



West Chester Parks & Recreation Department Presents

The 41st Annual Chester County Restaurant Festival

Gay & Market Streets in Downtown West Chester
September 20, 2020 Noon to 5:30 PM
(Rain Date September 27, 2020)



Dear Festival Participants,

Welcome to the 2020 Chester County Restaurant Festival! Last year, we had over 75 restaurants and food vendors take part in the event. Thank you to all the restaurants that helped to make the 2019 festival a huge success. We extend our invitation to new restaurants joining us in 2020.

Enclosed, please find the required registration information. This year's registration deadline is Friday, August 21st, 2020. There is a \$50.00 fee for all late applications, and space cannot be guaranteed. Please closely review the application for the necessary registration information.

- To continue the successfulness of this event, we ask that all restaurants provide a variety of quality foods.
- Although some of the staple foods will be present, such as pulled pork, sliders, and pizza, we encourage you to be creative and offer a wider array of great tasting foods.
- Last year, restaurants that provided smaller portions at lower prices on their menus did exceedingly well.
- We ask that all restaurants do the same again this year, this way, patrons may sample more of the culinary delights that are offered.

Some of the area's finest restaurants are participating. Your restaurant will be exposed to 25,000 potential patrons. If you require assistance or have any questions regarding the festival, please call 610-436-9010 to reach the recreation staff.

Thank you for your interest. We look forward to working with you on this event.

Sincerely yours,

The West Chester Parks & Recreation Department

Questions? Call us: (610) 436-9010

www.west-chester.com

parksandrecreation@west-chester.com

Important Restaurant Festival Details

For the 2020 Chester County Restaurant Festival, we will continue with the expanded event grounds that include two full blocks of Market Street, from High to Darlington Street. Restaurants and food vendors will be placed on Gay Street, between Matlack & Darlington and Market Street, between High and Darlington Street. Please note, we will not be able to accommodate all special requests.

- There are two ways to apply for your Chester County Health Dept. "Temporary Event" license. You can fill out the attached form and send/deliver it to their office or they now have an online feature that is available at <http://www.chesco.org/2652/Temporary-Events> (a small convenience fee will apply for online registrations)
- A Security Deposit of \$200.00 for clean-up is required. At the end of the event, check in with your block captain to see if your space is clean. Your block captain will inform you if your space passes inspection. If your space passes inspection your clean up deposit will be mailed back to you the following Monday. If you leave prior to inspection of your space or do not clean up properly your clean up deposit may be forfeited.
- **NO SELLING OF CANNED SODA, BOTTLED SODA OR BOTTLED WATER.**
- Electricity will be limited to two hook-ups per block and will be assigned on a first-come first-serve basis at a cost of \$50.00.
- If you are granted use of the electric you will need to bring a GFI rated extension cord, at least 50ft.
- Rental prices are discounted and the items will be delivered to your space. No other rental companies are permitted on Gay Street or Market Street that day. All rentals must be arranged through West Chester Parks & Recreation.



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Restaurant Festival Application (*Deadline August 21st*)

Restaurant Name _____

Address _____ City _____ State _____ Zip _____

Restaurant Phone _____ Restaurant Fax _____

Contact Name of person at event _____ Contact Email _____

Contact Phone _____ Contact Fax _____

Do you have a Food Truck / Trailer? ☐ Yes ☐ No If so, what side do you serve out of? ☐ Driver ☐ Passenger

Do you have a generator? ☐ Yes ☐ No If so, is it a pull behind that will require an extra space? ☐ Yes ☐ No

☐ Please attach a menu of the items you will be selling.

TRUCKS/TRAILERS LONGER THAN 12' WILL BE REQUIRED TO PURCHASE AN ADDITIONAL SPACES. ALL GENERATORS MUST BE 60 DECIBELS OR LOWER.
Spaces will be 12' wide by 10' deep. Each restaurant must provide its own tables, equipment, signs, (2) 33-gallon trash
contain-ers to be placed outside booth, trash containers for inside booth and an adequate supply of 33-gallon trash bags.

For office use only: Block Number _____ Spaces _____

Restaurant Festival Payment

NOTE: THERE ARE TWO SEPARATE MANDATORY PAYMENTS

Mail form and fees to our address: West Chester Parks & Recreation, 401 E. Gay Street, West Chester, PA 19380

Payment One (REQUIRED)

Cleaning Security Deposit
(dated 9/20)

\$200.00

Make check payable to:
West Chester Parks & Recreation

Note: Checks will be sent out the week after the event.

Payment Two (REQUIRED)

Space Setup
& Equipment Rental

\$ _____
(see next page)

Make check payable to:
West Chester Parks & Recreation

(REQUIRED)

Temporary Health
Food License

Must obtain a Chester County Health Department Temporary Event
License by August 21st, 2020.
www.chesco.org/2652/Temporary-Events

Worksheet for Payment Three (REQUIRED)

Space Set-Up

- 1) ☐ * Restaurant ** Restaurant or Specialty food-item vendor required* \$285 \$_____
- ☐ * Specialty food-item vendor (1 food, i.e. cookies, brownies, etc) \$215 \$_____
- 2) ☐ Second space \$125 \$_____
- 3) ☐ 10' by 10' tent Quantity ____ x \$75 \$_____
- 4) ☐ Electric hook-up (limited) \$50 \$_____
- 5) ☐ "Bistro Effect" set-up (three 5' tables and 15 chairs next to booth
 (A second space must be purchased in order to have the bistro effect) \$75 \$_____

Equipment Rental

- 1) ☐ 8' table Quantity ____ x \$10 \$_____
- 2) ☐ Metal folding chairs Quantity ____ x \$2 \$_____
- 3) ☐ 5' x 1 1/2' propane grill (propane NOT included) Quantity ____ x \$130 \$_____
- 4) ☐ 5' x 2' charcoal grill (charcoal NOT included) Quantity ____ x \$90 \$_____
- 5) ☐ Four-burner propane oven (propane NOT included) Quantity ____ x \$225 \$_____
- 6) ☐ 4 stanchions and 2 chains (8' each) Quantity ____ x \$35 \$_____
- 7) ☐ 20-lb fire extinguisher Quantity ____ x \$20 \$_____
- 8) ☐ Single propane burner (propane NOT included) Quantity ____ x \$35 \$_____
- 9) ☐ 20-lb 2-basket deep fryer (propane NOT included) Quantity ____ x \$185 \$_____
- 10) ☐ 30-lb propane tank Quantity ____ x \$40 \$_____

OFFICIAL USE ONLY	Date:	Amount:	Check #:
Space Fee / Equipment			
Clean Up Fee			
Late Fee			

Sub Total \$_____

\$50 LATE FEE \$_____

(If postmarked after Aug 21st)

TOTAL \$_____

Food Vendor Requirements and Responsibilities

Please **KEEP** this page for your reference.



1. You are responsible for bringing your own entire booth set up including; tables, chairs canopies, etc. Extra equipment is available for rental prior to the event, please see the application page for equipment rental prices.
2. Your booth space is approximately 12' x 10'.
3. NO amplified sound may be permitted in your booth space.
4. A Security Deposit of \$200 for clean up is required.
It is the responsibility of the vendor to remove all oils and grease unless you have already made arrangements with Waste Oil Recyclers. All charcoal must also be removed from your space, after it has been cooled.
5. Your booth must follow all Health Department Regulations.

Chester County Health Department
Chester County Government Services Center
601 Westtown Road – Suit 288 West Chester, PA 19382
Phone: (610) 344-6689 Fax: (610) 344-5934

Certificate of Insurance Info

6. All restaurants/food vendors/specialty food vendors/caterers need to provide a certificate of their insurance with their application, naming the Boro of West Chester as additionally insured for the date of the event.
This application is invalid if not submitted.
7. Set up times will vary for this event. We will assign a specific time for you to set up your space. Please adhere to the time assigned to keep traffic congestion to a minimum.
8. The West Chester Parks & Recreation Department reserves the right to deny applicants for not adhering to our regulations and/or requirements.
9. **This event is rain or shine except in severe circumstances. Please note: There are NO REFUNDS for this event unless West Chester Parks & Recreation CANCELS.**
10. You must send a self-addressed stamped (**with two stamps**) letter-sized envelope for us to return the festival information back to you. Space assignments will be mailed to you within two weeks prior-to show dates. A map of your space will also be included. Requests for specific space will be considered but not guaranteed.
11. Please do not sell anything not listed on your application. All foods are subject to review by the CHESCO Health Department and may be disqualified due to duplication of product or products not on your approved list.
12. The West Chester Parks & Recreation Department reserves the right to cancel/change an event, alter or change booth space or refuse anyone who does not meet our event requirements at any given time. We also reserve the right to limit the number of food vendors selling a particular item. If we feel there are too many duplications in product, we will return your application fee.
13. If you must leave the event early for any reason, be sure to visit the West Chester Parks & Recreation booth to let us know.
14. Do not forget the \$50.00 late fee for any applications postmarked AFTER the deadlines listed! If your application is late and you do not send in the late fee, your applications will be sent back to you.
15. **ALL CHECKS MUST BE POSTMARKED FOR THE DATE OF THE EVENT SEPTEMBER 20, 2020 (not the rain date).**
16. All generators must be 60 decibels or lower. If your generator is louder than 60 decibels you will be told to find another power source.

**Should you have any questions please contact
West Chester Parks and Recreation at (610) 436-9010**