



Activities Committee

Village of Monroe
7 Stage Road
Monroe, NY 10950

Vendor Application 2019

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MUSIC BY THE MILLPONDS SUMMER CONCERT SERIES

Name of Organization or Company: _____

Contact Name: _____

Address: _____

Email: _____

Telephone: _____ State Tax ID: _____

* ***See Vendor Fee Schedule on Last Page***

* June 29th ; July 3rd, July 13th and 27th; August 10th and 17th

* Rain date is the next day

* Concerts begin at 7:00 p.m. and end at about 8:30 p.m.

DATE OF THE CONCERT YOU ARE APPLYING FOR: _____

To help us better meet your needs please tell us what you are planning to sell. _____

Vendor space is provided on Lake Street between the Millponds. Lake Street will be closed off to traffic at 4:00pm. ***It is imperative that vendors unload their equipment prior to 5:00pm as no cars are permitted on Lake Street after 6pm.*** Clean up must be completed by 9:30 pm. Please note that electricity is not provided. Vendors must bring a portable generator if they need power.

In the event it rains the concert will be held on the next day. If it rains on the rain date the concert will be cancelled. Please go to <http://www.villageofmonroe.org>. for updates on cancellations. Check the Mayor's Message on the main page of the website. **Vendors will be contacted if there is a schedule change.** Should the concert that you have contracted to provide services for be cancelled by the Village of Monroe, you will be refunded your vendor fee. Application fee is non-refundable.



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The undersigned vendor hereby applies for vendor space at the events indicated on page one (1) of this form. The vendor agrees to fulfill all municipal, state, and federal requirements, if any, in connection with all sales made and business activities conducted. Vendor will be required to have the appropriate health licenses and insurance coverage, proof of which shall be provided to the Village with your application.

Please attach your certificate of insurance (minimum \$1,000,000.00 general liability) with your application. Vendors will need to name the Village of Monroe and Activities Committee as additional insured. If required, please also attach a copy of the appropriate health department licenses.

The Village of Monroe reserves the right to terminate this permit if: 1) applicant misrepresents, falsifies or withholds information, 2) requirements, restrictions, terms and conditions or rules pertaining to the permit, or Village of Monroe zoning ordinance is violated.

The Village of Monroe and Activities Committee shall not be liable for any loss, damages or injury to person or property. The undersigned vendor agrees to indemnify, protect and hold harmless the Village of Monroe, Activities Committee, Monroe Police Department, their members, officers, employees, agents and representatives for any personal injury, property loss, expenses, costs or damages of any nature suffered by any person as the result of the operation or said show.

Please note the following:

- Food vendors must bring an approved county health permit to the event.
- Vendors agree to gather up and remove all garbage.
- Management may cancel at any time.
- Vendors must return a Hold Harmless Agreement.
- Vendors are required to submit an original Certificate of Liability Insurance naming the Village of Monroe as additional insured in the amount of one million dollars (\$1,000,000) for each person and two million dollars (\$2,000,000) for each accident.
- All volunteers working with a vendor must return a volunteer waiver form with this application.

**The Activities Committee will contact the vendor by email to confirm receipt of this application.
*NO VENDOR WILL BE PERMITTED ON SITE WITHOUT COMPLETE
COMPLIANCE TO THE ITEMS LISTED ABOVE.***

I, the vendor, have read and agree to abide to all of the conditions on the face of this contract.

Signature of vendor _____

Name of Company _____

Date _____



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Hold Harmless Agreement

To the fullest extent allowable by law, _____ agrees for itself and its insurers to indemnify, defend and hold harmless the Village of Monroe, NY and their parent, subsidiary and affiliated companies and their respective agents, officers, directors, employees, and assigns from and against any and all liabilities, claims, losses, damages, penalties, costs, or expenses (including but not limited to court costs and reasonable attorney's fees) for damage to property of whatsoever kind of nature to persons (including, but not limited to death) arising out of or due to or claimed to have arisen out of or been due to or claimed to have arisen out of or been due to the design, manufacture, delivery, installation, use, maintenance, repair, or operation of any part or all of the goods, material and equipment, if any, supplied by subcontractor, or the performance of the work by _____, its agents, officers, or employees, or any other operation no matter by whom performed for or on behalf of _____.

Signature

Title

Date



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Vendor Fee Schedule Information

1. Application approvals will be sent to the mail/email provided. Vendors are required to submit any fees due and all appropriate paperwork 14 days prior to the event. Vendors are expected to be at their designated location prior to street closure. By not showing up or abiding by the rules set forth by the Village of Monroe, vendors forfeit any fees paid and waived the right to attend any future events in the Village of Monroe.

2. FEES:

Non-Profit Organizations:

\$25.00 Application Fee and you must provide a copy of your tax exempt certificate along with your original application (one per event).

Village of Monroe Businesses:

FOOD VENDOR - \$100.00 Application Fee to all vendors located within the Village of Monroe (one application per event).

NON-FOOD VENDOR - \$50.00 Application Fee

Outside Vendors:

FOOD VENDOR - \$150.00 Application Fee (due upon application submission)

NON-FOOD VENDOR - \$100.00 Event Fee (due 14 days prior to event)

3. All application and vendor fees should be made payable to Village of Monroe
4. Application fees are non-refundable.