



River Vale Day

Sunday, Oct. 13th

Dear Vendor,

The Township of River Vale's Social and Cultural Affairs Department is happy to announce that we will be hosting River Vale Day on Sunday, October 13th, 2019 from 11:00 am-3:00 pm at the Mark Lane Sports Complex.

Our goal for the event is to encourage our community to gather together and enjoy a variety of active events, be able to purchase food, and other products. This year we are inviting all local River Vale businesses, school organizations and athletic groups to participate in this community event.

The event is open to local schools and clubs who can provide educational displays as well as vendors, retailers and artisans who would like to sell food or products. *The event is not open to solicitation by any representatives of school, local, county or state associations, political or otherwise.*

As a new or returning vendor, we would like to invite you to participate in this year's River Vale Town Day. Every vendor will be assigned a designated spot in the Mark Lane parking lot where they can sell a product or distribute information about their business or organization. If you are interested in participating, please provide the information below by 9/5/2019. If you are no longer the contact person, please forward this email to the new contact person so that they can participate. Please share this with other local groups or businesses that have not been included in this distribution.

Registration Packet - please complete the following:

- **Registration Form**
- **Township Facility Use Form with Hold Harmless Agreement**
- **Certificate of Liability Insurance: reflecting minimum coverage of \$1,000,000 and naming the Township of River Vale as an additional insured and certificate holder**
- **Health Forms (if applicable)**
- **FEE: \$30 per vendor: Checks should be made payable to the Township of River Vale**
No fee for school and non-profit organizations

Best,

Renee Berlamino
Director
culturalaffairs@rivervalenj.org

Maria Jasionowski
Asst. Director
culturalaffairsasst@rivervalenj.org



River Vale Day
Sunday, Oct. 13th

REGISTRATION FORM

Date: Sunday, October 13th 2019

Time: 11:00am-3:00pm

Deadline to Register: September 5th

Vendor/Business Name: _____ Non-Profit _____

Contact Person: _____ Phone Number: _____

Mailing Address: _____

Email: _____

Number and size of tables and/or tents that will be set up*: _____

*Please note that vendors must provide their own tables/tents

IF SELLING FOOD PLEASE INCLUDE A TEMPORARY BOH LICENSE APPLICATION (attached)

Please direct any questions about food licensing to Rebecca Pigoncelli at Rpigoncelli@nwbrhc.net

FEE \$30 per vendor; free for school and non-profit organizations

Checks should be made payable to Township of River Vale

Mail payment and forms to:
Dept. of Social & Cultural Affairs
Attn: River Vale Day
406 Rivervale Rd
River Vale, NJ 07675

Signature: _____ Print Name: _____ Date: _____



**Township of River Vale
Facility Use Permit**

Date of Application: _____

Name of Organization: _____ Non-Profit _____

Contact Name: _____ Phone: _____

Address: _____ Email: _____

Check one:

Town Hall: Council Chambers _____ Parking Lot _____

Mark Lane: Softball/Baseball _____ Football _____ Basketball _____ River Vale Day Vendor _____

Ranges Field: Soccer _____ Baseball _____

Woodside _____ Roberge _____ Holdrum _____

Upper Grove _____ Lower Grove _____ Amphitheater _____

Date(s): _____

Times: _____

Agree to the conditions listed below:

1. Insurance coverage and hold harmless agreement must be on file prior to start of season/event.
2. Team roster must be on file if applicable.
3. Field must be cleaned up at the end of use.
4. Field may not be available due to inclement weather or if muddy conditions exist.
5. In general, treat the field/facility as if it were your own and respect the rights of others entitled to the fields.

The above will be strictly enforced. Failure to comply will result in a warning and possible revocation of the permit.

Signature of Applicant: _____

OFFICE USE ONLY:

_____ **Approved** _____ **Denied**

Reason for Denial: _____

By _____ Date: _____

Athletics Director _____ Permit Number (if applicable) _____



Township of River Vale
Hold Harmless Agreement

Between the Township of River Vale and

Name of Organization: _____

Address: (cannot use a PO Box): _____

Phone: _____ Email: _____

Type of Organization: _____

Individual, Partnership, Non-Profit Corporation, Corporation, Public Entity

In consideration of the use of _____, on the following dates: _____, for the purpose of _____, the undersigned agrees to indemnify and hold the Township of River Vale 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 Township of River Vale 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. I further understand that serving alcoholic beverages is strictly prohibited on municipal property.

Unless waived in writing by the Township, I agree to furnish a Certificate of Liability Insurance specifically naming the Township of River Vale as additional insured providing general liability coverage including bodily injury and property damage with minimum limits of liability not less than \$_____. In order to induce the Township to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- A. Total number of persons anticipated is _____.
- B. Live entertainment ___will or ___will not be provided.
- C. Other _____.

This Agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated. The Township reserves the right to cancel or interrupt the event if the representations set forth therein are not adhered to or if the municipality determines that a situation might lead to personal injury, property damage or violation of law exists.

Signed this _____ day of _____ 20____ as the binding act in deed of _____ (Name of Organization).

Authorized Signature: _____

Print Authorized Name & Title _____

TOWNSHIP OF RIVER VALE

406 RIVERVALE ROAD. RIVER VALE, NJ 07675
REBECCA PIGONCELLI (201) 664-2346 EXT. 1409

RPIGONCELLI@NWRHC.NET

APPLICATION FOR TEMPORARY FOOD LICENSE

LICENSE #:

Vendor Name:	
Address:	
Contact Person:	
Email:	
Business Phone:	Cell phone:
Menu of food to be sold: (or attach a copy)	
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 food:	
Names of all food handlers working at the 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: _____

Please include a copy of your food safety certification and a copy of your County Health Department's annual Sanitary Inspection report

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.)
- In accordance with NJSA 26:3D-55 et.seq. There is to be no smoking of tobacco or any substance that can be smoked permitted on premises. This includes cigarettes, pipes, cigars, and electronic smoking devices.

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