



Dear Restaurant Owner:

On Tuesday, May 13, 2008, St. Stephen-St. Edward School in Warwick, New York, will be hosting our 4th Annual TASTE OF THE TOWN fundraiser event. The event will run from 4pm- 9pm. For those of you who have been with us since inception, we thank you for your continued support. For new participants, we welcome you to our event.

The event is designed such that each restaurant will be able to keep half of their proceeds from the evening, as well as gain exposure for their restaurant. The other half of the proceeds will benefit St. Stephen Parish and School. Each restaurant will receive a free business card sized ad in the center of our Souvenir Program, which will be handed out to each guest entering the event.

* **MARK THE DATE NOW – TUESDAY, MAY 13, 2008** *

In addition to food; beer, wine, soft drinks and water will be sold and entertainment will be provided. We will be heavily marketing this event throughout our own school, church, area schools, churches and to the community at large through newspaper advertising and area announcements.

The TASTE OF THE TOWN event will be held on the St. Stephen's school premises in our gym, with an adjoining 150 ft x 60 ft. tent on the parking lot. Each restaurant booth will consist of a 10ft x10ft space with pipe and drape and two tables. Upon purchasing your booth for \$ 150.00, each local restaurant (Warwick and surrounding towns) will prepare 2-3 specialty dishes to sell to guests who attend the function. Admission to the event will be \$3.00 in advance for age 15 and up and \$4.00 at the door with children admitted free with a paying adult. Guests will purchase Tasting Coupons for \$1.00 each to sample dishes from the restaurants of their choice. All dishes offered by the restaurants will cost no more than \$3.00 each. Guests will 'pay' for their taste using the Tasting Coupons they have purchased.

Booth space is available for 25 vendors only and can be reserved by paying in full. Do not delay sending your contract and payment, as space is available on a first come basis.

Please read through the attached specifics for the event and how to participate.

We hope you will consider participating in St. Stephen's 4th Annual TASTE OF THE TOWN. We will be opening this event up to other restaurants in the coming weeks, so your timely response is appreciated.

Sincerely,

Marion Lucarelli, Restaurant Co-Chairperson 845-235-2344
Shelly DeHaan, Restaurant Co-Chairperson 845-651-1281

St. Stephen-St. Edward TASTE OF THE TOWN
Tuesday, May 13, 2008
St. Stephen's School Grounds, Warwick, NY

AGREEMENT TO PARTICIPATE

BY THIS AGREEMENT, duly signed _____ officially
Name of Establishment

confirms its participation in St. Stephen’s TASTE OF THE TOWN, 2008, a spring entertainment experience, to be held at the St. Stephen-St. Edward School Grounds in Warwick, NY on Tuesday, May 13, 2008 from 4 pm - 9 pm.

Please reserve for our use at St. Stephen’s TASTE OF THE TOWN, a tasting booth. The restaurant committee, acting on behalf of the Chair and co-chair of the TASTE OF THE TOWN, reserves the right to change booth assignments as necessary.

It is agreed that all the rules and regulations attached to this agreement are a part hereof, and that no agreement other than those contained herein shall be binding upon the parties unless in writing, signed by a Chairperson(s) of the St. Stephen’s TASTE OF THE TOWN Committee.

The participating restaurant agrees to defend, indemnify and hold harmless St. Stephen-St. Edward Catholic School and Church and its officers, director, members, representatives, employees, the Archdiocese of New York, the Archbishop and other agents from any penalties, fines, costs, expenses or damages which may arise from this agreement or participation at the TASTE OF THE TOWN event. Insurance must be supplied to St. Stephen's for our files to complete the said contract process.

Please see attached for specific requirements.

All participants must comply with all rules, regulations, requirements and orders of the Department of Environmental Health, the Fire Department and Police Department of the Town of Warwick, New York.

Please see attached for specific requirements.

IN WITNESS THEREOF, THIS AGREEMENT, is signed this ____ day of _____, 200__.

ESTABLISHMENT NAME _____

ADDRESS _____ EMAIL ADDRESS _____

CELL PHONE _____ RESTAURANT PHONE _____

CONTACT NAME (print) _____ POSITION _____

SIGNATURE _____ DATE _____

****Please enclose your camera-ready business card ad.**

**** Please enclosed your Booth Commitment check \$ 150.00**

St. Stephen - St. Edward's TASTE OF THE TOWN
'How To Participate'RULES AND REGULATIONS

PLEASE READ COMPLETELY AND KEEP FOR FUTURE REFERENCE

1. The booth fee of \$150.00 for registration and the Contract Commitment should be mailed to:

St. Stephen-St. Edward School
TASTE OF THE TOWN
75 Sanfordville Road
Warwick, NY 10990

All checks should be made payable to TASTE OF THE TOWN.

2. Insurance Certificates must be supplied to TASTE OF THE TOWN Committee no later than May 1, 2008.

Requirements are as follows:

General Liability:	\$ 1,000,000
Auto Coverage:	\$ 500,000
Workers Compensation	

Name the following as "Additional Insured"

Church of St. Stephens
The Archdiocese of New York
The Archbishop of New York

3. A temporary Food Service Permit must be obtained from the Orange County Department of Environmental Health. Applications are enclosed and permits must be submitted to TASTE OF THE TOWN Committee no later than May 1, 2008.
4. All restaurants must attend the restaurant meeting scheduled for Tuesday April 29, 2008 at 10 a.m. or 4 p.m. to review all set up procedures and specific guidelines from the Health, Fire and Police Departments. ***If you do not have a representative at this meeting, you will not be able to participate in the event. THERE WILL BE NO EXCEPTIONS TO THIS RULE. We WILL BE inspected by the Health Department and the Building Inspector on the day of the event.*** This meeting will take place at St. Stephen's School. We will advise via telephone and email of the exact time for the meeting.
5. ***IMPORTANT:*** No propane or open-flame cooking of any kind is permitted in your serving booth per the Building Department and the Fire Codes. STERNOS ARE PERMITTED FOR WARMING FOODS. Cooking (not warming as per above) in the serving booth is limited to electrical units. Each booth must have a 5-pound fire extinguisher in working order. ***A 'prep' area will be set up for all restaurants to use away from the general public and your serving booth. All reheating or cooking will be done in this area with 'runners' used to transport the food back to the booth for plating and serving.***
6. Generators: We advise you considering bringing your own generator. We will have a limited amount of generator power available and it will be shared. To ensure your own power source, please consider a generator for your use.
7. Booths must have safe cooking equipment and follow all sanitary procedures. An on-site facility should be provided for employee hand washing, such as a pan, or container with water, soap and paper towels. Each booth should have probe metal stem thermometer. ***Please see the Health Department enclosures.***

8. Each restaurant will be responsible for providing all its own cooking and serving equipment and utensils. You are responsible for all of your food. Each restaurant must agree to work with the TASTE OF THE TOWN staff in cleaning up, serving, etc. At all times, your booth must be maintained in a neat, hygienic and orderly fashion. Each booth will be provided two (2) working tables. No table covers or other service items will be provided. You must bring your own refuse pail for your booth. Outside garbage pails will be provided for the public.
9. Each restaurant is to provide their employees and representatives with a uniform or at minimum an apron or bib.
10. All booths should be ready to open at 3:30 pm on Tuesday, May 13... sharp. Your food should be ready to serve at this time and all employees working at your booth should be in place. Each single booth will be provided a maximum of four (4) badges for workers. These will be issued on the day of the event.
11. Booths must be prepared with food products to serve the public from 3:30 pm -9 pm. ***WE WILL NOT TEAR DOWN BOOTHS EARLY.***
12. No beverage will be sold from any restaurant booth. Designated BEVERAGE BOOTHS will sell beverages only. Beverage will be sold in paper or plastic cups ONLY. NO bottles are allowed to be sold. ***SOUVENIR SALES ARE NOT PERMITTED. Souvenir sale items such as T-shirts, balloons, gift certificates, etc. are prohibited.*** However, full menus and / or promotional offerings for your restaurant may be on display.
13. Tasting Coupons will be counted at the end of the event in the presence of a representative from your business and a TASTE OF THE TOWN representative. We will begin the counting process in as timely a fashion as possible after 9 pm at the close of the event. We appreciate your cooperation and patience with this important matter.
14. Booths should be attractively decorated. Absolutely no helium balloons allowed. Try to keep your food sampling and restaurant theme in coordination when planning and decorating your booth.
15. No restaurant booth will be allowed to play music of any kind. TASTE OF THE TOWN will feature live musical entertainment for the enjoyment of the crowd.
16. All proceeds from the Tasting Coupon sales will be divided 50/50 between the restaurant and St. Stephen- St. Edward School. Ticket counts will be verified with you on the night of the event. Checks will be available for pick up by May 23, in the school office Monday – Friday from 8 a.m. to 3 p.m.
17. Please value your Specialties at a cost from \$1.00 to \$3.00. Tasting Coupons are sold in \$1.00 increments. This is a coupon method of exchange only. Please indicate clearly with signs at your booth how many coupons are needed for each food sample. Please limit your selections to three, if possible. ***RESTAURANTS ARE TO LIMIT THE SIZE OF THEIR SERVING PORTION TO A SAMPLE. Please remember this is a TASTE of your specialty, not a meal.***
18. Food samples will be judged blindly for BEST TASTE - ENTREE, 1st, 2nd, 3rd, BEST TASTE – DESSERT, 1st, 2nd, 3rd, PEOPLE'S CHOICE (random balloting), and KIDS CHOICE (random balloting), with press releases to area newspapers.

19. BEST DECORATED BOOTH will be judged by a separate panel.

20. There will be no refunds or cancellations accepted from participating vendors. Should the St. Stephen's TASTE OF THE TOWN Committee choose to cancel for any reason, all fees and payments will be refunded. This event is not contingent upon the weather....***This is a RAIN or SHINE event.***

Please do not hesitate to contact us should you have any questions. We are making every effort to make this event as fun and successful as possible for all of us! We look forward to working with you. Thank you in advance for your participation and support.

Best Regards,

Marion Lucarelli, Restaurant Co-Chairperson Phone: 845-235-2344

Shelly DeHaan, Restaurant Co-Chairperon Phone: 845-651-1281

www.warwickinfo.net/ststephen

email: tasteofthetownss@yahoo.com