



March 2008

Re: A Community Event Focused on the Restaurants of Rancho!

TASTE OF RANCHO is the City's outdoor food festival showcasing the varieties of Rancho Santa Margarita's cuisine community. You are invited to participate in the City's first annual Taste of Rancho. The City of Rancho Santa Margarita is hosting this spring event spotlighting local restaurants along with a Go Green Expo. **The date is set for Saturday, April 19th from 4:00-8:00 p.m. at Civic Plaza.** Participating in this community event will expose your store to residents of Rancho Santa Margarita and surrounding areas.

The event's goal is to have a high quality family event with an opportunity for attendees to sample an assortment of culinary selections. We are expecting 6,000-8,000 in attendance, which provides the perfect chance for you to make available your menu and services. Food prices should range from \$2 to \$8 for a sample size to fit a 4" plate. Only a limited number of spaces are available, please submit your paperwork and payment by **Friday, March 28, 2008**. Completed applications must be submitted with a check payment for 100% of the total booth fee to be considered. The Early Registration fee (received in City Hall by March 28th) is \$200 per booth, late registration \$275.

Tickets for "tastes" will be sold for \$1 each at a designated ticket booth. Food vendors must submit their collected tickets to the designated collection site by 8:00 p.m. on event day. Each food vendor is required to contribute 25% of their sales to The Bell Tower Foundation. Tickets will be counted and reconciled no later than Wednesday, April 23, 2008.

To participate in the Taste of Rancho, the following is required:

1. Complete the attached Food Booth Application and Waiver (initials and signature required).
2. Complete the attached OCHCA application for Health Permit Exemption.
3. Attach a copy of your driver's license to the OCHCA application or have document notarized.
4. Complete the Taste of Rancho Application and Waiver.
5. Enclose a check in the amount of \$200 payable to the City of Rancho Santa Margarita.

Please review the Procedures for Exemption of For-Profit Entities Giving or Selling Food for the Benefit of a Nonprofit Association at Occasional Events included in this packet. **The Taste of Rancho will meet all requirements, as no health department representative will be on site the day of the Event.**

Please mail or hand-deliver your payment and health permit documents with completed event application to The City of Rancho Santa Margarita, Attn: Judi Russi, 22212 El Paseo, Rancho Santa Margarita, CA 92688.

REQUIRED DATES AND DEADLINES

Friday, March 28 th	Early Registration Fee deadline for submission of paperwork and payment
Saturday, April 19 th	Vendor Setup 11:30 a.m.; Setup must be complete by 3:30 p.m.
Saturday, April 19 th	Event Open to Public 4:00 – 8:00 p.m.
Saturday, April 19 th	Vendor Break Down <u>NO EARLIER</u> than 8:00 p.m.

TASTE OF RANCHO INFORMATION

PROVIDED BY THE EVENT

Fee includes: (1) 10'x10' booth space, including canopy and (2) 8' tables. A central portable dishwashing station will be made available per health department requirements. City will obtain required health permit exemption forms. **Electricity will be provided by the City, if necessary, upon written request by food vendor on booth application.** Setup location, vendor parking pass and directions will be sent with application approval.

Food vendors must provide all other food preparation, storage, servicing equipment, utensils, as well as linens or other decorative displays. NO glass containers or breakable serving ware may be distributed. Food vendors are responsible for all sales transactions at their booth.

SETUP AND PARKING

Setup will take place Saturday, April 19th starting at 11:30 a.m.; setup must be complete by 3:30 p.m. Food is to be sold no earlier than 4:00 p.m. and your booth must remain open until 8:00 p.m. A representative of the Taste of Rancho Planning Committee will visit each booth for inspection by 3:30 p.m.

FOOD SALES

Admission to the Taste of Rancho is FREE to the public. Each food vendor is responsible for collecting tickets for purchases at their individual booth.

FOOD SERVICE

In an effort to provide a rewarding experience for all participating food vendors, please limit your service to the requisite 4" plate size samples. Please be prepared to serve at least 1,000 servings over the course of the event. If you run out of food, you will still be required to attend your booth until closing time. Breakdown of all booths will begin NO EARLIER than 8:00 p.m. and must be completed by no later than 9:30 pm.

HEALTH PERMIT EXEMPTION INFORMATION

You must also complete the highlighted area of the enclosed Orange County Health Care Agency (OCHCA) Health Permit Exemption and attach a copy of your driver's license or have your signature notarized as requested.

You must follow the enclosed Recommended Food Handling Guidelines. You may not leave your booth unattended at any time. The City of Rancho Santa Margarita is not responsible for your booth or equipment. Vendors must stay within your 10'x10' space, keeping it neat and in good order at all times. It is strongly suggested that all employees wear identifying shirts, hats, name tags, etc. Health Permit forms will be filed by the City of Rancho Santa Margarita.

CANCELLATION POLICY

If for any reason you need to cancel your participation, you must notify Judi Russi in writing on or before April 4, 2008. Booth fees may be refunded if the booth is able to be filled by another food vendor.



City of Rancho Santa Margarita
22112 El Paseo, Rancho Santa Margarita, CA 92688
949.635.1800 ext. 6402 FAX: 949.635.1840
jrussi@cityofrsm.org www.cityofrsm.org





CITY OF RANCHO SANTA MARGARITA & THE BELL TOWER FOUNDATION
 22112 EL PASEO, RANCHO SANTA MARGARITA, CA. 92688
 949.635.1800 EXT.6401 FAX.949.635.1840



Taste of Rancho

Saturday, April 19, 2008 4:00-8:00 p.m.

APPLICATION and WAIVER

Name of Restaurant:		Contact Name:
Mailing Address:		
City:		Zip Code:
Telephone:	Fax:	Email:
Food to be served (must comply with 4" plate sample size requirements)		
Prices of Food (tickets sold in increments of \$1)		
*Drinks:		
Please list the items for which you will require electricity:		

***Non-alcoholic beverages only**

THE CITY OF RANCHO SANTA MARGARITA TO PROVIDE:

- Two 8' tables, 10' x 10' OCHD approved food booth
- Lighting, electricity (if requested), vendor's central wash basin, fire extinguishers, paper towels, bucket and water
- Required health permits
- Signage to include restaurant's name – on display throughout event site
- Periodic announcements by emcee for the event

RESTAURANT TO PROVIDE:

Please return the following items to Community Services Department by Friday, March 28, 2008.

1. Check payable to the City of Rancho Santa Margarita in the amount of \$200 (after March 28th fee is \$275)
2. Completed application to the Orange County Health Care Agency (OCHCA) & copy of valid driver's license.
3. Completed Food Booth Application and Waiver for the event

Additional for Event

- Reasonably priced (\$2-\$8 range) food and non-alcoholic beverages to sell to community attendees
- Restaurant signage for booth which includes pricing to be displayed at the Event
- Staffing of the booth from 4:00 - 7:00 p.m.
- Marketing materials, menus, etc.
- Themed decorations promoting your restaurant

_____ (**Initials Required**) Restaurant to collect tickets for food samples at their booth. Tickets are to be submitted to Taste of Rancho Committee designee no later than 9:00 p.m., Saturday, April 19, 2008. Tickets will be counted and verified no later than Wednesday, April 23, 2008, with twenty-five percent (25%) of all ticket sales donated to The Bell Tower Foundation, remaining portion to be refunded to the restaurant.

RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

In consideration of accepting this opportunity, I hereby release, indemnify, and hold harmless the City of Rancho Santa Margarita and its officers, clients, agents or employees from any and all claims, damages, or losses, caused by the negligent or intentional acts or omissions of the undersigned, its officers, clients, agents or employees that result in bodily injury, property damage or any other injury arising out of participation in this event. I give permission to the City of Rancho Santa Margarita to photograph me or my employees participating in this program for use in future City publicity and understand that I will not receive any compensation for such use.

I CERTIFY THAT I HAVE READ AND UNDERSTAND THIS WAIVER AND RELEASE AS IT APPLIES TO ME AND ANY STAFF I HAVE EMPLOYED.

Signature of Responsible Contact (Required)

Date

**ATTACHMENT I
 FOOD VENDOR PACKET**