

Watertown Parks and Recreation Department

2025 SUMMER ENTERTAINMENT AT THE PARK!

Event Location: Veterans' Memorial Park 570 Nova Scotia Hill Rd., Watertown, CT 06795

VENDOR APPLICATION FOR CONSIDERATION: Applications are subject to review by the Town of Watertown

Please Print:

BUSINESS/ ORGANIZATION: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE #: _____ **ALTERNATIVE #:** _____

****EMAIL IS REQUIRED FOR COMMUNICATION BEFORE EVENT****

EMAIL ADDRESS: _____

ITEM(S) SOLD: _____

ALL APPLICATIONS RECEIVED/ POSTMARKED WITH IN ONE WEEK OF THE EVENT WILL BE SUBJECT TO A \$10.00 LATE FEE.

DATE CHOICE(S)	FOOD VENDOR SPOTS AVAILABLE	DATE	EVENT & TIMES
	2	WEDNESDAY, JUNE 25 TH	CONCERT & FARMERS MARKET: 4PM- 8PM
	1	FRIDAY JUNE, 27 TH	MOVIE: 7:00PM- 9:30PM (or when movie ends)
	2	WEDNESDAY, JULY 2 ND	CONCERT & FARMERS MARKET: 4PM- 8PM
	2	WEDNESDAY, JULY 9 TH	CONCERT & FARMERS MARKET: 4PM- 8PM
	2	WEDNESDAY, JULY 16 TH	CONCERT & FARMERS MARKET: 4PM- 8PM
	2	WEDNESDAY, JULY 23 TH	CONCERT & FARMERS MARKET: 4PM- 8PM
	1	FRIDAY, JULY 25 TH	MOVIE: 7:00PM- 9:30PM (or when movie ends)
	2	WEDNESDAY, JULY 30 TH	CONCERT & FARMERS MARKET: 4PM- 8PM
	2	WEDNESDAY, AUGUST 6 TH	CONCERT & FARMERS MARKET: 4PM- 8PM
	1	FRIDAY, AUGUST 8 TH	MOVIE: 7:00PM- 9:30PM (or when movie ends)
	1	WEDNESDAY, AUGUST 13 TH	BATTLE OF THE BANDS: 5PM-8PM
	2	FRIDAY, SEPTEMBER 19 TH	MOVIE: 7:00PM- 9:30PM (or when movie ends)

WE WILL TAKE APPLICATIONS ON A FIRST COME FIRST SERVED BASIS.

FEES:

Food vendors are limited to 3 events per vendor

If we have slots that are not filled prior to an event we will contact vendors that were interested in the date.

_____ One Night: \$60.00 _____ Two Nights: \$110.00 _____ Three Nights: \$165.00

Enclosed is my payment of \$ _____

MasterCard, VISA, Discover, Am EX, Money Order, cash and personal checks (made payable to Watertown Parks & Recreation Dept.) ARE ACCEPTED.

Mail application and payment to:

The Watertown Parks & Recreation Department: ATTN: Special Events
61 Echo Lake Road, Watertown, CT 06795

Acknowledgement and Waiver: I hereby do release the Town of Watertown, and its staff, volunteers, and associates from any and all liability and damage, injury or for any personal injury, property loss or damages of any nature or cause suffered as a result of the operation of this event. I give my permission to use my name, my business name, images submitted, and any photographs taken in a commitment to the event and will respect that commitment. I have read the guidelines below and agree to abide by them.

Signature: _____

Print: _____ Date: _____

Additional Vendor Information will be shared after application has been **approved & processed**.
Please contact wtnspecialevents@watertownct.org for more information!

Summer Entertainment: Food Vendors Guidelines

ALL FOOD VENDORS must complete the food service event requirements through the Torrington Area Health District. The TAHD requires that the Temporary Food Events Registration Form and payment be received 2 weeks prior to event date. Please contact the TAHD for more information and to confirm your participation!

www.tahd.org Phone: (860)489-0436 Fax: (860)496-8243 Email: info@tahd.org

Electricity is NOT provided.

Please be prepared with generators/other sources of power if necessary. Please be aware that as the sun begins to set, it may be difficult to see your items on display. If electricity is required, please reach out to wtnspecialevents@watertownct.org for prior planning

- Vendors are responsible to attend every week for full season vendor on the dates they chose. Vendors must contact the Special Events Coordinator in advance (860) 945-5246 or via email wtnspecialevents@watertownct.org if they are unable to participate on any given date. A vendor who has a planned event and can't make a week please contact us one week prior to the date.
- Summer Entertainment is open rain or shine. If we are in for severe weather (thunderstorms and heavy rain) the market will be closed for that day (per the town of Watertown Parks Department). If there is a cancelation, we will notify you before 2PM the date of the event.
- Watertown Parks & Recreation does not provide manpower for set up and break down.
- All insurance must be up to date. This is the vendor's responsibility to provide.
- Summer Entertainment is geared for our community and families are a big part of that. We ask that you refrain from any profanities or abusive behavior for this will NOT be tolerated. Vendors who don't follow these rules will be asked to leave and will lose their fee and space.

PAYMENT POLICY: Payment, along with proper documentation, is due with registration for all events. We will accept cash, credit card (Master Card, Discover, Diner's Club, American Express, Visa, & debit cards), money order or check made out to "Watertown Parks & Recreation". No pre/postdated checks. A \$20.00 fee will be charged for any returned checks. Watertown Parks & Recreation Staff will not accept registration at the event site. Fees must be paid at the office prior to participation unless otherwise specified.

REFUND POLICY: Refunds are granted automatically if an event is canceled. Refunds must be requested prior to the week before the program begins. On or after the event date no refunds will be granted unless unexpected medical complications (injury/illness) prohibit active participation in the event. A refund request form must be completed and submitted to the Parks & Recreation Department as soon as possible as refunds are not able to be issued before the form is received. The form is available at www.watertownctrec.com under general information, department info. A \$10.00 processing fee will be charged for all refunds; unless the Watertown Parks & Recreation is forced to cancel a program. Patrons must fill out a refund request form when they need to cancel out of a program. Patrons who submit a refund request form after the events registration has ended may be subject to a \$25 processing fee.

Please contact wtnspecialevents@watertownct.org with any further questions.