

Fifth Annual Walnut Creek Oktoberfest

October 19th, 2019



The Fifth Annual Walnut Creek Oktoberfest is a celebration of the Walnut Creek Businesses, the community of Walnut Creek and the Fall Harvest Season. The Walnut Creek Oktoberfest is presented by the Walnut Creek Downtown and the Walnut Creek Chamber of Commerce and produced by Team PRO Event, Inc.

The event will be held on Saturday, October 19, 2019 from 11:00a.m. - 6p.m. at Walnut Creek's Civic Park.

The Music Stage will feature a combination of traditional performances as well as music for a broad base of tastes and age groups. Exhibitor displays will promote the Harvest Theme and our Food Concessionaires will be comprised of Walnut Creek Restaurants and Bay Area Concessionaires. Alcoholic and non-alcoholic Beverage Concessions will feature a wide array of beverages, while a Micro Brew sampling area will offer the latest in mega hopped IPAs in a traditional Beer Garden setting, along with a children's activities area that will host a variety of carnival games, face painting, a magician, and more!



The Fifth Annual Walnut Creek Oktoberfest will attract many new folks to the area and promote Downtown Walnut Creek to the event's attendees. It is a classic event providing many levels of participation for residents, community service groups, sponsors, and you... The Food Concessionaire!

We are very excited about this year's Walnut Creek Oktoberfest and are pleased to have you participate in this event. If you have any questions or comments, give us a call at Team PRO Event (415) 326.5057 or email info@teamproevent.com.

The 5th Annual Walnut Creek Oktoberfest 2019 Food Concession Application

See other side for Food Concession Application Instructions →

Business Name: _____

Last Name: _____

First Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Cell Phone: _____

Email: _____

Website: _____

Resale # : _____

Menu:

Item: _____ Price: _____

Item: _____ Price: _____

Item: _____ Price: _____

Item: _____ Price: _____

Item: _____ Price: _____

• Only Non-Alcoholic and Non-Carbonated Beverages may be sold (except water).

Make checks payable to: Team PRO Event

Mail checks and completed application to:
Team PRO Event, P.O. Box 315, Mill Valley, CA 94942

For further information please contact us at Team PRO Event

Phone (415) 326.5057 • info@teamproevent.com
Visit www.teamproevent.com

Please Check Space Choice:

Note: The Space Fee is the space only, no structures included with this fee.

- 10' x 10' - \$300
- 10' x 10' - WCD/Chamber Member - \$250
- 10' x 20' - \$600
- 10' x 20' - WCD/Chamber Member - \$550

Cart Concessionaire - \$150

10' x 10' Grill Space - \$125

Health Dept. Permit Fee: \$115.00

Health Dept. Approved 10' x 10' Booth Structure Rental: \$185.00 (Not required, vendor may use own approved Booth Structure)

Health Dept. Approved 10' x 20' Booth Structure Rental: \$300.00 (Not required, vendor may use own approved Booth Structure)

Food Concession Participation Fees: Total Enclosed: _____
(Food Concession Fees, total should be paid in full with one check or charge)

Security/Cleaning Deposit: (Separate Check Required)
\$100.00 - Refundable, if in compliance with instructions

Total amount \$ _____

Form of Payment: (Process fee must be in check form)

Check #'s _____ Visa Master Card

* Post-dated checks will not be accepted.

Credit Card # _____

CVV # _____ Exp Date ____/____/____ Date _____

Signature _____

For official use only:

Food Concession Instructions / Terms & Conditions



Please make a copy of these instructions for your records.

The Walnut Creek Oktoberfest takes place on Saturday, October 19, 2019 from 11:00a.m. - 6:00p.m. at Civic Park in Downtown Walnut Creek.

Day of Event: The Concessionaire is responsible for the set-up and strike of the concession booth and all materials needed for its operation. If Team Pro Event is providing a booth structure, it will be set up and removed for you.

The concessionaire is responsible to remain within the assigned booth space only. There will be no exceptions. If Concessionaire does not follow rules (i.e. no spills or items on walkway area) this will result in loss of Security/Cleaning Deposit.

Space Assignment & Final Instructions: Exhibitors accepted by or before September 1st, 2019 will receive their space assignment and final instructions approximately 3 weeks prior to the festival. Applications received after September 1st, 2019 will be assigned on a first come basis.

Withdrawal: Exhibitors may withdraw up until September 1st and receive a 100% refund and before September 15th to receive a 50% refund. **After September 15th, participation fees are not refundable.** All requests for withdrawal must be received in writing.

Layout: Space will be restricted to 10' x 10' increments. A separate space is required for a BBQ or open flame grills. The walkways are open to the public. Concessionaires are prohibited to use walkways as storage or cooking space. Non-compliance will result in loss of Cleaning Deposit.

Clean-up: The Food Concessionaire is responsible for cleaning their area and properly disposing of trash, waste water and grease. The Food Concessionaire should provide trash receptacles for public use at the booth. The Concessionaire must keep the receptacles clean and emptied and usable at all times. The booth area must be left clean at the end of the day. This includes all spills and garbage. The Food Concessionaire is responsible for providing health department requirements in each booth. Non-compliance will result in loss of Security/Cleaning Deposit.

Security/Cleaning Deposit: Refundable only if Concessionaire was in compliance with all instructions.

Beverages: Only Non-Alcoholic and Non-Carbonated Beverages may be sold. **No Water!**

Fire Extinguishers: Applicable Concessions will require fire extinguisher within reach in the booth. This will be verified by the Contra Costa Fire Department before you are allowed to open for business. A minimum of one 2A:10BC rated fire extinguisher is required. This is in addition to the "K" type extinguisher required for deep fat frying operations. Upon acceptance to the festival, and if applicable, Concessionaires will be required submit a Fire Department Permit.

Health Dept.: All Concessionaires must meet the requirements as set by the Contra Costa County Health Department. This will require a fully screened booth plus a Health Department Permit specifically for this Festival. The Health Department Fee is \$115.00 for this year's Festival. Agents of Contra Costa County Health Department will be on site. They can request removal of Concessionaires who are not in compliance with current Health Department regulations. Citations and fines may be issued by a Health Department Agent. **Please check the [Contra Costa County Environmental Health web site prior to the festival for compliance.](#)**

Flooring: The Walnut Creek Chamber advises Food Concessionaires of the City's concern about grease and cooking materials dripping and spilling on the street. The Walnut Creek Oktoberfest requires that all festival food preparation and food storage areas have a surface placed under them that protects the street from grease and other cooking materials. Suggested flooring will be tarps under plywood or cardboard. Flattened cardboard boxes will not suffice. Non-compliance will result in loss of Cleaning Deposit.

Insurance: If you are accepted, proof of a Certificate of Liability Insurance, naming **Team PRO Event, Inc., Walnut Creek Downtown, and The City of Walnut Creek** as additional insured, will be required.

Please include the following items with your application:

- Completed Food Concession Application
- Completed Contra Costa County Health Department Application (return the attached form or go to http://cchealth.org/eh/retail-food/pdf/temp_food_event_permit_app.pdf)
- Check or Credit Card information for Food Concession Participation Fees, total made payable to: Team PRO Event, Inc.
- Separate check for the Security/Cleaning Deposit of \$100.00 made payable to: Team PRO Event, Inc.

This application does not guarantee your space at this event, as there is a selection process.



FOOD CONCESSIONAIRE RELEASE & HOLD HARMLESS AGREEMENT

This agreement is entered into by and between Team PRO Event, Inc. (Producer), the Walnut Creek Downtown and Walnut Creek Chamber of Commerce & Visitors Bureau (Presenting Organization) and the Food Concessionaire named below (Food Concessionaire).

Producer is in the business of providing space at the Walnut Creek Oktoberfest event for the sale of food. Producer and Presenting Organization do not participate in the construction, assembly, or placement of the individual Food Concessionaire's presentation. Producer, on behalf of the Presenting Organization, provides space only, and facilitates health permitting at the event.

The Food Concessionaire hereby indemnifies and holds the Producer, its agents, employees and servants and the Presenting Organization, its agents, employees, and servants harmless from any and all claims, including costs and attorney's fees resulting there from, arising out of said Food Concessionaire's participation in this event. For the purpose of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures and product to their designated location, the set up and display of any such structure and foods, and the dismantling and removal of all such items from the area provided by or through the Producer or its agents, employees and servants or the Presenting Organization or its agents, employees and servants.

I understand that neither Producer or Presenting Organization are responsible for lost, stolen or damaged equipment or merchandise or accident/injury to me or my staff and do hold harmless any of the above individuals or businesses for any and all liability. I have read the Terms & Conditions and will abide by them.

This agreement shall be effective immediately upon execution and shall continue in effect throughout the event period.

Signature: _____ Date: _____

Name (print): _____ Business Name: _____

Please give us a call with any questions. We can be reached at Team PRO Event (415) 326.5057 or send us an email to info@teamproevent.com.

Mail all information to: **Team PRO Event, Inc., P.O. Box 315, Mill Valley, CA 94942**