



# Dinosaur Hill Nature Preserve

333 North Hill Circle, Rochester, MI 48307

info@dinosaurhill.org

(248)656-0999

## Greater Rochester Heritage Days...nonprofit participant information

\_\_\_\_\_, 2018

Dear Rochester Area Nonprofit Organization.

Once again it is time to begin planning for our community's annual tradition of celebrating our heritage during the week-end in Rochester's beautiful Municipal Park. We are writing to request your participation in this year's event. ***The Greater Rochester Heritage Days will take place Saturday and Sunday May 19th and 20th. Note this is a change in dates...this is the weekend before Memorial day.*** Festival hours are from 11:00 a.m. to 6:00 on Saturday and 11:00 a.m. to 5:00 p.m. on Sunday.

*Greater Rochester Heritage Days* promises to bring a touch of nostalgia to festival visitors. Several "anchor events" will continue as they have in the past with the spectacular Car Show sponsored by The Rochester Lions Club, a delicious 2-day pancake breakfast at The Rochester Community House, the craft show sponsored by Dinosaur Hill Nature Preserve, historical displays from our area historical societies and much more. **We will welcome the return of the incredibly popular Floatable Boatable this year!** We hope you will join this team of area nonprofits to put on an outstanding event in the park.

Community organizations that have participated in past years include the Rochester Lions Club, Rochester Fire Dept., Rochester Community House, Dinosaur Hill Nature Preserve, Rochester Hills Kiwanis Club, Rochester Rotary, Oakland Township Historical Society, and the Rochester-Avon Historical Society.

If you have any questions about how your group can become involved in the festival please do not hesitate to contact us. Some nonprofits use this as a fundraising opportunity while others take advantage of the exposure to raise the public's awareness of their organization's activities.

Participation fees are exactly the same as previous years -

**There is no fee if you are interested in doing an "information-only display"** but we still ask you to fill out the form (just indicate "no sales").

**There is a minimum fee of \$50 at time of application and Concessionaire shall contribute ten (10%) percent of net Festival sales or income in the case of a sponsoring organization to the Committee. (see application for more details)**

*Applications are due April 1st, 2018 and must be returned to:*

*Heritage Days c/o Dinosaur Hill, 333 North Hill Circle, Rochester, MI. 48307*

***We look forward to seeing you at the festival!***

Sue M. Neal

Nonprofit Participant Organizer [sue@dinosaurhill.org](mailto:sue@dinosaurhill.org)

# GREATER ROCHESTER HERITAGE DAYS

333 North Hill Circle, Rochester, MI 48307

[events@dinosaurhill.org](mailto:events@dinosaurhill.org)

## Non-profit organization INFORMATION TABLE/ACTIVITY Application & Agreement

**2017 Greater Rochester Heritage Days- Rochester, MI May 19-20, 2018**

**Saturday May 19th 11 AM– 6 PM**

**Sunday May 20th 11 AM– 5 PM**

This Agreement, for the period of Saturday, May 19, 2018 and Sunday, May 20, 2018, shall be between Dinosaur Hill Nature Preserve (hereinafter referred to as the "Committee") and the "Concessionaire", which is a not-for-profit organization identified as:

\_\_\_\_\_  
Concessionaire

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Designated Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Daytime Evening

Description of activity/sales items:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location Preferred: \_\_\_\_\_

\_\_\_\_\_  
(Please be specific! **NOT** ..... "same as last year")

Electricity:      **YES**      **NO**      Water: **YES**      **NO**

You MUST provide your own outdoor UL Approved extension cords and/or hoses. Quiet generators are allowed which cannot exceed 60 db in noise.

Submission of this form does not automatically guarantee participation in the Heritage Days. A signed copy will be returned if participation is approved by the Heritage Days Event Organizers.

**Please review and complete the second page of this form**

The Committee and Concessionaire agree to the following terms and conditions:

1. The Committee grants the Concessionaire certain rights, privilege and space during the period of the Greater Rochester Heritage Days, as stated above, to sell certain items and/or provide certain activities and for no other purposes.
2. The cost of the Concession space shall be as follows:
  - a. If you are not selling goods, food or any products and are only displaying or advertising your nonprofit organization with your table there is **NO FEE**. **If you are selling goods, please use the other application provided.**
  - b. Mail application to: Dinosaur Hill Nature Preserve, 333 North Hill Circle, Rochester, MI 48307. Please mail by April 1, 2018.
3. During each day, any garbage generated must be bagged and taken to the proper receptacles located throughout the Park. At the conclusion of Heritage Days, any garbage generated must also be bagged and taken to the dumpster as you exit the Park. The Committee will be responsible for disposing of trash generated by Heritage Days attendees.
4. This Agreement, or any part thereof, cannot be assigned, sublet, or otherwise disposed of without the written consent of the Committee.
5. It is agreed that the Concessionaire shall indemnify and hold harmless the Greater Rochester Heritage Days, Dinosaur Hill Nature Preserve, the City of Rochester and their employees, Committee members, representatives and volunteers as a result of any claim, lawsuit and/or settlement made or filed as a result of Concessionaire participation in the 2018 Greater Rochester Heritage Days and/or as a result of any negligence on behalf of the Concessionaire.

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Heritage Days Committee Rep., Date

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Concessionaire Rep., Date

# GREATER ROCHESTER HERITAGE DAYS

333 North Hill Circle, Rochester, MI 48307 events@dinosaurhill.org

## Non-profit sponsored **SALES or FOOD** Concession Application & Agreement

**2017 Greater Rochester Heritage Days- Rochester, MI**

**May 19-20, 2018**

**Saturday May 19th 11 AM– 6 PM**

**Sunday May 20th 11 AM—5 PM**

This Agreement, for the period of Saturday, May 19, 2018 and Sunday, May 20, 2018 shall be between Dinosaur Hill Nature Preserve (hereinafter referred to as the "Committee") and the "Concessionaire", which is a not-for-profit organization identified as:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Designated Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Daytime Evening

Electricity: **YES NO** Water: **YES NO**

Description of menu items offered (please be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location Preferred: (Please be specific! NOT...."same as last year") \_\_\_\_\_

If sponsoring a for-profit food vendor, please note the vendor name, address, telephone number and contact person.

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Contact person: \_\_\_\_\_

Submission of this form does not automatically guarantee participation in the Festival. A signed copy will be returned if participation is approved by the Heritage Days Event Organizers.

***Please review and complete the second page of this form***

The Committee and Concessionaire agree to the following terms and conditions:

1. The Committee grants the Concessionaire certain rights, privilege and space during the period of the Greater Rochester Heritage Days, as stated above, to sell certain items and/or provide certain activities and for no other purposes.
2. The cost of the Concession space shall be as follows:
  - a. A **Non-Refundable** Fifty (\$50.00) Dollar deposit (payable to "Dinosaur Hill Nature Preserve") shall be mailed with this application to: Dinosaur Hill Nature Preserve, 333 North Hill Circle, Rochester, MI 48307. **APPLICATIONS MUST BE MAILED NO LATER THAN APRIL 1, 2018.**
  - b. Concessionaire shall contribute ten (10%) percent of net Festival sales or income in the case of a sponsoring organization to the Committee. The deposit as described in paragraph 2a. shall be applied to the payment due to the Committee. The minimum fee is \$50.00. A Gross Sales Concession Report, in a format as prescribed by the Committee, shall be completed and submitted to the Committee, along with payment within twenty-one (21) days of the close of the Festival.
3. It is the responsibility of the Concessionaire to remove all trash generated in the running of their Concession (i.e. cooking waste). During each day, any garbage generated must be bagged and taken to the proper receptacles located throughout the Park. At the conclusion of setup and the first day, any garbage generated must be bagged and taken to the dumpster as you exit the Park. At the conclusion of the Festival, any garbage generated must also be bagged and taken to the dumpster as you exit the Park. Material used in the preparation or cooking process must be contained and disposed of in the proper manner and in the proper container. The Committee will be responsible for disposing of trash generated by Festival attendees.
4. You may only sell menu items pre-approved on this application in fairness to all participating vendors.
5. Agree to handle all applications and abide by all requirements to operate a temporary food establishment in Oakland County, Michigan in accordance with the Department of Health. The organization is responsible for being able to produce a copy of the necessary license if requested by a representative of the festival or the Health Department.
6. This Agreement, or any part thereof, cannot be assigned, sublet, or otherwise disposed of without the written consent of the Committee.
7. It is agreed that the Concessionaire shall indemnify and hold harmless the Greater Rochester Heritage Days, Dinosaur Hill Nature Preserve, the City of Rochester and their employees, Committee members, representatives and volunteers as a result of any claim, lawsuit and/or settlement made or filed as a result of Concessionaire participation in the 2018 Greater Rochester Heritage Days and/or as a result of any negligence on behalf of the Concessionaire.

\_\_\_\_\_  
Heritage Days Committee Rep., Date

\_\_\_\_\_  
Concessionaire Rep., Date

# 2018 Greater Rochester Heritage Days

## Guidelines and Rules

*Welcome! Greater Rochester Heritage Days is a community-wide celebration of our shared history and community. The success of the festival depends of the cooperation of all groups involved. We hope you enjoy participating in this event. Please be aware of the following rules and guidelines. **If you have any questions please contact Dinosaur Hill Nature Preserve via email at sue@dinosaurhill.org.***

- Dogs are not permitted in the Park during special events such as this per City of Rochester Ordinance, unless they are official “service” dogs.
- Alcohol is prohibited in the Park per City of Rochester ordinance.
- No overnight camping is allowed in the Park.
- All motorized vehicles are to be operated in a safe manner and must be removed from the park by **10:00 a.m. Sat. & Sun.** They may not re-enter the Park until after 6:00 p.m. Sat. and 5:00 p.m. Sun. **Please respect the park grounds at all times, and use extra caution when using your vehicle - take care not to drive off the path especially in treed areas.**
- **You may set up Friday between 4-7p.m. or Saturday morning 8-10a.m.**
- Cleanliness is to be maintained in and around your concession area at all times, including trash container maintenance. Excess trash should be placed in the dumpsters at the entrances to the park.
- All amplified music or speech shall be kept to a level which does not cause disruption of neighboring activities on the grounds or surrounding residential property.
- Please be friendly and courteous to other groups and volunteers, this is a team effort and we can’t succeed without your cooperation and patience.
- The festival will go on rain or shine. We ask that all groups maintain their presence in the park during the entire festival.

Thank you!

**Any exceptions to the above by prior approval only.**