

Fete des Petites Cotes*

P.O. Box 1323 * Saint Charles, Missouri 63302-1323

Supersedes 5/13

Revised 3/23

FESTIVAL OF THE LITTLE HILLS FOOD BOOTH / BEER GARDEN RULES AND REGULATIONS

The Board of Directors of the Festival of the Little Hills shall be empowered to close any operation within the Festival, which has not complied with the regulations adopted herein by this organization. After an audit, any group found in violation of the Rules and Regulations will be subject to disciplinary action as set forth by the Board of Directors.

Assigned Booth Spaces

Exact booth locations for participating organizations will not be guaranteed from year to year.

Festival Applications & Contracts

Contract applications will be available during the April and May General Membership meetings. Contract applications must be submitted by May 31 of each year. Contract applications may be given to the food committee chairman at the April or May General Membership meeting or mailed to the Festival P.O. Box 1323. Contract applications must be postmarked no later than May 31 to be eligible for participation in the current year's Festival. Each contract will be numbered and dated upon receipt.

Approved Festival contracts will be available to be picked up by participating organizations during the **JUNE** General Membership meeting. Any organization, which has not claimed their approved Festival contract by June 31, will be declared ineligible for participation in the upcoming Festival in August.

The next qualifying organization on the waiting list will replace any organization that failed to pick up its approved contract by June 30. Booth rental fees will be returned only upon receipt of a written notice of withdrawal from Festival participation. **Final withdrawal notices must be received by June 30 to receive a refund of booth rental.**

A refundable clean-up deposit is due from all participating organizations by **July 31**. After a completed Adjusted Gross Revenue form (AGR) has been filed and accepted, the clean-up deposit will be returned after **September 30** at the October General Membership meeting. ***Failure to attend October General Membership meeting will result in forfeiture of deposit check.**

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Unauthorized sales

Any unauthorized person, persons, organizations, or groups attempting to participate in the Festival of the Little Hills without a written contract approved by the Board of Directors, will be ordered to cease operation immediately. All forms of gaming (including raffles) will be considered unauthorized sales, NO EXCEPTIONS. (This will include legal action, if deemed necessary.)

Maintenance

The Board of Directors shall enter into contracts to have the public walkways cleaned daily. The board will also be responsible for providing dumpsters for participating organizations.

Organizational responsibilities will include:

- All organizations are responsible for continual cleanup of their booths and immediate adjacent area during the entire Festival.
- Final clean up should be completed on Main Street, parking lots, and Riverside Drive by 9:00 P.M. Sunday, and by 8:00 P.M. on Monday in the park.

Publicity

The Board of Directors before any release by any member organization or subsidiary contractor must approve all publicity.

Handouts

There shall be no distribution of informational flyers or pamphlets within the boundaries of the Festival.

Participating Organization Responsibility

Sales Tax

Each Festival participant must have a Missouri Sales Tax Number or Tax Exempt letter available at all times during the Festival event, should a State of Missouri representative inquire. All food booths are required to pay the City of St Charles Tourism Tax unless non-profit/tax exempt. Proof of non-profit/tax exempt status must be provided to the Festival. Sales tax is not a deductible expense on the AGR.

Insurance

It is required that each booth have a certificate of proof of insurance which shall be provided to the Festival.

*Festival of the Little Hills

CRAFTS

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ARTS

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ENTERTAINMENT

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Compliance

All not-for-profit food booths are to be run and manned within the scope of the not-for-profit organizations. Food vendors may use professional services to prepare the product provided the members of the not-for-profit organization operate the booth.

That is: sell the product, deliver the product to the customer, exchange money with the customer, maintain clean and orderly appearance, setup and tear down in accordance with Festival rules and regulations, and report and pay the AGR fee accordingly. Responsibility remains with the not-for-profit group. The not-for-profit group may include cost of product preparation in their normal expenses. (BOD 1 Mar.99)

Commercial vendors will follow the same rules as not-for-profit groups.

*It shall be required that each participating organization has a responsible officer of the organization present at all times during the Festival to supervise their organization's activities. The responsible officer shall oversee actions of all its membership and/or personnel associated with the organization participating in Festival activities. An organization whose members and/or other personnel are found to be uncooperative with the Festival Board of Directors may be denied permission to participate in the next year's Festival. Participating organizations are **REQUIRED**, not just expected to have representation at all General Membership meetings April, May, June, July, August, September, October of each year. **ANY ORGANIZATION WHO HAS APPLIED AND HAS BEEN ACCEPTED INTO THE CURRENT YEAR'S EVENT BY JUNE 30, WHO FAILS TO HAVE A REPRESENTATIVE AT THE JUNE, JULY, AUGUST, SEPTEMBER MEETINGS MAY LOSE STANDING IN THE FESTIVAL FOR THE FOR THE CURRENT YEAR AT THE BOARDS DISCRETION. FAILURE TO MEET THE OCTOBER MEETING REQUIREMENT WILL RESULT IN NO PARTICIPATION IN THE NEXT YEAR'S EVENT – NO EXCEPTIONS.** (BOD Mar 03)*

*Organizations operating a food booth or beer garden are required to submit receipts for **ALL** amounts on their AGR statement. **Copies of all receipts must be attached to AGR.***

Food Handling Facilities

Food booth contracts are contingent upon an approved permit granted by the St. Charles County Health Department. Food booths are to comply with guidelines set forth by the St. Charles County Health Department.

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Booths

- a) All booths on Main Street may be set up starting at 6:00am on Friday morning and must be completed by 3:00pm on Friday afternoon.
- b) Prior approval must be obtained from the Board of Directors for the Festival of the Little Hills to deduct depreciation for construction of food booths and/or equipment on the financial statement submitted no later than September 30. Application for Board of Director's consideration shall be submitted no later than July 31. The expenses need documentation and shall not exceed \$300.00. These expenses are limited to materials only. Any expenditure in excess of \$300.00, other than food and beverage products necessary for a booth, should be brought before the Board of Directors for approval prior to purchase/rental and the deductions of cost should be amortized over a three (3) year period.
- c) Booths selling commercial products may have no more than two (2) signs advertising the commercial supplies. In those cases, each side of the booth advertising the commercial product must have another sign with lettering at least twice the size advertising the not -for-profit group operating the booth under auspices of the Festival. (BOD Mar 98)
- d) Storage trailers will not be allowed in the park.
- e) Trailers on Main Street shall be parked no closer than three (3) feet from the east curb measured from the wheel on the curbside to curb. (BOD 1 Mar 99)
- f) Occupied cooking trailers are not allowed in the park. Cooking trailers are defined as trailers that house cooking apparatus and is being used by an operator within the trailer.

Electricity

All booths using electricity must meet requirements set forth by the St. Charles Building inspectors regarding outdoor events involving temporary structures. The Board of Directors will provide the only electrical source available to vendors.

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Festival hours

Main Street, Parking Lots, Riverside Drive, Frontier Park, and Beer Gardens

| | <u>Open</u> | <u>Close</u> |
|----------|-------------|--------------|
| Friday | 4:00 P.M. | 10:00 P.M. |
| Saturday | 9:30 A.M. | 10:00 P.M. |
| Sunday | 9:30 A.M. | 5:00 P.M. |

Festival hours will operate with the above schedules as published to the general public.

All vehicles must be off Main Street, Parking Lots, Riverside Drive, and out of the park one (1) hour prior to the start of the Festival each day.

Set up and operation of conducting business is permitted prior to the official 4:00 P.M. Friday afternoon opening, if:

The food booths have received their health inspections and are issued their operating licenses by the St. Charles County Health Department.

The Beer Gardens have received their operating liquor Licenses from the St Charles Police Department, and have contracted security guards at all entrances.

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