



PARKS & RECREATION DEPT.
FOOD VENDOR APPLICATION PACKET 2024
FOOD VENDOR EVENTS & DATES

This is our vendor list for outdoor events with the Parks Department for 2024! Please note the **EARLY** and **LATE** registration fees. The late dates are FINAL for 2024. They are set to reflect the time it will take to ensure all applications are processed, the event is mapped, and that vendors get a minimum of 2 weeks' notice on location, set-up times, etc. We have some awesome new events this year and hope to have you out!

Luminary Walk

Friday, February 16, 2024 | 6:30-8:30 pm

Mishawaka Riverwalk | Ball Band Biergarten, 230 Ironworks Ave. | Mishawaka, IN 46544

Shake off those winter blues and join us for a lighted Luminary Walk! Guests will walk a lighted trail through the park, and the evening will end with music and hot chocolate by the fire.

Early registration fee end Friday, December 15, 2024: \$70

Late registration fee end Friday, January 12, 2024: \$280

Derby Day

Saturday, May 4, 2024 | 6:00-9:00 pm

Ball Band Biergarten, 230 Ironworks Ave. | Mishawaka, IN 46544

Saddle up and head down to the Ball Band Biergarten. We will be showing the Kentucky Derby LIVE on the big screen for the evening. Place some "bets" and wear your derby hats to win prizes.

Early registration fee ends Friday, March 1, 2024: \$105

Late registration fee ends Friday, March 29, 2024: \$315

Foodie Fest

Saturday, May 11, 2024 | 12:00-5:00 pm

Ironworks Plaza, 230 Ironworks Ave. | Mishawaka, IN 46544

Join us for our first ever Foodie Fest! Ironworks Avenue will be lined with a large variety of food trucks for you to choose from.

Early registration fee ends Friday, March 8, 2024: \$175

Late registration fee ends Friday, April 5, 2024: \$385

For the Win Food Truck Wednesday

Wednesdays, June 2024 | 11:00 am-1:00 pm

Ball Band Biergarten, 230 Ironworks Ave. | Mishawaka, IN 46544

Enjoy a lunch break at the Biergarten!

June Month Fee: \$120 (\$30/week)

July Month Fee: \$150 (\$30/week)

Weekly Fee: \$40/week

Mishawaka RETROFEST!

Saturday, June 15, 2024 | 2:00-11:00 pm

Ironworks Plaza, 230 Ironworks Ave. | Mishawaka, IN 46544

Get ready to TURN BACK TIME at Ironworks Plaza with our second annual Mishawaka RETROFEST. Bands including the 1985 (80's), Fool House (90's) and more playing your favorites from decades past.

Early registration fee ends Friday, April 12, 2024: \$315

Late registration fee ends Friday, May 10, 2024: \$525

Independence Day Celebration

Saturday, June 29, 2024 | 3:00-10:00 pm

Central Park, 295 E. Mishawaka Ave. | Mishawaka, IN 46545

Celebrate our Nation's Independence Day with us at our eighth Independence Day Celebration! The day will feature live music, kids' games and activities, food, arts and crafts, a market, and fireworks!

Early registration fee ends Friday, April 26, 2024: \$245

Late registration fee ends Friday, May 24, 2024: \$455

Splish, Splash, Mish!

Saturday, July 27, 2024 | 12:00-4:00 pm

Merrifield Park, 1000 E. Mishawaka Ave. | Mishawaka, IN 46544

We are turning Merrifield Park into a Water Park for the day with inflatables, sprinklers, water attractions, and more!

Early registration fee ends Friday, May 24, 2024: \$140

Late registration fee ends Friday, June 21, 2024: \$350

Adult Field Day

Saturday, August 17, 2024 | 5:00-8:00 pm

Heroes Park, 3100 Harrison Rd. | Mishawaka, IN 46544

Feel like a kid again! We will be teaming up with Best Damn Sports Club of Michiana to bring all adults, 21+, a day of games, competitions, over-sized lawn games, inflatables, food trucks and so much more!

Early registration fee ends Friday, June 14, 2024: \$105

Late registration fee ends Friday, July 12, 2024: \$315

Bikes, Bags & BBQ

Saturday, August 24, 2024 | 1:00-4:00 pm

Ironworks Plaza, 230 Ironworks Ave. | Mishawaka, IN 46544

Enjoy summer with three of the best warm-weathered activities: biking, cornhole and BBQ! We'll start off with a bike ride and end at Ironworks Avenue for a cornhole tournament, games, live music, and some BBQ.

Early registration fee ends Friday, June 21, 2024: \$105

Late registration fee ends Friday, July 19, 2024: \$315

End of Summer Celebration

Monday, August 26, 2024 | 5:00-8:00 pm

Battell Park, 301 W. Mishawaka Ave. | Mishawaka, IN 46545

Our last Summer Concert Series in Battell Park will see the entire Bandshell turned into a celebration of the last days of the season, complete with food and beverage trucks, vendors, and of course, plenty of groovin'.

Early registration fee ends Friday, June 21, 2024: \$105

Late registration fee ends Friday, July 26, 2024: \$315

Go Fly a Kite!

Saturday, September 14, 2024 | 11:00 am-3:00 pm

Mary Gibbard Park, 1024 Somerset Ave. | Mishawaka, IN 46544

Get ready for a fun-filled day of kite-filing!

Early registration fee ends Friday, July 12, 2024: \$140

Late registration fee ends Friday, August 9, 2024: \$350

Country Fest

Saturday, October 5, 2024 | 2:00-9:00 pm

Ironworks Plaza, 230 Ironworks Ave. | Mishawaka, IN 46544

Put on your cowboy boots and join the Parks Department and B100 for our second annual Country Fest. Come down to Ironworks Plaza for an evening filled with all things country.

Early registration fee ends Friday, August 2, 2024: \$245

Late registration fee ends Friday, August 30, 2024: \$455

Boos & Brews, Haunted Mixer

Saturday, October 11, 2024 | 8:00-10:00 pm

Ball Band Biergarten, 230 Ironworks Ave. | Mishawaka, IN 46544

We don't want the adults to feel left out of spooky season, so join us for the 21+ Boos and Brews, Haunted Mixer

Early registration fee ends Friday, August 9, 2024: \$70

Late registration fee ends Friday, September 6, 2024: \$280

Monster Dash & Dance!

Friday, October 25, 2024 | 6:00-8:00 pm

Ball Band Biergarten, 230 Ironworks Ave. | Mishawaka, IN 46544

Join us for a spooky fun run for kids! Kids will race down the plaza, ending with pumpkin decorating and a park dance party.

Early registration fee ends Friday, August 23, 2024: \$70

Late registration fee ends Friday, September 20, 2024: \$280

Flannel Formal

Saturday, November 2, 2024 | 7:00-10:00 pm

Ball Band Biergarten, 230 Ironworks Ave. | Mishawaka, IN 46544

Calling all our lumberjacks and lumberjanes, Flannel Formal is back for another year! Dress in your best flannel attire and head to the Ball Band Biergarten for axe-throwing, live music, drinks around the fire.

Early registration fee ends Friday, August 30, 2024: \$105

Late registration fee ends Friday, September 27, 2024: \$315

Winterfest

Saturday, December 7, 2024 | 5:00-8:00 pm

Ironworks Plaza, 230 Ironworks Ave. | Mishawaka, IN 46544

Join Mishawaka Parks and Recreation as we celebrate the opening of our skating rink for the season. The event features free ice skating, Santa, and a variety of winter-inspired outdoor activities.

Early registration fee ends Friday, October 4, 2024: \$105

Late registration fee ends Friday, November 1, 2024: \$315



PARKS & RECREATION DEPT.
FOOD VENDOR APPLICATION PACKET 2024
FOOD VENDOR INFORMATION & RULES

FOOD & BEVERAGE

Vendors serving food and beverages only. Food and beverage vendors must have the necessary permits, at least seven (7) days prior to the event, with the St. Joseph County Health Dept. Vendors will be accepted based on the items served.

FOOD VENDORS

Applications for Entry

Complete and return the Vendor Application Packet via mail or drop off at the Mishawaka Parks and Recreation Dept. Office located in the Battell Community Center at 904 N. Main St., Mishawaka, IN 46545. Cash, check, card, or money orders accepted. Checks and money orders made payable to the City of Mishawaka. Payment is due at the time of applying for event.

Check-in & Set-up

Check-in and set-up times will vary for each event. A Park Representative will contact you prior to the event for details.

Booth Space

All businesses or other activity must be conducted within the designated rental area only. No distribution, canvassing, flyers, nor vending of any kind by strolling through the festival. **Tents must be weighed and not staked down into the ground, due to the irrigation systems.**

Closing & Tear Down

Closing and teardown times will vary for each event. A Park Representative will be in contact with you prior to the event for details.

Parking

Parking is limited, and is first come, first serve. After unloading and setting up, vehicles must be moved to the designated parking areas outside of the festival.

Refunds

Application fees received from accepted vendors are **non-refundable, no exceptions.**

Weather

All these events are outdoor events. In the case of inclement weather, a decision will be made to either cancel or postpone the event. A minimum of a 48-hour weather check-in email will be sent out. However, the weather can change at any moment. Please be sure to check your emails the day of the event. Refunds are not awarded for weather cancellations.

***Note: Electric and water are available for food and beverage vendors ONLY.**



**PARKS & RECREATION DEPT.
FOOD VENDOR APPLICATION PACKET 2024
FOOD VENDOR APPLICATION**

Business/Booth Name: _____ Date: _____
 Contact Name: _____ Contact DOB: _____ Phone #: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email: _____ Website: _____

Indicate which festival group you are participating in.

Event	Event	Food Truck Wednesday
Luminary Walk	Derby Day	June – month
Foodie Fest	Mishawaka RETROFEST	July – month
Independence Day Celebration	Splish, Splash, Mish!	Weekly – dates
Adult Field Day	Bikes, Bags & BBQ	End of Summer Celebration
Go Fly a Kite	Country Fest	Boos & Brews, Haunted Mixer
Monster Dash & Dance	Flannel Formal	Winterfest

Trailer Information

Serving Window Location: Long Side Short End Three Sides Other _____
 Trailer Dimensions: Without Awnings or Hitch: _____ With Awnings or Hitch: _____
 Electrical Requirements: 110 220 # of amps? _____ # of outlets _____
 Can be hardwired? _____ Unit is self-contained? _____ Unit needs running water supply? _____
 List menu items: _____

Food and beverage vendors must follow all St. Joseph County Health Dept. rules and regulations, as well as the Mishawaka Parks and Recreation Dept. rules and regulations. Below, list booth space requirements, including food trailer or truck dimensions with service window orientation, as well as electrical requirements, (i.e. electric can be hard wired, 110/20v, etc.). Supply trucks may remain onsite but will be required to park away from the main festival area. _____

Application & Rules Agreement

I have read and will comply with the rules of the Mishawaka Parks Department, and I will comply with all applicable laws. By signing, I understand that any Food and Beverage vendors selling items not made by them will be asked to leave the festival with no refund of space rental fee.

Vendor's Signature: _____ Date: _____

Release & Indemnification Agreement

For and in consideration of the City of Mishawaka allowing the undersigned to participate in the Mishawaka Parks and Recreation Dept. Special Events for 2024, the undersigned hereby releases and agrees to indemnify and hold harmless the City of Mishawaka, Indiana, the Mishawaka Parks and Recreation Department, their agents, employees, and officials from any and all actions, causes of action, claims, damages, demands, judgments, executions, costs, expenses, including attorney fees, and all other claims for damages whatsoever which may hereafter be made, instituted, filed or recovered against the City of Mishawaka, Indiana, the Mishawaka Parks and Recreation Department, their agents, employees, and officials by the undersigned and any other person as the result of participating in this event.

Vendor's Signature: _____ Date: _____

FOR OFFICE USE ONLY: Payment Date: _____ Invoice#: _____ Amount Paid: _____