



Greensburg Fire Department

Community Days | Party in the Park

Is Now Accepting Food and Craft Vendors!

Saturday, May 24th, 2025 1 PM – 9:30 PM
Lynch Field Park, Greensburg

FIREWORKS, FOOD, CRAFTS and ENTERTAINMENT

Food Vendors

\$150 Donation

Contact Lt. Jay Smith

Email: RSmith@gbgfire.com

See Application Attached

Craft & Tent Vendors

\$25 Donation with Basket / \$50 with no basket

Contact Capt. Christian Koury

Email: CKoury@gbgfire.com

See Application Attached



Please fill out
and return the
section to the
contact
designee
indicated on the
cover sheet.

*For additional clarification of
which section to complete, see
the section cover sheet.*



SECTION 1 – ALL FOOD

Vendors

For food that is made on site, whether in a tent, trailer or truck.

Example: Baker's Mobile Ice Cream, Tommy's Steakhouse

Return to Jay Smith
RSmith@gbgfire.com



**Greensburg Volunteer Fire Department “Party in the Park”
Saturday, May 24, 2025 – St. Clair Park – Greensburg, PA
Food Booth Policy General Information– Rules and Regulations**

***A variety of foods will be sold at this event. “This is a one-day event”
(Saturday, May 24) beginning at 1:00 p.m. and ending at 9:00 p.m.***

1. The committee reserves the right to place all vendors at assigned spaces on the site.
2. Vendors must use their own trailer/shelter. No tables, chairs, or tents will be provided.
3. Prices must be readable from 10 feet and no price changes are permitted once posted.
4. No raffle tickets or fundraising items may be sold at food booths.
5. Vendors are reminded to provide the necessary monetary change for the entire day. The committee will not provide change.
6. Set-up times for food booths are Saturday from 8:00 a.m. to 12:00 p.m. No exceptions.
7. Moving all supplies and equipment is the responsibility of the vendor.
8. **There will NOT BE ANY ELECTRICAL POWER OR RUNNING WATER PROVIDED.**
9. The area around the food booth must be kept clean with all garbage picked up. Our staff does its best with garbage collection but during peak litter times garbage can accumulate around trash cans. Vendor assistance in maintaining those areas is expected to promote a customer-friendly, safe and professional environment throughout the day.
10. All debris and cooking oil must be removed by the operator at the close of activities. All fluids including clean water must be contained and removed by the vendor. Any drainage onto the ground will result in an immediate shutdown.
11. In accordance with the Pennsylvania Department of Agriculture and Chapter 127 of Ordinance No.1646, the Code of the City of Greensburg, all vendors must apply for a Temporary Food Facility subject to applicable licensing fees and inspection by the City’s Local Health Department (see attached information).
12. In accordance with Resolution No. 1080 of the City of Greensburg, each vendor shall provide a Certificate of Insurance covering May 24, 2025, and naming the City of Greensburg, Greensburg Volunteer Fire Department and affiliated organizations as additional insured with minimum limits of at least \$1,000,000 per occurrence. Failure to provide the certificate will result in application denial.
13. Absolutely no illegal substances are permitted on the City property.
14. **NO beverages are permitted to be sold by vendors. (Our Junior Firefighters are selling drinks as a fundraiser)**
15. If you tow a trailer, the towing vehicle will NOT be kept with the trailer during the event.
16. It is the vendor’s responsibility to share these rules and regulations with all people involved in their food booth operation during this event.
17. You are not permitted to break down prior to 9:00 p.m. (unless directed otherwise by event staff).
18. All tents are to be anchored to withstand the elements of weather and collapse.
19. There is no additional vehicle parking in the event area and there are NO additional parking spaces available for employees.



**Greensburg Volunteer Fire Department “Party in the Park” – Saturday, May 24, 2025
Food Booth Policy General Information – Rules and Regulations**

Name of Company or Individual: _____

Address of Company or Individual: _____

Phone # of Company or Individual: _____

Email Address of Company or Individual: _____

Will you be serving from a Truck _____ or Detachable Trailer _____

Please return this form and the necessary paperwork and/or your 2025 City of Greensburg Food Truck Permit as soon as possible.

- 1. Certificate of Insurance naming the City of Greensburg, The Greensburg Volunteer Fire Department and affiliated organizations as additionally insured.**
- 2. Copy of Driver’s License(s) of truck/trailer operators.**
- 3. Copy of current Serv Safe/Food Certification Certificate.**
- 4. Copy of current health license issued by the PA Dept. of Agriculture and/or Allegheny Health Department.**

If paperwork and payment of \$150 is not received by Saturday, February 1st, 2025, your booth will be replaced with another vendor. The Greensburg Volunteer Fire Department, or their affiliates, will not be held responsible for any liability, lost or stolen or damaged merchandise or any injury incurred during the “Party in the Park.”

Remit all necessary paperwork to:

Jay Smith

Party in the Park

441 Glenmeade Road

Greensburg, PA 15601

You may Email Paperwork or direct questions to: RSmith@gbgfire.com



SECTION 2 – ALL “CRAFT”

Vendors

*For items that are pre-packaged and for sale on site,
or contracted services.*

*Example: Les’ Lollipops & Treats, Roy’s Rockin’ Hats,
Fostat Window Company, etc.*

Return to Christian Koury
CKoury@gbgfire.com



Greensburg Fire Department

Saturday, May 24, 2025 – Lynch Field – Greensburg, Pa

Vendor Application

Space Fee: \$25.00 with a basket donation or \$50.00 with **NO** basket donation

Name of Company: _____ Primary Contact Name: _____

Address of Company: _____ Phone Number: _ (_____) _____ - _____

Email of Primary Contact: _____ Business Product Type: _____

Check One: _____ \$25.00 Spot with Basket Donation **OR** _____ \$50.00 Spot with NO Basket Donation

*Payment will be due within 10 days of notification of acceptance of vendor application, Notification will be via provided email.

The Greensburg Volunteer Fire Department, or their affiliates, will not be held responsible for any liability, lost, stolen or damaged merchandise or any injury incurred during the "Party in the Park."

Paperwork must be received by April 1, 2025. Spaces will be processed on First Come, First Serve Basis.

Greensburg Fire Department reserves the right to deny any Vendor application for any reason.

Remit all necessary paperwork by Email to: Ckoury@gbgfire.com

or

Mail to: Greensburg Fire Department
"Party in the Park"
C/O Christian Koury
3 Wavelry Dr
Greensburg, Pa 15601

Release Statement:

I have read and understand the application, rules and regulations of the event that I am applying for. I fully understand that I will comply with the rules and regulations as stated on page 2 of the application. With my signature below, I certify that I meet the standards of the required insurance and release the GVFD from liability during this event. I understand that I will present a copy of the insurance policy to the committee should it be requested.

Signature: _____

Printed Name: _____

Date: _____



Greensburg Fire Department

Event Information: Lynch Field (526 New Alexandria Rd, Greensburg, Pa 15601)

Date: May 24, 2025

Time: Setup 8:00 – 12:00pm

Event Time: 12:00pm – 10:00pm

Vendor Policy General Information – Rules and Regulation

1. ALL VENDORS agree to hold harmless and name the City of Greensburg, Greensburg Volunteer Fire Department and affiliated organizations as additionally insured with minimum limits of at least \$1,000,000 per occurrence. The GVFD and the City of Greensburg assumes no liability for any products.
2. The committee reserves the right to place all vendors at assigned spaces on site.
3. This event is being planned to be held on grass and maybe slightly uneven terrain.
4. Vendors must use and provide their own equipment/shelter. No tables, chairs or tents will be provided.
5. No raffle tickets or fundraising items may be sold by vendors.
6. Vendors are reminded to provide the necessary monetary change for the entire day. The committee will not provide change
7. Set-up times for vendor booths are Saturday (5/24/2025) from 8:00am to 12:00pm. **No Exceptions.**
8. Moving of all supplies and equipment is the responsibility of the vendor.
9. You are not permitted to break down prior to 10:00pm, unless directed otherwise by event staff.
10. All tents are to be anchored to withstand the elements of weather and collapse.
11. There will NOT BE ANY ELECTRICAL POWER OR RUNNING WATER PROVIDED.
12. There is vehicle parking in the event area.

~Questions Can Be Directed to Christian at Ckoury@gbgfire.com~



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