

**RESOLUTION G2022-20**

**RESOLUTION APPROVING A VENDOR POLICY FOR ALL SPECIAL EVENTS FOR SYMMES TOWNSHIP**

**WHEREAS**, Symmes Township holds many special events each year in the parks;

**WHEREAS**, Symmes Township appreciates all the many non-profit organizations in the community and would like to give them all an opportunity to make money for their organizations during those special events; and

**WHEREAS**, Symmes Township would encourage its business community to participate in these special events as well; and

**WHEREAS**, the township is interested in adopting a vendor policy for these special events so that all vendors are treated the same; and

**WHEREAS**, the Township Administrator recommends the adoption of this new policy in order to ensure that all vendors are adhering to the same rules and regulations set forth by the Board of Trustees;

**WHEREAS**, the Board of Trustees desires to exercise its authority granted to it pursuant to ORC Section 511.326 which allows a Board of Trustees to make and enforce all needful rules and regulations for the care, supervision, and control of park property and improvements under its jurisdiction.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Symmes Township, Hamilton County, Ohio:

**Section 1.** The Symmes Township Vendor Policy incorporated herein as Exhibit "A," is hereby adopted.

**Section 2.** The Symmes Township Vendor Policy contains rules about the application process, how to participate, responsibilities for each vendor and the responsibilities of the township.

**Section 3.** The Vendor Policy shall be reviewed annually.

**Section 4.** Upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.

**Section 5.** This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

**Section 6.** Finds and determines that all formal actions of this Board concerning and relating to the passage of this resolution were taken in open meetings of this Board, and that all deliberations of this Board and any of its committee that resulted in such formal actions were taken in meetings open to the public, in compliance with all legal requirements, including (without limitation) Ohio Revised Code §121.22, except as otherwise permitted thereby.

**ADOPTED FEBRUARY 1, 2022 – RESOLUTION G2022- 20**

Vote Record: Ms. Leis \_\_\_\_ Mr. Beck \_\_\_\_ Mr. Bryant \_\_\_\_

**BOARD OF TOWNSHIP TRUSTEES:**

\_\_\_\_\_  
Jodie L. Leis, President

\_\_\_\_\_  
Philip J. Beck, Vice-President

\_\_\_\_\_  
Kenneth N. Bryant, Trustee

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Joseph C. Grossi, Fiscal Officer

\_\_\_\_\_  
Jeff Forbes, Law Director

## **SYMMES TOWNSHIP**

### **VENDOR POLICY FOR SPECIAL EVENTS**

#### **Application Process**

1. The township will have applications available to participate in township special events annually at the beginning of each year.
2. All vendors will be required to fill out an application to participate and the township will review applications as they are received.
3. All vendors must be on the approved list of vendors to participate in each event, every year.

#### **Certifications and Permits**

1. All vendors must have an up-to-date insurance certificate for each event (Easter Egg Hunt or Fall Festival) that they plan on participating. Each certificate of insurance must be in the amount of \$2 million dollars and name Symmes Township and the employees as an additional insured.
2. All vendors will be required to obtain a health department permit for their food and beverage items if they plan to sell food.

#### **Fees**

1. All vendors will be required to pay the township a \$25.00 dollar fee to sell their food or items. The fee may be waived by the Township Administrator if the vendor is a non-profit organization (501(C)(3)).

#### **Selling Spaces**

1. All vendors are required to bring their own items to sell. No food items will be purchased by the township.
2. All vendors are required to furnish their own items for their selling spaces (i.e. tents, chairs, tables, lights, etc.).
3. All vendors are required to staff their own spaces.
4. All vendors will be required to set-up, staff and tear down their own spaces. The township will not furnish any labor to set up or tear down those spaces.
5. All trash must be disposed of in the township's dumpster on the property at Symmes Park. The township will not clean-up after each space after they have been vacated. All trash left behind will be thrown away and fee charged for cleanup.

6. The location of selling spaces shall be determined by the township. Vendors will not be permitted to pick their own locations.
7. All vendors must provide their own electric or ice if needed.
8. There will be no preference given on any items for sale. All vendors will be permitted to sell what they want and the township will not police what is being sold if many of the same food items are being sold during the same event.

### **Storage and Parking**

1. No storage of items for sale will be permitted on township property or buildings prior to, during or after the event. All food items must be kept in the selling space.
2. All vendors shall park in the designated areas of the parking lot when finished loading or unloading items. No vendor will be permitted to park in the grass or on sidewalks.

### **Items Provided by the Township**

1. Water will be provided by the township for each vendor.