



TOWNSHIP OF NUTLEY
DEPARTMENT OF PARKS & PUBLIC PROPERTY
44 PARK AVENUE
NUTLEY, NEW JERSEY 07110
COMMISSIONERTUCCI@NUTLEYNJ.ORG
PHONE: (973) 284-4966
FAX: (973) 661-0972

MAURO G. TUCCI
Commissioner

March 15, 2019

Dear Business Owner,

It is with great anticipation that I present to you Nutley's Fall Festival In The Park on Sunday, September 29, 2019. The location will be Memorial Park I located at the corner of Vreeland Ave and Passaic Ave. The event will begin at 11:00 a.m. and end approx. 4:00 p.m. The event will include live entertainment, food trucks, children's entertainment, retail vendors and more.

If you are interested in participating please fill out the attached forms and return them to Crissy Frusteri, Department of Parks & Recreation, 44 Park Ave, Nutley. Please note the application and fee must be submitted to participate. A Health Department Permit as well as a Fire Permit are enclosed and need to be mailed with your vendor application (fire permit is for anyone cooking with an open flame, propane, bbq). A rain date has been scheduled for October 6th.

The deadline to submit applications is August 30, 2019. Participants will receive information regarding set up time and specific location closer to the event.

We depend on the support of our vendors to help keep Nutley a thriving community. We look forward to hearing from you. Thank you in advance for your support.

If you have questions or need further information please email Crissy at cfrusteri@nutleynj.org.

Sincerely,

Mauro G. Tucci
Commissioner

2019 Festival In The Park Application – September 29, 2019

Vendor Information: (please print clearly)

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip _____

Business Phone: _____ Cell Phone: _____

Email: (required) _____

Category: _____ craft _____ art _____ health/wellness _____ clothing

_____ jewelry _____ soaps/fragrance _____ photography/images

_____ other If other please give a brief description: _____

_____ food Food Vendors: Please check yes or no will you be cooking with an open flame, propane or bbq? _____ Yes _____ No

PLEASE NOTE **FOOD VENDORS/TRUCKS** MUST FILL OUT 2 ADDITIONAL PERMITS. THE ATTACHED HEALTH PERMIT MUST BE FILLED OUT BY ALL FOOD VENDORS. (There is no extra fee for this permit)

THE ATTACHED FIRE PERMIT MUST BE FILLED OUT BY **FOOD VENDORS/TRUCKS** THAT WILL BE COOKING WITH AN OPEN FLAME, PROPANE, BBQ ETC. (The Fee for this permit is \$54.00. This fee is separate from the registration fee and the \$54.00 check must be made payable to: Nutley Fire Department.

We Do Not Provide Electricity for Vendors

The vendor registration fee of \$100.00 must be submitted with your application to reserve your space. This fee is made payable to : TOWNSHIP OF NUTLEY/FESTIVAL

CHECKLIST OF WHAT YOU NEED TO MAIL WITH THIS APPLICATION:

- _____ Vendor Application**
- _____ Registration Fee of \$100.00 (payable to Township of Nutley/Festival)**
- _____ Health Permit (Food Vendors Only) no fee**
- _____ Fire Permit of \$54.00 made payable to Nutley Fire Department (Food Vendors that are cooking with any open flame, propane, bbq, etc only)**

PLEASE MAIL ALL FORMS AND CHECKS TO:

**Nutley Department of Parks and Recreation
ATTN: Crissy Frusteri
44 Park Ave
Nutley, NJ 07110**

Thank you for participating in Nutley's Fall Festival in the Park on September 29, 2019. This event will be held in **Memorial Park I (the Mud Hole) located at the corner of Vreeland Ave and Passaic Ave** from 11 am to 4 pm. Below is some important information pertaining to the event. Please take the time to review it and contact our office with any questions. The rain date for this event is OCTOBER 6.

WHAT WE WILL PROVIDE FOR RETAIL VENDORS

8 ft. table and 2 chairs

Approximately 12 ft. wide space

If you are bringing a tent it can be no bigger than 10' x 10'

WHAT WE WILL PROVIDE FOR FOOD VENDORS

8 ft. table and 2 chairs

Approximately 12 ft. wide space

FOOD TRUCKS WILL BE PROVIDED A SPACE LARGE ENOUGH FOR THEIR VEHICLE

(no tables/chairs) We will have a food court with tables and chairs for participants to sit and eat.

PLEASE NOTE FOOD VENDORS/TRUCKS MUST FILL OUT 2 ADDITIONAL PERMITS. A HEALTH PERMIT MUST BE FILLED OUT BY ALL FOOD VENDORS.

FOOD VENDORS COOKING WITH ANY OPEN FLAME, BBQ, ETC MUST FILL OUT THE ENCLOSED FIRE PERMIT

SET UP INFORMATION

Set up will be from 8:00 a.m. to 10:30 a.m. Spaces will be marked out for vendors and numbered. You will receive your map the week before the event via email. Tables and chairs will be there upon arrival. Vendors are responsible to bring their own table covering. This event will be held in the park so we will allow vendors to drive in on the path (do not drive on the grass) to set up between 8 am and 9:30 a.m. All vehicles must be out of the park by 9:30 a.m. and you can continue to set up until 10:30 a.m. Parks & Recreation Department staff will be on hand to guide you to your designated space. **ALL VENDORS WILL ENTER FROM THE CORNER OF VREELAND AND PASSAIC.**

Break Down/Clean Up

The event will end 4:00 p.m. We ask that vendors do not leave prior to this time. We ask that all vendors clean their immediate space. We will have garbage cans and recycling bins throughout the park.

Please note: YOU WILL RECEIVE DETAILED INFORMATION VIA EMAIL CLOSER TO THE EVENT DATE. THIS IS GENERAL INFORMATION AND IS SUBJECT TO CHANGE.

NUTLEY DEPARTMENT OF HEALTH
149 CHESTNUT STREET
NUTLEY, NEW JERSEY 07110
(973) 284-4976

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT LICENSE

(I)(We), the undersigned, do hereby apply for a license to operate a temporary food establishment

1. Name of Vendor: _____

Address of Vendor: _____

Business Phone #: _____ Home Phone #: _____

Cell Phone #: _____ E-mail Address: _____

2. Name of Event: _____

3. Date and Location of Event: _____

4. Sponsoring Organization: _____

5. Organization Chairperson Name, Address and Telephone Number:

6. Source of Food Items: Caterer/Base of Operation (A licensed retail food establishment)
Name, Address and Telephone Number: _____

In order for food to be prepared off premises, the following must be submitted:

A. A notarized letter from the Caterer/Base of Operation granting permission to prepare food items at their establishment.

B. A copy of a current Satisfactory inspection placard from the establishment. All food items must be prepared at a Caterer/Base of Operation or at this event location.

7. List all food items to be sold. (Items not listed will not be permitted):

8. List methods/equipment provided to maintain food items at proper temperatures:

Holder must comply at all times with the regulations and requirements of the Health Code of the Township of Nutley and Chapter XXIV of the New Jersey State Sanitary Code. At the discretion of the Nutley Department of Health, a license may be revoked for violations of these codes.

I, the undersigned, understand that home food preparation is strictly prohibited.

Printed Name: _____ Signature: _____ Date: ____/____/____

Approved by: _____ Date: ____/____/____



NUTLEY FIRE DEPARTMENT
 228 CHESTNUT STREET
 NUTLEY NJ 07110
 (973) 284-4937

**APPLICATION
 FOR
 PERMIT**

Fee
\$54.⁰⁰

LOCATION INFORMATION

MUNICIPAL CODE: 0716		REGISTRATION #
NAME:		STREET ADDRESS:
MUNICIPALITY: NUTLEY		COUNTY:
STATE: NJ	ZIP CODE: 07110	AREA CODE & PHONE #

APPLICANT INFORMATION

APPLICANT'S NAME:		APPLICANT'S HOME STREET ADDRESS:	
MUNICIPALITY:		COUNTY:	
STATE:	ZIP CODE:	PHONE #	FAX #

- Permit requested for following date(s) _____ Time _____
- Permit requested for one year - Expiration Date _____

NOTE: Attach additional signed sheet if space is insufficient

The above named applicant hereby requests permission to conduct the following activity at the above location

And/or for the storage, occupancy, use, sale, handling or manufacturing of the following

State quantities and method for each category or material to be stored or used

I hereby acknowledge that the information given is correct, and agree to comply with the applicable requirements of the New Jersey Uniform Fire Code as well as any specific conditions imposed, and if not, this permit may be revoked and I will be subject to penalties as provided by law.

Applicant's Signature _____ Title _____ Date _____

MAKE CHECK PAYABLE TO TOWNSHIP OF NUTLEY AND MAIL TO

FOR OFFICIAL USE ONLY

Permit Type _____	<input type="checkbox"/> Conditions Imposed	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved pending payment of \$ _____ Fee **
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 Fire Official Signature

See attached information concerning your administrative appeal rights

CELEBRATE FALL

NUTLEY DEPARTMENT
OF PARKS AND RECREATION

COMMISSIONER MAURO G. TUCCI PRESENTS

NUTLEY'S FALL FESTIVAL

IN THE PARK

SUNDAY, SEPTEMBER 29TH

11 AM TO 4 PM

MEMORIAL
PARK I

LOCATED AT THE CORNER
OF VREELAND AVE & PASSAIC AVE

FOOD TRUCKS & VENDORS
RETAIL VENDORS
CHILDREN'S ENTERTAINMENT
LIVE MUSIC & MORE!

RAIN DATE OCT 6TH