



NEW SEWICKLEY TOWNSHIP COMMUNITY DAY & FIRST RESPONDERS FALL FEST

DATE: SATURDAY, SEPTEMBER 13, 2025 (rain or shine)

TIME: Noon till Fireworks (VENDOR SET-UP 8:00 AM/ MUST BE COMPLETED BY 11:00 AM)

Fees:

- **Mobile Food Units** (Food trucks, trailers, wheeled carts, stick stands, or similar mobile structures):
 - \$100 fee for a 10' x 20' space
 - Units must have hand-wash stations with hot water and comply with the PA Department of Agriculture rules.
- **Food Tents** (selling prepared, processed, or distributed food):
 - Must have a hand wash station with hot water and comply with PA Department of Agriculture rules.
- **Stands for Pre-Packaged Food or Non-Food Items** (boxed items, sealed bags/containers, crafts, flowers, art, decorations, political tents):
 - \$50 fee for a 10' x 10' space.
 - Vendors selling pre-packaged food must have hand sanitizing wipes and comply with PA Department of Agriculture rules.
- **Non Food Vendor**
 - No charge for non-food sales, ex crafts. A 10' x 10' space.

Important Guidelines:

- No electricity provided — bring generators. Water is available.
- No refunds.
- Bring your tables, tents, shelters, appliances, coolers, and food-safe equipment.
- Green Valley Recreation Board and New Sewickley Twp. are **not responsible** for lost, stolen, or damaged property.
- Wind proofing is required (e.g., weights for tents, chairs, and equipment). All items must be secured before leaving.
- No liquid waste disposal on township property — handle your waste liquids.
- Dispose of garbage properly. Boxes must be broken down.

Food Vendor Application

- **Name of event to attend:** _____
- **Date(s) of the event:** _____
- **Name of vendor:** _____
- **Contact name:** _____
- **Contact phone number:** _____
- **Email:** _____
- **Type of food to be served or other reason for space:** _____
- **Truck/Trailer/Stand Dimensions:** _____

Required Documents:

- SERV Safe Food Handler certificate
- PA Department of Agriculture food vendor license
- Proof of liability insurance naming New Sewickley Twp. as additionally insured

Payment Information:

- Fees must be paid **14 days before** the event.
- Make checks payable to **New Sewickley Twp.**
- Mail completed application, documents, and checks to: New Sewickley Twp. 233 Miller Road Rochester, PA 15074

For questions or concerns, contact: **Alan Shaffer** Phone: 724-462-1583 Email: ashaffer@newsewickley.com

Official Use Only:

- Fee paid: _____
- SERV Safe: _____
- Certificate of Insurance: _____
- Rec Board Member Signature: _____

Food Vendor Inspection Report (Visual):

- Name of event: _____
- Date: _____
- Name of vendor: _____
- Hand-wash sink present. _____
- Hot water present? _____
- Adequate cooler space? _____
- Gloves present? _____
- Proper utensils? _____
- Overall appearance? _____
- Overall cleanliness? _____