

**Watertown Parks and Recreation Department**

61 Echo Lake Road, Watertown, CT 06795  
Office (860)945-5246 Info-Line (860)945-5272

# 2024 SUMMER BLOCK PARTIES!

**Main Street in Watertown, CT 06795; Depot Street – Woodruff Avenue**

## Vendor Application

Business/Company Name:		
Street Address:		
City:	State:	Zip Code:
Primary Phone:	Alternative Phone:	
Primary Contact Name:	Tax ID (if applicable):	
Mailing Address (IF different than above):		
City:	State:	Zip Code:
Email:	&	
<i>(event updates/information will be shared primarily via email)</i>		
Do you request to be located next to another vendor: _____		
* <b>VENDOR:</b> Please provide a detailed description of your merchandise. Vendors will be permitted to serve ONLY what is listed below: _____ _____		
<b>FOOD VENDOR:</b> <i>If a food truck, please provide demotions of food truck.</i> Provide a detailed description of food for service. Vendors will be permitted to serve ONLY what is listed below: _____ _____		

**Please check dates that apply:**

July 13, 2024; 6:00pm-9:00pm	August 17, 2024; 6:00pm-9:00pm
_____	_____

**VENDOR:** Each event = \$50.00      **DISCOUNT:** BOTH events = \$90.00

**FOOD VENDOR:** Each event = \$80.00      **DISCOUNT:** BOTH events = \$150.00

Additional space is available for purchase. Please indicate additional space.

Non-profit Organizations are FREE of charge. Vendor must initial here to indicate non-profit.

Enclosed is my payment of \$ \_\_\_\_\_

MasterCard, VISA, Discover, Am EX, Money Order, cash and personal checks (made payable to Watertown Parks & Recreation Dept.) ARE ACCEPTED.

**Mail application and payment to:**

The Watertown Parks & Recreation Department: ATTN: Special Events – 61 Echo Lake Road, Watertown, CT 06795

I hereby do release the Town of Watertown, and its staff, volunteers, and associates from any and all liability and damage, injury or for any personal injury, property loss or damages of any nature or cause suffered as a result of the operation of this event. I give my permission to use my name, my business name, images submitted, and any photographs taken in a commitment to the event and will respect that commitment. I have read the guidelines below and agree to abide by them.

Signature \_\_\_\_\_

Date \_\_\_\_\_

We are looking forward to a wonderful summer! Additional Vendor Information will be shared after application has been processed. Please contact [wtnspecialevents@watertownct.org](mailto:wtnspecialevents@watertownct.org) for more information!

# EVENT INFORMATION

- \*Electricity is NOT provided. Please be prepared with generators/other sources of power if necessary. Please be aware that as the sun begins to set, it may be difficult to see your items on display. Please be prepared with battery operated lights, lanterns, etc.
- \*Vendors must provide their own tables, chairs awning/tents. Etc.
- \*Set-up and merchandise drop-off may begin as early as 4:15pm on the sidewalk (near your space assignment).
- \*The road will be closed to all traffic by 5:30pm. At this time, vendors may safely set-up their booths (some booth space will be in the middle of the Main Street).
- \*Event ends at 9:00pm (no early break-downs). Road will re-open to traffic by 9:15pm.
- \*Event insurance is not provided.
- \*Please do not bring pets to these events – only documented Service Animals will be permitted.
- \*Vendors are responsible for clean-up in their area.
- \*Event correspondence will be conducted primarily via email.**
- \*If you are unable to attend the event, please make every effort to let the Parks & Recreation Department know ASAP.
- \*The Info-Line will relay any weather-related updates (860)945-5272.**
- \*All vendors will be permitted to sell only the merchandise/food that is listed on application.

## **VENDORS:**

- \*Each space is 10x10 – if you require additional space, please be sure to indicate this on the application.

## **FOOD VENDORS:**

**ALL FOOD VENDORS must** complete the food service event requirements through the Torrington Area Health District. The TAHD requires that the Temporary Food Events Registration Form and payment be received 2 weeks prior to event date. Please contact the TAHD for more information and to confirm your participation!

[www.tahd.org](http://www.tahd.org) Phone: (860)489-0436 Fax: (860)496-8243 Email: [info@tahd.org](mailto:info@tahd.org)

## **QUESTIONS?**

*Please contact the Watertown Parks and Recreation Department*

61 Echo Lake Road

Watertown, CT 06795

Phone: (860)945-5246

Email: [wtnspecialevents@watertownct.org](mailto:wtnspecialevents@watertownct.org)

**WE HOPE YOU JOIN US FOR,  
“A NIGHT OUT ON MAIN STREET!”**