



# River Vale Day

Sunday, Oct. 14<sup>th</sup>

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 14<sup>th</sup> 2018 from 11:00am - 3:00pm 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, as well as the opportunity 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 to sell a product or distribute information about their business or organization. If you are interested in participating, please provide the information below by September 5, 2018. If you are no longer the appropriate contact, please forward these forms to the new contact person so the organization can participate. Please share this with other local groups or businesses which have not been included in this distribution.

**Registration Packet - please complete and submit 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.**
- **Board of Health Forms (if applicable)**
- **FEE: \$30 per vendor. Checks should be made payable to "Township of River Vale."  
No fee for school and non-profit organizations.**

Best,

Renee Berlamino  
Director  
[culturalaffairs@rivervalenj.org](mailto:culturalaffairs@rivervalenj.org)

Maria Jasionowski  
Asst. Director  
[culturalaffairsasst@rivervalenj.org](mailto:culturalaffairsasst@rivervalenj.org)



**River Vale Day**  
Sunday, Oct. 14<sup>th</sup>

**REGISTRATION FORM**

**Date:** Sunday, October 14<sup>th</sup>, 2018

**Time:** 11:00am - 3:00pm

**Deadline to Register:** September 5<sup>th</sup>

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 Matthew Newton at [mnewton@nwbrhc.net](mailto:mnewton@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  
(201) 664-2346 EXT: 1409 / MNEWTON@NWBRHC.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 \*\*\***