



## **For every Non-Profit and Religious Organization in Kent County:**

We're back! After an unfortunate two-year absence, the Chestertown Tea Party Festival is on track to be held again over Memorial Day weekend, 2022. We hope you will be able to join us to sell food and beverages at the event.

The Tea Party Festival has always been organized as a partnership designed to assist all of Kent County's non-profit organizations. If you are new to the fun, the following guidelines have been developed over time to ensure the event's smooth operation, to enhance festivalgoers' enjoyment, and to boost **your** organization's opportunity to raise funds while providing memorable experiences for your members and volunteers.

- Everyone is expected to help evoke the character of Colonial America in how booths are decorated and attendants are dressed. To the extent possible, booth attendants should wear Colonial-type costumes or similar garb. The Festival has costumes to lend—contact [costumes@chestertownteaparty.org](mailto:costumes@chestertownteaparty.org). Sign lettering should be in a Colonial style too. If tarps are used on your booth, they need to be brown or green.
- On Saturday, May 28, concession booths are expected to have enough supplies to serve food throughout all the hours of the event, rain or shine: 10:00 am—4:00 pm (set up available from 7 am). Booths will be located around Fountain Park or at the foot at High Street. Generators are not allowed: some locations have electricity available (bring your own extension cords).
- If you choose to participate on Sunday, May 29, the hours are 11:00 am—4:00 pm (set up at 10 am) in Wilmer Park. You may apply for a space on one or both days. On this day generators are allowed.
- Bagged ice will be available through the Festival's information booth. We will keep a tally of bags obtained and bill you afterwards.
- Key to the Festival's past success has been our ability to satisfy festivalgoers' needs for a wide variety of food and drink throughout the event. For that reason, we **require** that you negotiate your menu offerings with us in advance. While everyone will be welcome to sell hot dogs, hamburgers and water, we hope that every booth will also offer their own unique menu options. Contact [food@chestertownteaparty.org](mailto:food@chestertownteaparty.org) to learn which menu items are already reserved.



- Non-profit organizations may partner with a local restaurant or other for-profit business to sell prepared food and beverages. However, the concession booth needs to be clearly recognizable as belonging to the non-profit organization, not the commercial entity. For example, signs should display the name of the non-profit in larger lettering than the name of the business. Servers should be members or volunteers in costume. Food trucks are not permitted.
- Following the Festival, food vendors will pay Chestertown Tea Party Festival, Inc. fifteen percent (15%) of the net earnings from all food and beverage sales. Vendors must therefore maintain records of supplies (foods, beverages, and serving items such as napkins and plastic utensils) purchased and used.
- All food vendors are expected to attend an orientation meeting at the Kent County Library one month before the event, tentatively scheduled for Friday, April 29. There you will receive your signed copy of the contract, a map indicating your booth placement, a vehicle access pass, and the sales accounting form.
- All food vendors need to separately apply for a food concession permit from the Kent County Health Department. An application can be downloaded from the Festival's website. Note that the application needs to be submitted two weeks in advance.
- On the day of the Festival, cars and trucks must display an official vehicle access pass to enter the designated Festival area. To offload supplies and equipment, vehicles are permitted in the area on Saturday from 7:00–9:00 am and on Sunday from 10:00–11:00 am. Only one (1) vehicle per vendor space is permitted inside the area at a time. ***No exceptions!***
- For the safety of pedestrians, vehicle access after the Festival is over for the day will be permitted only at the direction of official Festival staff members. Please do not break down your booth before 4:00 pm. Then “pack and stack” your equipment for quick loading and smooth traffic flow. The Festival area will be closed to through traffic until 7:00 pm on Saturday.

Following are a sample 2022 contract and a post-Festival sales report. We will send you a contact to sign after you negotiate the menu.

We look forward to your participation in the 2022 Chestertown Tea Party Festival. With your help, we can make this the biggest and best Festival ever!

CHESTERTOWN TEA PARTY FESTIVAL | PO BOX 526 | CHESTERTOWN, MD 21620  
[WWW.CHESTERTOWNTEAPARTYFESTIVAL.COM](http://WWW.CHESTERTOWNTEAPARTYFESTIVAL.COM)

*CHESTERTOWN TEA PARTY FESTIVAL, INC IS A NON-PROFIT ORGANIZATION*



## 2022 CONCESSION CONTRACT

Non-Profit Organization .....

Mailing Address .....

Contact Name .....

Contact Phone Number .....

Contact E-mail Address .....

Date(s), Hours, and Location:

<input type="checkbox"/> Saturday, May 28	<input type="checkbox"/> Fountain Park perimeter
<input type="checkbox"/> 10:00 am—4:00 pm	<input type="checkbox"/> Foot of High Street
	<input type="checkbox"/> Colonial Village (drinks & cookies only)
<input type="checkbox"/> Sunday, May 29	<input type="checkbox"/> Wilmer Park
<input type="checkbox"/> 11:00 am—4:00 pm	

Electrical hookup: Yes No

Food/Beverage Menu, as confirmed with the Tea Party Festival Food Committee:

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The above-named Concessionaire hereby agrees and covenants with the CHESTERTOWN TEA PARTY FESTIVAL, INC. to wit;

1. In consideration of concession privileges granted, the Concessionaire will provide the above food and/or beverages to sell continuously on the specified days and hours, rain or shine. Any concessionaire unable to maintain adequate supplies or make provisions to obtain more supplies during the events will be in jeopardy of losing their ability to host a booth in future Festival events.
2. In consideration of concession privileges granted, following the event the Concessionaire will remit to Chestertown Tea Party Festival, Inc. **fifteen percent (15%) of the net earnings from all food and beverage sales**. The determination of net earnings must not be reduced by subtracting the costs of establishing, equipping, or maintaining the booth itself; donations to other charitable organizations; or the cost of free distribution of food or beverages for services rendered; and must be calculated ahead of other financial arrangements such as a profit-sharing agreement with a commercial business.
3. The Concessionaire will provide Chestertown Tea Party Festival, Inc. with a complete accounting of sales, supply costs, and net earnings at the time of remittance. Attached is a sample sales report form.
4. The Concessionaire agrees to allow Festival volunteers to obtain food and drink upon presentation of an official Festival voucher worth \$10.00. The value of vouchers used may be subtracted from the remittance due to the Festival if submitted at the time of payment.
5. Organizations remitting payments and accounting forms after **June 30, 2022** must pay an additional \$100 late fee.
6. The Concessionaire is responsible for obtaining an appropriate concession permit from the Kent County Health Department.
7. Organizations selling concessions must have liability insurance. Chestertown Tea Party Festival, Inc. accepts no liability for loss due to weather, damage, theft, or lack of sales.
8. If approved to sell beer, the Concessionaire agrees to purchase cups and beer in half kegs from Chestertown Tea Party Festival, Inc.; payment is due at the time of delivery. Proof of insurance to serve alcohol must be included with this contract.



Agreed and Signed for the Organization:

Name .....

Title .....

Date .....

Return the signed document by **April 1, 2022** to the address below, attn: Food Committee; or electronically to [food@chestertownteaparty.org](mailto:food@chestertownteaparty.org).

Accepted for the CHESTERTOWN TEA PARTY FESTIVAL, INC.

Name .....

Title .....

Date .....



## 2022 CONCESSION SALES REPORT

Name of Organization: \_\_\_\_\_

GROSS EARNINGS	\$
SUPPLIES <i>(separately list food, beverage, and serving item expenses. Attach sheet if necessary)</i>	
	\$
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	\$
<i>TOTAL SUPPLY EXPENSES:</i>	\$
NET EARNINGS <i>(subtract total supply expenses from gross earnings)</i>	\$
15% OF NET EARNINGS to Chestertown Tea Party Festival	\$
Subtract ___ meal vouchers @ \$10.00 each <i>(attach used vouchers)</i>	\$
Add purchase of ice from the Festival booth	\$
CHECK AMOUNT	\$

*When calculating expenses, do not account for the costs of establishing, equipping, or maintaining the booth itself. Do not include donations to other charitable organizations. Do not include the cost of free distribution of food or beverages for services rendered. All calculations must be determined ahead of any other financial arrangements such as a profit-sharing agreement with a commercial business.*

Please send this report with your payment made out to the Chestertown Tea Party Festival, Inc. at the address below.  
 Payments are due by **June 30, 2022**. A \$100 past-due penalty will be assessed for late submissions.

*Thank you, and we hope to have fun with you again next year!*