

**Federal Way Parks, Arts & Recreation**  
**Special Events 2023 Food Vendor Application**  
**DEADLINE: May 10<sup>th</sup>, 2023**



**Food Trucks Requested for following Special Events:** *(check the box for the events you'd like to attend)*

<p><b>TOUCH A TRUCK</b> <b>Date:</b> May 20, 2023 <input type="checkbox"/> <b>Time:</b> 11am-2pm</p> <p><b>Location:</b> Wild Waves Lot, Federal Way <b>Event:</b> FREE annual family event where children can climb on and check out service vehicles, tractors and trucks</p> <p><b>Attendance:</b> 1,000+</p>	<p><b>KIDS DAY</b> <b>Date:</b> August 9, 2023 <input type="checkbox"/> <b>Time:</b> 11am-3pm</p> <p><b>Location:</b> Steel Lake Park, Federal Way <b>Event:</b> FREE annual family event where kids are provided tons of family fun and entertainment</p> <p><b>Attendance:</b> 1,000+</p>	<p><b>TRICKS and TREATS</b> <b>Date:</b> October 28, 2023 <input type="checkbox"/> <b>Time:</b> 3-5:30pm</p> <p><b>Location:</b> Federal Way Community Center, Federal Way <b>Event:</b> Annual family event where kids are provided tons of games, candy, trucks, and family fun and entertainment</p> <p><b>Attendance:</b> 1,000+</p>
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**Selection Criteria and Booth Information:**

1. Seeking Food Trucks for family friendly style events! Please include size of truck, location of vent (if applicable) and any other helpful information on the application form.
2. Food Truck businesses must be fully self sufficient with personal wi-fi sufficient to run business at site locations listed above. The city does not guarantee adequate wi-fi at any location.
3. We do not allow duplication of major food items at this event.
4. Accepted food vendors must provide proof of insurance, 30 days prior to event for two million (\$2,000,000) dollars naming the City of Federal Way as additional insured.
5. Depending on menu items, vendors may be required to apply for a temporary food service permit or plan review. Please contact Seattle-King County Department of Public Health for information.
6. The City of Federal Way does not require a fee at this time nor do they require a percentage of sales. Vendors keep all of their revenue.
7. Complete event information will be e-mailed two weeks prior to the event.
8. Rules, regulations and event details are subject to change.

Questions? Contact Cassie Swan, Arts & Events Coordinator  
[Cassie.swan@cityoffederalway.com](mailto:Cassie.swan@cityoffederalway.com) | 253-835-6928 Office



## Food Truck Profile

Contact Name:			
Business Name:			
Address:			
City:	State:	Zip:	Phone:
Email:		Website:	
Describe any set up or space requirements:			

**MENU ITEMS** Please include a complete list of menu items that you plan to sell. We will not duplicate major food items in the park at the festival. (Attach additional items on a separate piece of paper if necessary.)

1.	\$
2.	\$
3.	\$

4.	\$
5.	\$
6.	\$

**INSURANCE** – The City does not maintain insurance that will respond to claims against the applicant arising out of the use of the booth by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

**RELEASE** – The Applicant is fully aware that there are special dangers and risks inherent in this activity, including, but not limited to, serious physical injury, death or other harmful consequences, that may arise directly or indirectly from participation in this activity and harm the Applicant listed above or its individual members. Being informed of these risks and in consideration of being allowed to participate, we assume all risk of injury, damage, and harm to any member arising from participation. The Applicant agrees to indemnify, defend, and hold harmless the City, its officials, employees, volunteers, and agents from all causes of action, claims, and fees arising from its participation, except those arising from the City's sole negligence, and waive any right of recovery against the City for personal injury, death or other consequences occurring from participation in this activity. I agree that I have authority to enter into this agreement for the Applicant. I also agree I have read and agree to the conditions outlined in the "Selection Criteria and Booth Information" on the reverse side of this application.

**COVID-19 WAIVER LANGUAGE** - 1. I agree that I and/or persons in my family involved in any way in the Program will fully comply with all federal, state, county and City ordinances, codes, rules, regulations, executive and/or emergency orders, and to strictly follow the protocols as directed by the Centers for Disease Control and Prevention, the United States Department of Labor Division of Occupational Safety and/or the Washington State Department of Health Services, arising from, addressing, or related to COVID-19 and/or any other threats to public health. 2. agree that effective physical distancing and proper hygiene can be only be accomplished through personal responsibility and it is each person's individual duty to protect themselves, their families and the community, and doing so is the sole responsibility of myself, Participant (if other than me), the other participants, and the other parties involved in the Program, not the responsibility of the City. 3. By signing this agreement, I acknowledge the contagious nature of COVID-19 and the risk that my child or children and I may be exposed to or infected by COVID-19 by attending City of Federal Way activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at City of Federal Way activities may result from the actions, omissions, or negligence of myself and others, including but not limited to City of Federal Way employees, volunteers, and program participants and their families. 4. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child or children or myself, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense or any kind, that I or my child or children may experience or incur in connection with my child or children's attendance at City of Federal Way activities or programming. On my behalf and on behalf of my child or children, I hereby release, covenant not to sue, discharge, and hold harmless and indemnify the City of Federal Way, its employees, agents, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the City of Federal Way, its employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after participation in any City of Federal Way program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions? Contact Cassie Swan, Arts & Events Coordinator  
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**PHOTOCOPY FOR YOUR RECORDS AND RETURN ORIGINAL FORM BY MAY 10, 2023 TO:**  
**Cassie Swan, [cassie.swan@cityoffederalway.com](mailto:cassie.swan@cityoffederalway.com)**