



Romeoville Recreation Department
900 West Romeo Road
Romeoville, IL 60446
(815) 886-6222
www.romeoville.org

Food Vendor Rules and Regulations

Please read all information, fill out online forms completely, and upload or email any necessary documents.
Make sure all forms are signed. Any incomplete forms will be returned without being processed.

1. Food vendors must be set up and dismantled at the agreed upon time on the day of the event. Vendors are responsible for keeping their immediate area clean at all times.
2. You must include with your application a Certificate of Insurance, naming the Village of Romeoville as additionally insured. Please include the set-up date, event date, tear-down date and address (1050 W. Romeo Rd., Romeoville, IL 60446) on the certificate of insurance.
3. Vendors must be entirely setup, manned and ready for Health Department inspection no later than (1) one hour before the event start time. No vendors are allowed on-site before scheduled check-in times.
4. For large scale, ticketed events, vendors must remain in the designated vendor area and will not be allowed into the ticketed concert areas. All vendors will receive vendor specific wristbands that must be worn at all times for the duration of the event. The Village of Romeoville does retain the right to limit the number of vendor staff allowed into the event.
5. Menu pricing must be finalized by Recreation Department staff. Please provide a final list of menu items that you intend to sell and pricing on the online application.
6. No changes may occur without permission from the Romeoville Recreation Department in either your prices or what you intend to sell once you have submitted your application. Furthermore, no prices or menu items may be changed or added once the event has started.
7. Vendor space will be assigned by the Romeoville Recreation Department based on set-up needs and space requirements.
8. Please make sure your entire application (including completed menu, fees, and insurance) is completed prior to submitting your application. Your application will not be accepted without all of the necessary information.
9. Alcoholic beverages will be sold only by approved vendors. Additional licenses, fees, and paperwork will be required for vendors selling alcohol.
10. The Romeoville Recreation Department reserves the right to add or delete vendor rules as necessary.
11. The Will County Health Department will be provided with a list of all food vendors. All vendors will need to read the "Temporary Food and/or Drink Service Establishments" brochure and complete the Application for Temporary Food Events. Vendors are responsible for all Health Department fees. Please work directly with the Health Department to complete the application. Do not send Health Department forms to the Romeoville Recreation Department as they will be returned to you. **These applications must be turned in to the Health Department no later than (2) weeks before the event date.** Please call the Will County Health Department at (630) 679-7030 with any questions regarding the information in this paragraph.



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Certificate of Insurance Information

A Certificate of General Liability Insurance is required for consideration of your event application by the Village of Romeoville. The Certificate of Insurance shall provide a waiver of subrogation and thirty (30) day cancellation notification. The Village of Romeoville shall be specifically named as a primary non-contributory additional insured on any of the following policies of liability insurance.

The Certificate of Insurance must include the following minimum limits of coverage for all activities associated with your applied-for event.

- \$1,000,000.00 coverage per occurrence
- \$2,000,000.00 general aggregate coverage

If your organization is a for-profit business entity, then the Certificate of Insurance shall also include the following coverages:

- Motor vehicle liability insurance with limits of not less than \$1,000,000.00 per accident. Such insurance shall cover liability arising out of your organization's use of a motor vehicle including owned, hired, and non-owned motor vehicles.
- Statutory workers' compensation and employer's liability coverage with limits of \$1,000,000.00 shall be required for all employees of your organization who will be engaged in the event, including special coverage extensions where applicable.