



CITY OF HUDSON

27 East Main Street . Hudson . Ohio . 44236 . 330-650-1799

Vendor/Concessionaire Application

Each vendor/concessionaire must submit this form along with a Certificate of Insurance.

Date(s): _____ Event: _____
Event Sponsor: _____

Vendor Name: _____
Vendor Address: _____
Type of Vendor: (items for sale) _____
Phone _____
Website _____

To ensure the safety of the vendor and the general public, the following safety checklist is to be **reviewed by the vendor** and a representative of the event sponsoring agency prior to inspection by the Fire Department. The Fire Inspector will then review all items that apply from this list for compliance. **Failure to comply with these safety regulations will be cause for the vendor to leave the event. The vendor is required to present this completed form to the Fire Official upon inspection, prior to the event starting.**

Vendors Who Are Cooking

- Open flame devices are not permitted to be located under tents or tent like assemblies.
- A 10 lb. A:B:C or K class rated extinguisher is present, fully charged, and has a current inspection tag by an authorized extinguisher service company.
- The extinguisher is in plain view and accessible (**it is not to be located in cabinets**).

Cooking Sources

Charcoal

- Is being used in an approved container.
- Is located at least ten feet away from tents and propane sources.
- Is secured so as to prevent tipping.
- Coals are to be placed in barrels (as provided) at the end of each evening.
- Only approved charcoal lighter fluid is permitted for starting and shall be secured in a safe place.

Propane

- Cylinders are secured to a non-movable structure. Cylinders are **not** to be tied to tent posts. (Cylinders may be placed in milk crates and reviewed by the fire official if other means of securing is not possible.)
- Cylinders are located away from open flame devices.
- Cylinders and connections have been checked for leaks utilizing a soapy water solution. This is to be done every time a cylinder is changed.
- Spare cylinders are secured and safety caps (when applicable) are in place.
- Hoses and fittings have been inspected and are free of damage.

CYLINDERS ARE NOT TO BE STORED IN TRAILERS OR TRUCKS EITHER ON OR OFF THE FESTIVAL SITE.

Electrical

- Only grounded plugs are to be used.
- There is no open or frayed wiring.
- GFIs are not bypassed.
- Extension cords are properly sized, are grounded, and are approved for **outdoor use**.
- Only fused or circuit protected (fuse or circuit breaker) multi-plug strips are permitted.
- All connections are weather sealed and off the ground.
- All electrical cords exposed to foot traffic are protected utilizing approved bridging (duct tape does not qualify).
- All generators are grounded utilizing grounding rods and wiring.

Fire Lanes and Means of Egress

- Fire hydrants are not blocked and are accessible. Minimum of 10 feet on all sides – five on back.
- Vendor does not block the means of egress to existing buildings or other vendors.

Tents

- An affidavit or affirmation attesting to flame retardency is present or on site for review.
- Aisles are established and the means of egress maintained.
- No smoking signs are posted. Assembly tents only.
- Fire extinguishers with an A:B:C rating are mounted and visible (quantity will be determined by tent size and the Fire Official).
- Tent sides are open; if not, exit signs are posted to indicate the exits. Assembly tents only.

PLEASE READ AND SIGN:

I have read and understand the rules for vendor/concessionaire use of the City of Hudson greens and public property. On behalf of my organization, I acknowledge permission to use the greens and public properties in accordance with those rules. In consideration of the permission and privilege allowed to me and my organization hereunder, I do hereby specifically agree on behalf of my organization that we will indemnify, save, and hold harmless the City of Hudson and employees from any and all losses, claims, actions, or proceedings of every kind and character which may be presented or initiated to recover money, property, or damages for any injuries to persons, or injurious results, or any damages to property suffered which arise from our use of the City of Hudson greens or public properties. I agree to make this information available to all other members of my organization.

Vendor Signature: _____
(Signature indicates vendor will comply with the above listed items)

ATTACH CERTIFICATE OF INSURANCE:

Each Vendor/Concessionaire applicant for a temporary special event shall provide proof of general liability insurance, in an amount not less than one million dollars (\$1,000,000), which shall indemnify and save harmless the City from any and all judgments, costs or expenses which the City may incur or suffer by permitting the special event. The City of Hudson must be listed on the Certificate of Insurance as an "Additional Insured."

RETURN THIS FORM, ALONG WITH YOUR CERTIFICATE OF INSURANCE TO:

Communications Manager
City of Hudson
27 E. Main Street
Hudson, Ohio 44236

For more information call the Communications Manager at 330-342-9539.

For City of Hudson Use Only:

Insurance Certificate Received _____
Remarks:

Approved by City Manager _____ Date _____