

RE: Summer Concert Series

The City of McMinnville is reaching out to you with an exciting opportunity!

The **40th Annual Summer Fun Concert Series** is back at City Park for another summer and the City will be allowing food trucks to provide food service during our summer concert evenings. If you are interested in being considered for this opportunity, please submit the following information via email to Katie Noyd (katie.noyd@mcminnvilleoregon.gov) no later than May 20 by 5 pm. Vendors will be contact

- Letter/email of Interest
- Menus and price options
- Contact information
- Any relevant background information and references

Dates Available: Tuesdays, July 1, July 8, July 15, July 22, and July 29. The City will choose one vendor to provide food services on those nights.

We look forward to hearing from you! If you have any questions, please email or call me at 503-434-7428. Vendors will be contacted no later than May 28.

Thank you!

Katie Noyd
Community Center Manager

Exhibit A-Summer Concert Series- Scope of Work

The City will be responsible for the following:

- The City will grant concession rights at City Park for the summer season 2024, in addition to any other facility requested by the City and accepted by the Supplier. No more than one supplier will be given concession rights on any given day at City Park.
- The City will provide garbage service as needed for concession areas.
- The City will provide restrooms/portable toilets at City Park.
- The City will provide assistance with temporary concession sites at City Park.
- The City will determine suitability of site and reserve the right to cancel events due to weather.
- The City will reserve the seasonal dates July 1, July 8, July 15, July 22, and July 29 for the supplier at City Park (either in the park in a certain location near the Aquatic Center or the parking lot near the restrooms) as needed. The City will reserve the Park for Supplier from 5:00-9:00 pm on these dates.

Supplier will be responsible for the following:

- Supplier must provide and maintain an acceptable concession stand, including gray/black water storage.
- Supplier will provide any other temporary concessions standards as required, including hookups, staffing, health permits, and products for sale upon the approval of the Parks and Recreation Manager.
- Set up for these events must take place after the City's sound/tech company has set up on the City Park grass.
- Supplier will submit a recommended price list to the City for approval.
- Supplier will provide a Yamhill County Health Department full service food license and make available a copy of the license prior to the operation to the City.
- The Supplier will be responsible for any and all equipment/facility damage that occurs from the operation of this concession contract during the term of this Contract.
- Supplier will assist in enforcing all park rules and regulations that are reasonable and will act on behalf of the City to maintain appropriate customer conduct.
- Supplier will operate the concession on all days agreed to with the City at City Park, opening prior to the start of the event and closing after the conclusion of the event.
- Supplier will pay the City \$50 per day for the opportunity to vend items.
- Supplier will provide a Certificate of Liability Insurance listing the City of McMinnville Parks and Recreation Department as additionally insured for a minimum of \$1,000,000 prior to operation.