

Van Wert Parks & Recreation Department  
Fountain Park Rotary Concession Stand Contract

Rules, Policies & Procedures

Use of the Rotary Concession Stand facility must be scheduled through the Parks Department.

A \$100.00 deposit is required before a key can be issued. *Key will not be issued no sooner than three days in advance.* The key must be returned to the Parks Department the following Business Day (MONDAY). \$50.00 of that fee is refundable as long as there is no breach of this contract.

Groups wishing to vend any food products must obtain a temporary vendor's license at a fee of \$50 from the Health Department. Questions concerning this application please contact Britt Menchhofer at 419-238-0808 ext. 105. We apologize for this added expense but we have no control over this matter.

The Concession will be clean and ready for your use on the date you requested. If the facility is not clean, contact the Parks Department immediately 419-238-9121. If the Park Office is not open at the time, please contact the Police Department at 419-238-2462 and they will contact a park employee.

A trash receptacle and trash can liners will be made available in the concession stand. At the end of the event, all trash must be bagged and SET OUTSIDE OF CONCESSION near the closest trash receptacle. All recycle units must be brought into the concession stand at the end of the night also.

A broom and dust pan will also be available. You must provide your own cleaning products such as Lysol (a disinfectant), dish soap, etc... as well as towels.

No screws or nails are to be driven in the interior or exterior walls of the concession for erecting signage for your event or for any other purpose. Tape is permissible. All tape and signs must be removed at the conclusion of your event.

The Parks Department has two roasters available if needed. A \$25 Deposit is required for each one. This deposit is refundable after the Park Staff checks the roaster for any damages. The roaster must be clean and placed back in its original box after your event. You will revoke your deposit if it is not clean or is damaged. (If a roaster is needed, please indicate on form).

Tables are available for your use. Although there is no charge for the tables, we do need to know how many you will need. The Parks Department has two 4' and several 6' tables available. (Please indicate on form the number of tables)

No vehicles are to be driven into the park. All supplies must be carried from Main Street by either cart or man power. (Concert Band Vehicles are exempted from this)



Van Wert Parks & Recreation Department

CONTRACT FOR  
FOUNTAIN PARK ROTARY CONCESSION FACILITY

I, \_\_\_\_\_, representing \_\_\_\_\_  
(Print Name) (Group/Organization)

have read the rules, policies, and procedures for the use of the City of Van Wert Parks & Recreation Department Fountain Park Rotary Concession Stand. I understand that if I breach this contract in any manner I will have revoked my full deposit of \$100. If the contract is followed I will receive \$50 of my \$100 deposit with in one to two weeks after concession key is returned to the Park Office. **KEYS MUST BE RETURNED THE FOLLOWING MONDAY.**

I fully understand that by signing this contract, I am responsible for all City of Van Wert Park Property that I borrow, rent, or use. I understand and agree that I am not to let other groups or persons use what has been contracted during or after my event.

\_\_\_\_\_  
Signed Date

**Date of Event** \_\_\_\_\_

Tables Needed \_\_\_\_\_ 4' Tables (2 Available) \_\_\_\_\_ 6' Tables (6 Available)

# Roasters \_\_\_\_\_ (3 Available) Qty x \$25 = \_\_\_\_\_

**ROASTERS MUST BE PICKED UP & RETURNED TO THE JUBILEE PARK OFFICE**

Total Deposit Required: \$ 100.00 Facility  
\$ \_\_\_\_\_ Roasters  
\$ \_\_\_\_\_ Total Deposit

Office Use Only:  
Form of Payment: \_\_\_ Check \_\_\_ Cash Receipt # \_\_\_\_\_

Total Deposit Returned: \$ \_\_\_\_\_ Date Refund Processed \_\_\_\_\_

Deposit Return Address: Check Made Out to: \_\_\_\_\_  
Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

