

MORGAN HILL OUTDOOR SPORTS CENTER
VENDOR APPLICATION/AGREEMENT

For information contact the MHOSC Vendor Team E-mail: info@mhosc.com

Date of Application _____
Name of Vendor Company _____
Address _____ City _____ Zip _____
Website Address _____
Phone Cell _____ Phone #2 _____
Email _____

List the Product(s) you will be selling/distributing (attach additional page if necessary):

Current/specific concession allotments are available from MHOSC vendor team.

LICENSES/PERMITS: The vendor is responsible for providing all applicable business licenses, sales licenses, permits (including Health Department permits for food sales), current CA food handler card, and comply with Fire Safety (Attachment A) or other regulations. MHOSC implements no Temporary Event Permits.

STANDARD VENDOR FEES:

1. **25% of Gross Sales verified by Z-Tape or other inventory accounting method agreed by Center GM – must have licensed food truck. Fee payable by Event’s end as cash or check and must be accompanied by Event Vendor Fee Summary (Attachment B).**
2. **\$350 per booth day for informational booths (not selling on-site products) that are focused on corporate services (e.g. Real Estate, Auto, etc), each booth day allows for a max 10x20 booth, no utilities and must be approved by GM.**
3. **Merchandise/Apparel/Other – as negotiated with GM**

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**THE FOLLOWING ITEMS MUST BE INCLUDED IN THE COMPLETED
APPLICATION/AGREEMENT PACKET:**

1. This completed MHOSC Vendor Application / Agreement form
2. Two separate Certificates of Liability Insurance with minimum liability coverage of \$1,000,000 per occurrence and including coverage for "Participants Legal Liability" as listed below:
 - Certificate #1 **Morgan Hill Youth Sports Alliance**
16755 Jackson Oaks Drive, Morgan Hill, CA 95037
 - Certificate #2 **City of Morgan Hill**
17555 Peak Avenue, Morgan Hill, CA 95037
3. Current Mobile food facilities (MFFs) permit from the Santa Clara County Department of Environmental Health (DEH).
<http://www.sccgov.org/sites/deh>
4. Current Board of Equalization (BOE) seller' permit
<http://www.boe.ca.gov/info/reg.htm>
5. Current Morgan Hill City Business License
<http://ca-morganhill.civicplus.com/index.aspx?nid=577>
6. All food handlers must have a California Food Handler Card. New hires have 30 days from the date of hire to obtain a card.
<http://www.cafoodhandlers.com/>
7. Signed copy of this agreement, including signature verifying review of MHOSC rules and regulations.

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Payment Terms for MHOSC :

Gross Sales verification to be delivered to MHOSC at the end the last day of the event.

Payment in full to be made to MHOSC within 3 days of the event completion.

Some events may require adjustments to Core Vendor Team or outright exclusion – we work very hard to make this a last resort but reserve the right to change this agreement on a case by case basis. Additionally, vendors may be required to provide additional COI documents or change negotiated rate with some events (such as concerts or Fourth of July Festivals).

Final on site location fixed at one week before each event – see attachment “C” for core vendor team locations. Please strive to be set up before public is admitted, if you have to enter or leave during an event, contact MHOSC staff for direction and guidance to maximize safety, Special needs requirements (power or water) to be negotiated with GM for implementation and per event usage fees.

I have read and agree to abide with the terms and conditions of the Morgan Hill Outdoor Sports Center Vendor Agreement as well as the specific rules that are listed at <http://www.morganhilloutdoorsportscenter.com/rules.htm>.

Vendor Name (print) _____

Vendor Signature Date _____

Vendor Signature Date _____

The vendor/company named above has been approved to sell the specific items listed above at the Morgan Hill Outdoor Sports Center in accordance with all the terms and conditions of this agreement. Failure to abide by any portion of the terms and/or conditions of this agreement shall be reason to void and nullify the agreement for any future dates. No concession is guaranteed.

APPROVED: _____ on date _____

BY GM MHOSC _____





Community Development Agency
 17575 Peak Ave
 Morgan Hill, CA 95037-4128
 Phone: (408) 778-6480
 Fax: (408) 779-7236
 www.morganhill.ca.gov

MOBILE FOOD FACILITY STANDARDS

The Morgan Hill Fire Marshal conducts regulatory inspections of Mobile Food Facilities (Food Trucks) when utilized in conjunction with a Special Event. The Santa Clara County Department of Environmental Health (SCCDEH), Consumer Protection Division provides direction and oversight on the annual permitting process for these facilities.

Food Trucks participating in a permitted Special Event (Festival, Carnival, Street Fair, Farmers Market, etc.) shall have a current valid SCCDEH permit, and be compliant with the following regulations:

- California Fire Code 2013 Edition (CFC)
- California Code of Regulations, Title 19 (CCR)
- California Mechanical Code 2013 Edition (CMC)
- California Health and Safety Code (H&S)

The Office of the State Fire Marshal amended CFC §904.11 to clarify the application of Underwriters Laboratories Standard 300 (UL 300). **These regulations became effective January 1, 2008.** All automatic fire extinguishing systems used for the protection of commercial cooking operations that produce grease laden vapors shall comply with UL 300. All existing dry and wet chemical fire extinguishing systems installed for the protection of those operations shall comply with the UL 300 Standard no later than the second required servicing of the system after January 1, 2008.

CFC §904.11.6.2

Automatic fire extinguishing systems shall be serviced at least every 6 months and after activation of the system. Inspection shall be by qualified individuals, and a certificate of inspection shall be forwarded to the fire code official upon completion.

CMC §513.2.2

Commercial cooking equipment that produces grease laden vapors shall be provided with a Type I Hood (a kitchen hood for collecting and removing grease and smoke), in accordance with this code, and an automatic fire extinguishing system that is listed and labeled for its intended use as follows:

- 1) *Wet chemical extinguishing system, (NFPA 17A, Standard for Wet Chemical Extinguishing Systems), complying with UL 300, Fire Testing of Fire Extinguishing Systems for the Protection of Restaurant Cooking Equipment.*

CCR, Division 1, §573(a)

Fire extinguishers with a Class K rating shall be provided for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats).

H&S §113789

(a)"Food facility" means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption at the retail level, including, but not limited to, the following:

(1)An operation where food is consumed on or off the premises, regardless of whether there is a charge for the food.

(b)"Food facility" includes permanent and nonpermanent food facilities, including, but not limited to, the following:

(4) Commissaries

(5) Mobile food facilities.

ELECTRICAL POWER

1. Generators shall be placed in approved locations. Generator placement shall be a minimum of 20 feet away from tents and canopies and their locations shall be inaccessible to the public and cordoned off with caution tape.
2. Only **Diesel** or **Propane** portable generators are permitted for use during Special Events. Each generator shall have a minimum 40B:C rated fire extinguisher near its location and accessible for use.
3. Food trucks with pre-plumbed (inboard) gasoline generators are allowed to operate provided they are compliant with the California Mechanical and Electrical Codes.
4. Under no circumstances shall gasoline be stored in Food Trucks. Portable gasoline generators (outboard, mounted, or free-standing) are not permitted for use during Outdoor Special Events.
5. Refueling of approved generators is prohibited during event hours. No additional fuel shall be stored on site during event hours. During approved refueling times, no smoking or open flames shall be within 25 feet of refueling operations.
6. Extension cords and cables shall be of a grounded type and approved for outdoor use. Extension cords shall not be frayed, worn, or in pedestrian traffic areas unless they are secured. Cables shall be provided with cable ramps.
7. All electrical power shall be in locations free from potential water intrusion and not located near gutters or storm drains.

Food Truck Event Vendor Fee Report



Vendor Name: _____

Event: _____

Dates: _____

Eg: Day 1 Sat 8/22/16	Day 1	Day 2	Day 3	TOTAL
Food Sales <i>INCLUDING VOUCHERS!</i>				
Offsets				
Total Gross				
Total Rent 25%				
Less Vouchers @ \$ _____ each				
Add Utilities \$ _____				

Notes

**GRAND
TOTAL**

Please mail payment with Z-Tape (or other approved accounting) and this form to:

MHYSA/Event Vendor
16755 Jackson Oaks Dr.
Morgan Hill, CA 95037

Merchandise Event Vendor Fee Report



Vendor Name: _____

Event: _____

Dates: _____

Eg: Day 1 Sat 8/22/16	Day 1	Day 2	Day 3	TOTAL
Merchandise Sales				
Offsets				
Total Gross				
Total Rent _____%				
Add Utilities \$_____				

Notes

**GRAND
TOTAL**

Please mail payment with Z-Tape (or other approved accounting) and this form to:

**MHYSA/Event Vendor
16755 Jackson Oaks Dr.
Morgan Hill, CA 95037**