TRADITIONAL EVENTS

May 10, 2017

Dumont Day Extravaganza - 2017

DATE:	Saturday, September 9
Rain date:	Sunday, September 10
Set Up Time:	8:00am
TIME:	10:00am – 6:00pm
FOOD VENDORS ONLY:	10:00am- 8:00pm **OR** 10:00pm (Vendors Choice)
CONCERT:	7:00pm
PLACE:	Memorial Park

EVENT GUIDELINES:

Booth fees:

Non–Profit Organizations	Waived
Businesses/crafters selling activities/wares	$125.00
Food Vendors	$250.00
Businesses Promotion only	$50.00

Checks should be made out to Dumont Recreation.

Businesses promoting their company only, will be asked to have a free activity at their booth. All booth spaces will be approximately 10' x 12'. Each space will come with 2 six foot tables and 2 chairs. Participants may not bring in their own tables or chairs. Participants may bring their own tents. The tents must be in "like new" condition and must fit within the booth space. Tents will also be available for rental through Traditional Events on a first come first serve basis. The rental fee for the tents is $50.00.

All involved, with the exception of those promoting their businesses only, will be able to charge for booth activities. Activities will be of a family friendly nature i.e. Games, raffles, food & rides. **No vendors or organizations will be allowed to sell candy cigarettes, toy guns, confetti, silly string, poppers or whips.** Traditional Events must approve activities according to Borough guidelines. There will be no exceptions and no repeat activities/food allowed. This will allow each group to fund raise equally.

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Raffle licenses must be obtained through the borough and must be event specific. Multiple groups wishing to hold a 50/50 raffle will be allowed. All raffle licenses must be applied for by Friday, July 28, 2017 for inclusion at Dumont Day. There will be no exceptions.

STAGE:
Local dance, karate, bands, choral groups, etc. will be invited to participate on the stage and given 15 - 30 minute time slots to work within. All other time slots will be filled through activities that local businesses have sponsored.

PARTICIPANT REGISTRATION FORM
DUMONT DAY EXTRAVAGANZA 2017

NAME OF ORGANIZATION: _____

CONTACT NAME: _____

E-MAIL: _____

ADDRESS: _____

HOME PHONE NUMBER: _____

OFFICE PHONE NUMBER: _____

CELL PHONE NUMBER: _____

PLEASE LIST GAME, DISPLAY, ACTIVITY, FOOD OR ITEM FOR SALE:

_____

_____

_____

2 TABLES & 2 CHAIRS INCLUDED IN REGISTRATION.
EXTRAS NEEDED HAVE A NOMINAL FEE.
PLEASE CALL OR EMAIL IF EXTRAS ARE WANTED.

DO YOU WANT TO RESERVE A TENT? Y N

DO YOU REQUIRE ELECTRICITY? Y N

**What item(s) will be requiring electricity? _____

** What are these items individual wattage requirements? _____

Booth Fee checks should be made out to Dumont Recreation.
Tent Rental checks for $50.00 should be made out to Traditional Events.

- **FOR A PREFERRED BOOTH SPACE** ORGANIZATIONS AND CONTRACTED VENDORS MUST SUBMIT THE FOLLOWING DOCUMENTS BY JUNE 15, 2017
- **FOR EVENT INCLUSION:** ORGANIZATIONS AND CONTRACTED VENDORS MUST SUBMIT THE FOLLOWING DOCUMENTS BY AUGUST 15, 2017

HOLD HARMLESS FOR THE BOROUGH OF DUMONT

HOLD HARMLESS FOR TRADITIONAL EVENTS, LLC.

CERT. OF INSURANCE NAMING THE BOROUGH AS AN ADDITIONAL INSURED

CERT. OF INSURANCE NAMING TRADITIONAL EVENTS, LLC. AS AN ADDITIONAL INSURED

RAFFLE LICENSES (IF APPLICABLE)

TEMPORARY FOOD LICENSES (IF APPLICABLE)

THANK YOU FOR YOUR PARTICIPATION.

Return to: Jenwilkes99@gmail.com. Or by snail mail to:

Traditional Events, 884 Meadow Lane, Franklin Lakes, NJ 07417

TRADITIONAL EVENTS

HOLD HARMLESS AGREEMENT
BETWEEN TRADITIONAL EVENTS, LLC

AND

Organization Name_____

E-MAIL_____

Organization Type: (individual, partnership, not-profit corporation, corporation or public entity)

In consideration of the use of **my organization's booth space at Memorial Park on Dumont Day** on the following dates: **September 9, 2017 or the rain date of September 10, 2017** for the purpose of **Dumont Day**, the undersigned agrees to indemnify and hold **Traditional Events, LLC** and its officers, agents and employees harmless from any and all liability, claims, costs and Attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that **Traditional Events,** LLC is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to, unless waived in writing by the **Traditional Events, LLC.**

I agree to furnish a Certificate of Insurance specifically naming **Traditional Events, LLC** as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than One Million Dollars ($1,000,000.00).

Signed this _____ day of _____, as the binding act in deed of

_____.
Name of Organization

_____
Authorized Signature

HOLD HARMLESS AGREEMENT
between the Borough of Dumont
and

Organization Name_____

Telephone Number_____

Organization Type (Individual, Partnership, Non-profit Corporation, Corporation, Public Entity_____

In consideration of the use of my organization's booth space at Memorial Park on the following dates: September 9, 2017 or the rain date of September 10, 2017 for the purpose of Dumont Day, the undersigned agrees to defend, indemnify and hold the Borough of Dumont and its officers, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the Borough of Dumont is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to. Unless waived in writing by the Borough of Dumont, I agree to furnish a Certificate of Insurance specifically naming the Borough of Dumont as an additional, insured providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than $1,000,000 combined single limit.

Said certificate shall state that "the issuing company shall mail 30 days written notice to the certificate holder named, certified mail return receipt". It shall also contain a statement acknowledging this hold harmless agreement. No exceptions or limitations will be accepted.

In order to induce the Borough of Dumont to accept this hold harmless agreement, the following information concerning the intended use of the premises is furnished:

a) Alcoholic Beverages (will) or (will not) be served.

b) Total number of persons anticipated is _____.

c) Live entertainment (will) or (will not) be provided.

d) Other _____.

Signed this_____ day of _____ 20____ as the binding act

in deed of _____.
(Name of Organization)

_____s

Authorized Signature from Organization listed above

Note: Certificate of Insurance shall be in original form. No photocopies or fax copies shall be accepted. The authorized person must also sign it in ink.

TRADITIONAL EVENTS

I fully understand that all tables and chairs allocated to my location (booth) at Dumont Day, 9/9/17 or 9/10/17, must be returned at the end of the day to the designated area in a neat and orderly way. If this is not done, I fully understand that my organization will be charged the $25.00 deposit fee by Dumont Recreation.

Signature _____ Organization _____

Dumont health department

80 W. Madison Ave, Dumont, nj 07628
201-387-5022 / Nsmith@co.bergen.nj.us

REQUIREMENTS FOR TEMPORARY FOOD EVENTS

Approval for temporary food events will not be given unless the following requirements are met. The attached application must be submitted to the Health Department prior to the event.

- All preparation must comply with NJAC 8:24. Equipment used for transport and storage (coolers, etc.) must be clean and in good repair. Foods must be obtained from an approved source.

  *****Home prepared foods are prohibited (receipts must be provided)*****
- Proper food temperatures must be maintained at ALL times. (This includes during transport, on display, and in storage.)
  - Cold foods must be **41° F or below**
  - Hot foods must be **135° F or above**
- Potentially hazardous foods that require re-heating must be cooked to **165° F**; and if hot held, must be held at 135° F or above. Sternos, steam tables or other hot-holding equipment may not be used to reheat potentially hazardous foods.
- The following thermometers are needed:
  - A food testing/probe thermometer for cooked foods.
  - Refrigeration thermometer for cold-holding units (sufficient supply of ice needed)
- Method for **hand-washing or hand-sanitizing** available.
  - If running water for hand-washing is available, soap and paper towels must be provided.
  - If access to running water unavailable, hand sanitizers must be provided.
- Bare hand contact with ready-to-eat foods **must be eliminated**. The use of gloves, tongs, deli tissue, etc. must be utilized. If gloves are used, they must be properly changed in between activities (i.e. handing raw meats, ready-to-eat foods, soiled equipment/utensils, smoking, eating/drinking, handling money, etc.) Separate utensils must be utilized for raw foods and ready-to-eat foods.
- Wash, Rinse, and Sanitize Method needed for utensils, pots, etc.
  - If access to running water unavailable, the following method may be used:
    - Set up three buckets or large containers. Fill the first with soap and water. Fill the second with water only. Fill the third with bleach and water (50-100 ppm / one half ounce bleach per gallon of water.)
    - Wash item in the first bucket, rinse it off in the second, dip it in the third bucket for one minute, and allow to air dry.
- All items must be off the ground and protected (food, beverages, utensils, etc.)

*****THE LICENSE APPLICATION AND YOUR SPECIFIC MENU ITEMS MUST BE REVIEWED AND APPROVED BY THE HEALTH DEPARTMENT PRIOR TO THE EVENT.*****

Borough of Dumont

80 W. Madison Ave. Dumont, NJ 07628
(201) 387-5022 / Nsmith@co.bergen.nj.us

License #: _____

APPLICATION FOR TEMPORARY FOOD LICENSE

Event Name _____

Vendor Name: _____

Address: _____

Contact Person: _____ Phone: _____

E-mail Address: _____

Menu of Food to be served: _____

_____

Where will food be purchased?: _____

_____

Where will food be prepared?: _____

How will food be kept at proper temp.? (during transport, on display, and in storage):

_____

_____

How will you eliminate bare hand contact with ready to eat foods?

_____

Names of all food handlers for event: (provide copies of certificates – if applicable)

_____

_____

Did you receive, review, and understand the attached form, "Requirements for temporary food events"?

_____

Signature: _____ Date: _____

For office use only

Reviewed & approved by: _____ Date: _____