 2010 being held at 75 Sanfordville Road, Warwick, NY 10990. The Certificate of Insurance must be received by April 30.
3. Vendor will comply with all applicable New York State Health Department requirements for a Temporary Food Service Operation. Vendor must provide a Temporary Food Service Permit from the Orange County Department of Environmental Health to the Taste of the Town Committee no later than May 3, 2010.
4. Booths must have safe cooking equipment and follow all sanitary procedures. An on-site container with water and soap/bleach and paper towels should be provided for employee hand washing. Each booth must have a probe metal stem thermometer. ***Please see Health Department Enclosure.***
5. No propane or open-flame cooking is permitted inside the tent area. If you will need to use either, advance notice is necessary so additional space outside the tent can be provided. Sternos are permitted.
6. Post menu at the Vendor booth clearly describing each "taste" and indicate price.
7. Vendor may begin setting up their assigned booth at 12 noon. All supplies and equipment must be delivered to booth space by 2 p.m. Vendors must be ready to start serving at 3:30 p.m.
8. Vendor will provide food, serving plates/utensils and maintain the booth until 9:00 p.m. No vendor may break down and leave early unless asked to do so.
9. Ensure all garbage is bagged and placed at designated waste disposal bins; will dispose of oil and grease off-site at an approved location; place all recyclables at designated recycling bins.
10. Vendor agrees to keep the area in and around the booth clean during the day and to clean up the booth area at the end of the day; failure to do so will result in a \$100 fine paid to the Taste of the Town. A Taste of the Town Committee person will inspect each food booth for cleanliness at the end of the event.
11. Vendor may not "sublet" or share their booth space to another vendor without prior permission from the Taste of the Town chairperson.
12. Vendors may not solicit donations or funds for organizations or charities in their booth.
13. Food vendor may participate (but are not required) in the annual Food Judging contest.
Visit our website for more information.



Restaurants, Catering & Food Establishments 2010 Application & Agreement

Business Name _____

Contact Name _____

Address _____

Telephone _____ Fax _____

Email address _____

Booth Fees (excluding Health Permit)	before March 20, 2010	after March 20, 2010
	\$100	\$125

- *All booth fees are non-refundable*

I have read, understand and agree to abide by the Vendor Obligations as set forth on the Guidelines and Information page. I understand this Agreement and the application fee must be returned to the Taste of the Town Committee c/o St. Stephen's in order to participate in the 2010 Taste of the Town. I further understand and agree that if I do not fulfill the requirements agreed to, I may be asked to leave the site of the 2009 Taste of the Town.

VENDOR

DATE

Please return above completed information to:

St. Stephen's
Taste of the Town
75 Sanfordville Rd.
Warwick, NY 10990