



LAKE MENIFEE
WOMEN'S CLUB
• EST. 1990 •

INDEPENDENCE DAY CELEBRATION

Sponsored by the City of Meniffee

Wheatfield Park
30627 Meniffee Rd
Meniffee, CA 92584

JUNE 27, 2020

Vendor Application

Lake Meniffee Women's Club 30141 Antelope Rd, D122
Meniffee, CA 92584 (951) 723-5751
Email: joinlmwc@gmail.com

**Lake Menifee Women's Club
2020 Independence Day Celebration Vendor Application**

Welcome

Thank you for applying to be a vendor at our Annual Independence Day Celebration. This event has grown larger every year and we have added more space to accommodate more vendors! Please read through the following information carefully, sign all documents and mail the packet to the Lake Menifee Women's Club.

APPLICATION PROCESS

Vendors must supply all of the following prior to the specified deadline in order for their submitted application to be considered "Complete"

1. Completed "Vendor Application"
2. Check for vendor fees payable to "Lake Menifee Women's Club"
3. Vendor Booth Information Form (signed & dated)
4. Vendor Information and Requirements (signed & dated)
5. Liability waivers of all individuals working that day (additional forms can be submitted)
6. Copy of your Certificate of Liability Insurance (FOOD VENDORS ONLY)
7. City of Menifee one-day Business License Application, completed and returned to the City of Menifee with the \$9.00 fee.
8. Cal Fire Requirements Letter signed and dated and returned with Vendor Application.

**Please fill out all forms, sign, date and mail with your check for vendor fees payable to "Lake Menifee Women's Club".

**Mail to: Lake Menifee Women's Club
30141 Antelope Rd D122
Menifee, CA 92584**

VENDOR FEES

ALL FEES ARE NON-REFUNDABLE
Check payable to "Lake Menifee Women's Club"

DEADLINE	FOOD	CRAFT/ PREPACKAGED FOOD ONLY
June 1, 2020-Early Payment Discount	\$325.00	\$75.00
After June 15, 2020	\$375.00	\$90.00

**Lake Menifee Women's Club
2020 Independence Day Celebration Vendor Application**

Vendor Registration Form

CONTACT INFORMATION

Contact Person	
Business Name	
Street Address	
City ST ZIP Code	
Phone	
Cell Phone	
E-Mail Address	

PRODUCT/ITEMS FOR SALE:

Please list all food items or merchandise that will be available for purchase day of the event.

*The following products are strictly prohibited from sale at this event: Marshmallow shooting products, Silly string items of any sort and tobacco or tobacco related products.

WHAT TYPE OF EQUIPMENT ARE YOU USING TO COOK FOOD?

**** DEADLINE FOR APPLICATION IS JUNE 15, 2020****

Lake Menifee Women's Club
2020 Independence Day Celebration Vendor Application
VENDOR BOOTH INFORMATION

1. Type of Booth (*please circle one*): Craft | Food

2. Number of booth spaces requested (*please circle one*): 1 | 2 | 3 | 4 | 5
***Booth Spaces are 10X10.**

3. Type of set up (*please circle one*): Food Truck/Trailer | Canopy | Table
If not listed, Please specify: _____

4. Size of Food Truck / Trailer: Height: _____ Length: _____ Width: _____

5. Type of Power Source: Self Contained (vehicle) | Generator | None

6. If you selected generator, please list the following information (REQUIRED):
_____ KVVW _____ BRAND _____ FIRE EXTINGUISHER TYPE
***Generators must be fenced off away from LPG tanks and fuel.**

7. Do you have a City of Menifee Business License? ___ Yes ___ No
 - If you **do not** have a license to operate in the City of Menifee you will need a one-day Business License. You must fill out the attached application and submit a check payable to "The City of Menifee" for \$9.00. It must be attached to your vendor registration form.

 - If you **have** a license to operate in the City of Menifee you do not have to pay the \$9.00 one day fee but will still need to fill out the attached city application and attach to your vendor registration form.

By signing below you acknowledge that you understand the requirements outlined in this document and that you have provided all of the information required.

Signature

Date

Lake Menifee Women's Club
2020 Independence Day Celebration Vendor Application

VENDOR INFORMATION AND REQUIREMENTS

1. Booth(s) are to be set up Saturday June 27, 2020, between 9am and 2pm. You will have vehicle access between those hours to unload your wares. After unloading, vendors are to park their vehicles in Bell Mountain parking lot. A parking pass will be issued at the time of check in. ***You are responsible for your own tables, chairs, canopies, food, beverage, screens, electrical outlets and generators.***
2. All lights must be turned off at 9pm, during the Fireworks display.
3. All booths are to be taken down right after the Firework display.
4. Vendors will be notified of their space number upon check-in on June 27, 2020. Volunteers will be present to direct vendors to their assigned areas for set up.
5. Food and beverage vendor booths must be screened. Please make sure there is proper signage on the booth. ***Attached you will find a copy of the temporary food facilities operators guide for any further questions you may have.***
6. We will obtain the required Health Department's Food Vendor one-day permit for ALL FOOD AND BEVERAGE VENDORS.
7. Vendors are responsible for providing their own tables, chairs, canopies, power, lighting (when necessary) and Generators.
8. Trash receptacles throughout the event are for event debris. Large boxes, oils and food waste are to be hauled out by the vendor.
9. All vendors must be set up in their assigned area 1-2 hours prior to the event start time and remain set up until the end of the event. Access to the field will not be permitted during the event time and will open up no earlier than 30 minutes after the event conclusion.
10. There is a haul in and haul out policy for all large boxes/oils utilized for cooking (these items are not to be dumped in onsite dumpsters).
11. It is the responsibility of the vendor to clean up and leave their booth space in the condition provided to them.

**Lake Menifee Women's Club
2020 Independence Day Celebration Vendor Application**

- 12. **BUSINESS LICENSE MUST BE DISPLAYED ON FRONT OF CART/TENT**
- 13. All Vendors must have approved fire extinguisher.
- 14. All vendors are encouraged to show spirit at each event, decorating booths to the theme of the event, however this is not required.
- 15. All vendors will be required to attend Crowd Training (dates to be provided) in order to participate in City of Menifee Special Events.

NOTE: SUBMITTAL OF APPLICATION DOES NOT GUARANTEE SPACE. VENDOR SPACE WILL BE APPROVED AND CONFIRMATION WILL BE EMAILED.

ALL FEES ARE NON-REFUNDABLE.

I have read and understand the vendor information and requirements.

Signature

Date

**Lake Menifee Women's Club
2020 Independence Day Celebration Vendor Application**

Liability Waiver

Liability Waiver Photo & Video Taping Release: I hereby give my express and unconditional permission and consent to The Lake Menifee Women's Club to use videotaped or photographed images of me or said minor or otherwise use the name or my likeness or that of said minor for use in the Club's publicity or public relations materials and I will not seek any fee or other form of compensation of any type or amount for such use. I hereby give up any rights that I or said minor may have to inspect or approve my images, name or likeness or that of said minor including any advertising copy, printed matter, website or other media or material in which my images, name or likeness or that of said minor may appear in relation to the Club's publicity or public relations materials.

Release from Liability and Indemnification: In consideration for participating in the activity listed above, I hereby waive, release and discharge any and all claims for damages for bodily injury, personal injury, death, or property damage which I may have or which may hereafter accrue as a result of my participation in the activity. This release is intended to discharge, in advance, the Lake Menifee Women's Club and volunteers from and against any and all liability arising out of, or connected in any way with, my participation in said activity, even though that liability may arise out of negligence on the part of the Lake Menifee Women's Club and volunteers. I understand that the above activity may be of a hazardous nature and/or include physical and/or strenuous exercise or activity; that serious accidents may occur during the above described activity; and that participants in the above described activity may sustain bodily injury, personal injury and/or property damage as a consequence thereof. Those hazards include, but are not limited to, exposure to the elements, sprains, strains, cuts or contusions associated with strenuous work or the use of tools; over exertion; walking on uneven ground, lifting materials or unpredictable acts by others. Knowing the risks involved, nevertheless, I have voluntarily applied to participate in the above described activity and I hereby agree to assume any and all risks of injury or death and to release the Lake Menifee Women's Club and volunteers, who through negligence or any other act or omission might otherwise be liable to me. I further understand and agree that this waiver, release, and assumption of risks is to be binding to my heirs and assigns. I further agree to indemnify, defend and hold the Lake Menifee Women's Club and volunteers' harmless from any loss, liability, claim, damage, or expense which may incur as a result of my participation in the above described activity

Participants Name: _____

Signature of Participant: _____ Date: _____

(Signature of parent/guardian if minor)



**COMMUNITY EVENT TEMPORARY FOOD FACILITY
OPERATOR'S AGREEMENT FORM**

Name of Event:

Location of Event:

Dates and Times of Event:

Name of Food Facility:

Name of Owner:

Name of Person in Charge:

Check One: **Booth**

Mobile Food Facility

If booth, describe enclosure:

Food and beverage to be served:

Where will food be prepared:

How will food/beverage be prepared and served:

List of cooking equipment: (Check all that apply)

Oven, # of units:

Vertical Broiler, # of units:

Fryer, # of units:

BBQ, # of units:

Flat grill, # of units:

Stove or Range, # of units:

Other (please describe):

Fire extinguisher? Yes No (Check with city/county fire department for rating)

How will cooking equipment be ventilated?

How will food be held hot (above 135°F)?

How will food be held cold (below 45°F)?

How will temperatures be monitored?

Describe hand wash setup:

Describe utensil wash setup:

What type of sanitizer will you be using? Chlorine (100ppm, soak 30 seconds)

Quaternary Ammonia (200ppm, soak 60 seconds)

Do you have test strips to monitor the sanitizer concentration? Yes No

Will any food or equipment be stored outside of booth or mobile food facility? Yes No

If yes, how will food be dispensed, stored and protected; how will equipment be stored and protected?

I agree to adhere to the following requirements to operate at said event:

- Name of facility, city, state, zip code, and name of the operator shall be legible and clearly visible to patrons.
- Hand washing facilities shall be provided at operations handling any open food. Hand washing facilities shall be properly stocked and used as often as necessary to keep hands clean and protect food from cross-contamination. **Note: gloves and/or hand sanitizer are not approved replacements for hand washing.**
- All food and beverage items will be stored, displayed, prepared/ processed at an approved facility.
If applicable: Cottage Food Operation Name:
Permit/ Registration Number:
- Cold and hot holding equipment shall be provided to ensure proper temperature control during transportation, storage, and operation of the temporary food facility.
- All potentially hazardous foods will be held at or below 45°F or at or above 135°F. At the end of the operating day, any foods held above 41°F shall be disposed of. Thermometers shall be provided to monitor temperatures.
- Ice is considered a food and shall remain off the ground, stored in clean sanitized food grade containers and properly dispensed by operator of the temporary food facility or in approved bulk dispensing unit(s).
- All equipment shall be maintained in a clean and sanitary condition.
- Equipment shall be washed in hot (minimum100°F) soapy water, rinsed and sanitized either in a 3-compartment ware washing sink or 3-bucket system as approved by this department depending on length of event. Sanitizer testing equipment shall be on-site to measure concentration of sanitizer.
- Operations handling any open food must provide **completely enclosed booths**. Contact this department prior to event for approval of an alternative food protection means.
- Significant changes of menu items shall be discussed and approved by this Department prior to event.

I understand these requirements and agree to operate in a manner to protect public health and food from possible contamination.

Name: _____ **Date:** _____
Contact Phone Number Day of Event: _____
Email: _____

PLEASE FAX TO AREA OFFICE PRIOR TO EVENT

Riverside (951) 358-5017	Hemet (951) 766-7874	Corona (951) 520-8319	Murrieta (951) 461-0245	Indio (760) 863-8303	Palm Springs (760) 320-1470
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For Office Use Only

Reviewed By: _____ **Date:** _____

Notes:



29844 Haun Road · Menifee, CA 92586 · (951) 246-3215 Fire General Line
Inspection Request Email menifeeofm@cityofmenifee.us



TEMPORARY AND SPECIAL EVENTS VENDOR GUIDELINE

Event: _____ Date(s): _____

Business Name: _____

Vendor/Applicant Name: _____

Vendor/Applicant Phone Number / Email: _____ / _____

Describe type of Booth or Activity: _____

Mark all that apply:

- Information Booth Only:
- I will be utilizing an electrical power supply (extension cord).
- Heating/Warming (electrical only) (extension cord) for cooking.
- Cooking, no frying (NO use of cooking grease or combustible cooking oils).
- Cooking, (frying, use of cooking grease and combustible cooking oils).
- I will be using propane to supply my cooking appliance.
- Open flame bar-b-que (wood burning).
- Propane gas fueled bar-b-que.

Emergency Access

Placement of your booth, canopy or tent will not be allowed to obstruct Fire Apparatus access roads. Driveway access and fire lanes shall be maintained available at all times prior, during and after the event is completed. (CFC 3103.8.1)

Booths or Concession Stands Utilizing Tents or Membrane Structures

- Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval form the fire code official. (CFC 3103.2)
- Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent. (CFC 3103.8.2)
- Tents or membrane structures and their appurtenances shall be designed and installed to withstand the elements of weather and prevent collapsing. (CFC 3103.9)
- Existing membranes of membrane structures and large (10 or more capacity) existing tents may continue to be used provided evidence of satisfactory flame resistance is available to the enforcing authority. Such evidence may be in the form of certification that the fabric passes the standard small scale flame resistance test as set forth in California Code of Regulations, Title 19, Division 1, Chapter 8 regulations or through passage of effective field tests.

- All tent fabrics and all interior decorative fabrics or materials shall be flame resistant in accordance with appropriate standards set forth in California Code of Regulations, Title 19, Division 1, Chapter 8.
- Tent tops and sidewalls shall be made either from fabric which has been flame resistant treated with an approved exterior chemical process by an approved application concern, or from inherently flame-resistant fabric approved and listed by the State Fire Marshal.



- Sawdust, shavings, or other combustible material used on the floor or ground shall be made flame resistant or when approved by the fire code official shall be kept adequately damp when tent is occupied. Title 19, Division 1, 315.(b) Flame Resistance Standards.
- “No Smoking” signage required to be posted and visible. CFC 3107.3

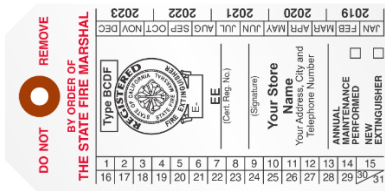
Concessions Stands (Food Sales)

- Cooking appliances or devices. Outdoor assembly events with concession stands or booths using cooking appliances that produce sparks or grease-laden vapors or flying embers shall not be used within 20 feet of a tent or temporary structure. (CFC 3106.5.1)
- Cooking equipment using combustible oils or solids shall meet the following:
 1. A noncombustible lid shall be immediately available. The lid shall be of sufficient size to cover the cooking well completely.
 2. The equipment shall be placed on a noncombustible surface.
 3. An approved portable fire extinguisher for protection from cooking grease fires shall be provided at a location approved by the fire code official. (CFC 3106.5.2)

Fire Extinguishers

- Approved portable fire extinguishers complying with Section 906 of the CFC shall be provided and placed in locations as required by California Code of Regulations, Title 19, Division 1, Chapter 2, Article 3, Section 319.
 - a) One Class 2-A fire extinguisher shall be provided in every tent having a floor area between 500 square feet and 1,000 square feet plus one 2-A fire extinguisher in each auxiliary adjacent tent. One additional extinguisher shall be provided for each additional 2000 square feet or fraction thereof.
 - b) At least one Class 10 B-C fire extinguisher shall be provided with each generator or transformer.

- c) At least one Class K kitchen fire extinguisher shall be provided in kitchen, dining areas, and locations where flammable or combustible liquids or flammable gases are used, stored, or dispensed.



Extinguisher service tag, Date should show it was serviced within one (1) year and be in good condition.



2-A:10-B:C (APPROVED)



1A EXTINGUISHER (NOT APPROVED)



CLASS K FIRE EXTINGUISHERS-Use a wet, potassium acetate-based, low pH agent to put out "cooking" fires in which there are animal or vegetable oils and fats.



40 BC EXTINGUISHER

Electrical

- Electrical equipment and wiring. Outdoor assembly events with concession stands or booths using electrical equipment and temporary wiring for electrical power or lighting shall comply with the applicable provisions of the California Electrical Code and Sections 3106.6.1 thru 3106.6.3.
- Electrical equipment and wiring shall be listed and labeled for outdoor use.
- Multi-plug adaptors not complying with California Electrical Code shall be prohibited. (CFC 604.4)
- Extension cords shall be maintained in good condition without splices, deterioration or damage. (CFC 604.5.3)



APPROVED



NOT APPROVED



NOT APPROVED

Generators

- Generators shall be installed not less than 10 feet from combustible materials, and shall be isolated from the public by physical guard, fence or enclosure.
- Each generator shall be provided with an approved portable 40 BC fire extinguisher complying with Section 906 of the CFC.

Flammable Liquids used for fuel

- Refueling shall be performed in an approved location not less than 20 feet from tents or membrane structures. (CFC 3107.14.3)
- Fuel for vehicles or equipment shall be stored in approved containers in approved location outside of the structure in accordance with Section 3107.15.5.1 through 3107.15.5.3.

Liquid Propane Gas (LPG)

- Portable LP-gas containers, tanks, piping, valves and fittings that are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be secured to prevent unauthorized movement. CFC 3107.13.3
- The storage of flammable and combustible liquids and the use of flammable-liquid-fueled equipment shall be in accordance with Sections 3107.14.1 through 3107.14.3.
- Flammable-liquid-fueled equipment shall not be used in tents or membrane structures.
- Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents or membrane structures. Storage shall be in accordance with Chapter 57.

If it is determined that a response related to fire and life safety is required by a city/county/state emergency response agency, or any of the above conditions are violated, which result in damage to city property or injury to the public, appropriate cost shall be the responsibility of the event coordinator.

Menifee Fire Department-Office of the Fire Marshal will conduct an inspection of your area prior to the event. Failure to comply with the above conditions will result in permit revocation. Please have a signed copy of these conditions available the day of the inspection.

I have read and understand these conditions regarding my participation in this event.

Signature: _____ Date: _____
 Approved: _____ Date: _____



City of Menifee

SPECIAL EVENT APPLICATION

Apply online at businesslicenses.cityofmenifee.us

29844 Haun Road
Menifee, CA 92586
P: 951-672-6777
businesslicensing@cityofmenifee.us

Business Entity Information – (All fields required)

1	Business Name (DBA):		
2	Corporate Business Name:		
3	Business Address:		
4	Business Mailing Address: <input type="checkbox"/> Same as physical address		
5	Event Address:		
6	Business Phone:	Alternate Phone:	<input type="checkbox"/> Fax <input type="checkbox"/> Cell <input type="checkbox"/> Other
7	Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Ltd. Liability Corp. <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust		CA Entity/File #:
8	Ownership Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Home Occupation <input type="checkbox"/> Industrial <input type="checkbox"/> Other _____		
9	Email:	Website:	
10	Event Date:	Resale No.: <i>(if applicable)</i> Sublet No.:	Federal Employer ID No.:
11	State License No.: <i>(if applicable)</i>	License Type:	Exp. Date:
12	Detailed description of business: <small>(including any future operations)</small>		
13	Is this business a non-profit or exempt entity (See City of Menifee code 5.01.060)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please complete City of Menifee's "Claim of Exemption Form"</i>		

Owners, Partners or Corporate Officers Information – (All fields required. If corporation use corporate name)

14	First Name:		Last Name:	
	Residential Address:			
	Title: <input type="checkbox"/> Sole Proprietor/Owner <input type="checkbox"/> Partner <input type="checkbox"/> President <input type="checkbox"/> Managing Member <input type="checkbox"/> Other _____			
	Email:	Date of Birth:	DL#:	Phone Number:

Owners, Partners or Corporate Officers Information – (All fields required. If corporation use corporate name)

15	First Name:		Last Name:	
	Residential Address:			
	Title: <input type="checkbox"/> Sole Proprietor/Owner <input type="checkbox"/> Partner <input type="checkbox"/> President <input type="checkbox"/> Managing Member <input type="checkbox"/> Other _____			
	Email:	Date of Birth:	DL#:	Phone Number:

Emergency Contact Information

16	Name:		Phone Number:
	Address:		

Business Operations Information

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- Does your business sell to the general public? Yes No
- At any time will your business ever sell alcoholic beverages? Yes No
 - If yes, ABC License Number _____
- At any time will your business make marijuana available for purchase? Yes No
- At any time will your business offer massages? Yes No
- At any time will your business provide a professional service? Yes No
(Medicine, Dentistry, Accounting, Practice of Law, etc.)
- At any time will your business be an Adult Entertainment Business? Yes No
- Are you an honorably discharged veteran, Senior or do you receive SSDI/SSI? Yes No
- How many employees does your business have working in Menifee? Yes No

Non-Professional: _____
Professional: _____

Acknowledgement

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Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect: www.dgs.ca.gov/dsa/Home.aspx | The Department of Rehabilitation: www.dor.ca.gov | The California Commission on Disability Access: www.cdda.ca.gov

Acceptance of Payment does not constitute approval of business license. Authorization to conduct business is not granted until issuance of license.

Payment of this fee does not constitute zoning, building or fire code approval. Check with the Planning Department in order to determine if your business can be legally established at your location.

I declare, under penalty of perjury, that I am authorized to complete this application and, that to the best of my knowledge, the provided information and statements are true and correct.

For Official Use Only		
Payment Date: _____ <input type="checkbox"/> Credit Card _____ <input type="checkbox"/> Check _____ <input type="checkbox"/> Cash <i>(Return application to above address and make checks payable to "City of Menifee")</i>	Base Fee <hr/> Base Fee Reduction <hr/> State CASp <hr/> Zoning Fee <hr/> NPDES Fee <hr/> Penalty <hr/> Total Amount Due	\$ <hr/> \$ <hr/> \$ <hr/> \$ <hr/> \$ <hr/> \$ <hr/> \$ <hr/> \$

Signature of Owner or Authorized Representative

Date