



Bolingbrook

a place to grow



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April 1, 2018

Dear Organization,

The Bolingbrook Civic and Cultural Affairs Commission is hosting the 34th Annual Village of Bolingbrook Picnic, which will be held in the park behind Town Center on Sunday, June 24, 2018.

The Commission invites and encourages Bolingbrook organizations to participate in this outstanding and unique annual event. We will provide the following for your use:

- Site: Please specify how much space you will require. *(We cannot grant requests for shade, if you wish shade please bring your own 10x10 tent.)*
- Tables: 30" x 8' - There will be a charge of **\$15.00 per 1 table & 2 chairs**. If you choose, you may bring your own tables and chairs at no charge.
- Outlets: 110v/20w - Limited power is available on the grounds. The Commission will **NOT** provide power extension cords. **If electricity is needed, please indicate the intended use of the outlets. We must have this information prior to the deadline date, as it is vital in determining the layout of the picnic.**

Please keep in mind that if your group plans on selling food or non-alcoholic beverages, the Commission will do it's best to limit the sale of similar food and beverages. In addition, all participants selling food or beverages must comply with Will County Health Rules and Regulations. A copy of these rules will be available online at www.bolingbrookcaca.org - **please read through them carefully (note that plastic gloves, hand sanitizer, and head coverings such as baseball caps or bandanas, are key issues)**. **You will be responsible for submitting your own form to the Will County Health Department, failure to do so will result in you not being able to sell on the day of the picnic.**

All food vendors are required to use a Health Department approved vending tents, which will be provided by the Commission for a \$50.00 fee. This fee also provides one 8' table and 2 chairs. The supply of tents is limited, and will be reserved on a first come, first serve basis. This requirement is strictly enforced by the County Health Inspectors.

Business and/or commercial advertising or circulating among the picnic crowd to solicit business or donations will not be allowed under any circumstances. Only distribution of your information, pamphlets, flyers and the like must be done within your allotted space.



TREE CITY USA

A Community of 76,000

Also, we ask all participants to refrain from holding raffles. Consideration will be given to “free” raffles, please contact us first before planning one.

We encourage organizations to have Free “fun-fair” style games for the children to attract attention to your booth and give the children a fun activity to do while their parents learn about your organization. Fun-fair style games are very easy to do, try sucker pulls, grand prize buckets, ring toss, duck pulls or bean bag toss. If you don’t have such a game or do not have time to create one, try places like Oriental Trading, Windy City Novelties, or even Party City. You can also order inexpensive prizes there too. If your group is interested in doing this but not sure what to do, please feel free to contact us and we will try to assist you.

Because of the anticipated participation in the Picnic, there is a **June 19, 2018 deadline** for returning the completed Participation Form. Participation is subject to review and approval by the Commission.

Please note the following:

- Set up **MUST** be completed by 11:00 am; **all vehicles MUST be off the grounds by 11:00 am. NO CARS WILL BE ALLOWED BEHIND TOWN CENTER BETWEEN 11:00am AND THE CLOSE OF THE PICNIC!!** If you come late, you will have to carry everything to your location.
- **All participants MUST be open from Noon to 5:00 pm.** Please be sure to bring adequate supplies and/or product to avoid leaving before 5:00 pm.
- **The participant MUST provide any additional resources required.**
- Once approved, there is to be no deviation from the Participation Form, unless approved by the Commission.
- **Circulation among the crowd for the purpose of solicitation or distributing information/advertising will NOT be allowed under any circumstances.**

Should you have any questions or concerns, please leave a message via email at info@bbcca.org.

Sincerely,

Joe Gross, Organization Chairperson / 2018 Village Picnic
Village of Bolingbrook Civic & Cultural Affairs Commission

34th ANNUAL VILLAGE OF BOLINGBROOK PICNIC - 2018

Participation Form

Organization: _____

Day Phone: _____ - _____ - _____

Contact Person: _____ Night Phone: _____ - _____ - _____

Address: _____
City Zip

(PRINT legibly)

Email Address (required): _____

We would like to start sending application packages electronically, please provide an **organization general mailbox** for future years.

1. What do you plan to do? _____

2. Size of space needed: 10x10 – 10x15 – 15x15 – 15x20 _____
(Circle one)

3. Food Tent? Yes _____ | No _____ Number of Food tents _____ x \$50.00 = \$ _____
(Check One)

4. Tables needed? Yes _____ | No _____ Number of tables _____ x \$15.00 = \$ _____
(Each table includes 2 chairs) Amount enclosed = \$ _____

5. Electrical requirements (these need to be provided by the deadline date, limited availability):

A. Number of 110v/20w electrical outlets required: _____

B. What are outlets to be used for? _____

C. Amount of amperage (**not watts**) you will be pulling: _____

6. If you plan on selling food and/or beverages, please provide the following information:

(Don't forget to fill out your Will County Health Department Form and send it in at least 10 days prior to event.)

Item: _____ Selling Price: _____

Item: _____ Selling Price: _____

Item: _____ Selling Price: _____

Please make checks payable to:

Village of Bolingbrook

Applications that do not require a payment

can be emailed to: info@bbcca.org

Mail completed form and payment to:

Village of Bolingbrook

CCA – Village Picnic

375 W. Briarcliff Rd.

Bolingbrook, IL 60440