



2026 Moorpark Recreation Events

*Excludes 3rd of July Fireworks Extravaganza
(Separate Application Required)*

Vendor Information - Food and Beverages - MFF's ONLY

The City of Moorpark, Recreation Division hosts a variety of events throughout the year in which we accept mobile food facility vendors (MFFs). These popular family-friendly events are generally free or low-cost to the community, and are held at Arroyo Vista Park (4550 Tierra Rejada Road) unless otherwise noted. Please carefully read the information below, which pertain to all our events. Upon acceptance of vending at our events, specific check-in/out times, site maps, etc. will be communicated for each event as the event draws closer.

EVENT SITE & AMENITIES: MFF placement will be at the City's discretion. All event locations have permanent restroom facilities available for use by participants and the general public, except High Street which will have portable restroom facilities available.

CHECK-IN / CHECK-OUT: Check-in will be 1 hour prior to the start of the vendor opening time. Final set-up must be complete 15 minutes before the vendor opening time. Clean-up and check-out may begin no earlier than the event end time and must be completed within 1 hour of the event end time. The City of Moorpark does not accept any liability for missing or damaged items left at the event site.

EVENT CANCELATION AND EXCLUSION FROM EVENT: These events are subject to inclement weather. The City of Moorpark reserves the right to cancel an event under extreme weather conditions and will not accept any responsibility for goods damaged due to inclement weather, nor issue refunds. Credit may be applied towards future event fees. No rain date will be scheduled. In order to maintain the integrity and family-oriented atmosphere of our event, the City of Moorpark reserves the right to exclude any vendor, or to prohibit the display and sale of any item, on the day of the event. Vendors or exhibitors displaying offensive or vulgar signs, displays, or any other materials, as determined by the City at its sole discretion to be inappropriate, will be removed from the event.

APPLICATION CONFIRMATION: Applications will be accepted on a first-come, first-served basis. All vendors will receive information prior to each event which includes site maps, parking instructions, location assignments, and any special notices. Please remember that vendors must supply their own tables, chairs, displays, racks, signs, receipts, cash bank and change, etc. All displays, sales items, etc. must fit within the designated location space. The City reserves the right to reject any application.

FEES: Fees are listed with each event date. Fees are due at time of application. **All fees are non-refundable.**

REQUIREMENTS & DOCUMENTATION

- Certificate of Insurance / Additional Insured:** Vendors must have a general liability insurance policy written with a company acceptable to City and authorized to do business in the State of California. The policy shall provide for a minimum coverage of One Million Dollars (\$1,000,000.00) for bodily injury or death of any person or persons in any one occurrence, and One Million Dollars (\$1,000,000.00) for loss by damage or injury to property in any one occurrence and shall include automobile coverage. The policy shall contain a provision providing for a broad form of contractual liability, including Product Liability coverage. The policy or policies shall be written on an occurrence basis. The policy shall name Vendor as the insured and the City of Moorpark, its officials, employees, and agents as an additional insured. The policy shall

also provide that the City shall be notified in writing, at least thirty (30) days prior to any termination, amendment cancellation or expiration thereof. It is acknowledged by the parties of this Agreement that all insurance coverage required to be provided by Vendor or any subcontractor, is intended to apply first and on a primary, non-contributing basis in relation to any other insurance or self-insurance available to the City. *A current certificate of insurance (such as ACORD25-S) and additional insured endorsement must be submitted to the City within 10 business days of vendor application approval. Please note that a certificate only is NOT sufficient. A separate endorsement (such as ISO form CG 20 26 or CG 20 11) is required.*

- Auto Insurance Requirements:** Vendors owning commercial vehicles must provide automobile insurance covering bodily injury and property damage for all activities arising out of or in connection with participation in these events. Limits are subject to review, but in no event less than a combined single limit of \$1,000,000 per accident for commercial vehicles or other vehicles not classified as a private passenger vehicle or eligible for private passenger vehicle insurance. If Vendor or Vendor's employees, subcontractors, or volunteers will use personal autos in any way during the performance of this Agreement, Vendor shall ensure the employees, subcontractors, and volunteers maintain automobile insurance that meets, at minimum, current California law requirements for private passenger vehicle insurance and provide proof of this insurance to City, if requested.
- Workers' Compensation:** Copy of your workers' compensation insurance as required by law (for all vendors with employees). If you are working the booth solely, a signed "Workers' Compensation Statement" (page 3 of the vendor application) is required.
- Ventura County Health Department MFF Permit:** Vendors must have an annual Ventura County Health Department MFF permit and must include a copy of their permit with the application. Vendors are solely responsible for complying with health code requirements.
- Seller's Permit:** The California Department of Tax and Fee Administration (CDTFA) requires a seller's permit and a sub-location permit for each selling location. To register and obtain a sub-location permit, call the CDTFA Ventura County Office at 805-677-2700 (option 0). A sub location permit can also be obtained through your online account or at a local office. For a list of CDTFA offices, visit <http://www.cdtfa.ca.gov/office-locations.htm>. A copy of your seller's permit must be submitted with this application. ***The sub-location permit is required the day of the event. The address for the sub-location is 4550 Tierra Rejada Road, Moorpark CA 93021 for all events except Haunted High Street (300 High Street, Moorpark CA 93021).***

Return completed application, entry fees, and required documents to:

Mail:

Recreation Division
Attn: Event Vendors
4550 Tierra Rejada Road
Moorpark, CA 93021

Drop Off:

Arroyo Vista Recreation Center
4550 Tierra Rejada Road
Moorpark, CA 93021

Email:

Subject Line: Event Vendor Application
avrc@moorparkca.gov

Office hours: 8:30 a.m. to 6:00 p.m. Monday - Friday (closed major holidays)

2026 Event Vendor Application

Business Name:			
Contact Name & Title:			
Address	City	Zip	
Email Address	Primary Phone	Secondary Phone	
	()	()	
Contact on Event Date	Cell Phone #	Vehicle License Plate #	MFF Size (max 30')
	()		

SALES ITEMS			
<p>List ALL items you will sell and sale price for each item (please be specific): <i>Vendors will NOT be allowed to sell any item not listed. Alcohol sales and glass containers are prohibited. Be SPECIFIC when listing food items. Prices MUST be included. Items must be sold for prices listed. If your menu is extensive, please attach your menu (including sales prices) to the application.</i></p>			
Food / Beverage Item	Sales Price	Food / Beverage Item	Sales Price
	\$		\$
Food / Beverage Item	Sales Price	Food / Beverage Item	Sales Price
	\$		\$
Food / Beverage Item	Sales Price	Food / Beverage Item	Sales Price
	\$		\$

Events Attending (check all that apply)
<p>EASTER EGG HUNT Vendor Fee is \$75 <input type="radio"/> Saturday, April 4 (Vendors open from 10:00 a.m. - 1:00 p.m.)</p>
<p>MOVIES IN THE PARK Vendor Fee is \$30/date For Summer movies, vendors open from 7:00 - 8:30 p.m. For Fall movies, vendors open from 6:00 - 7:30 p.m.</p> <p style="text-align: center;"> <input type="radio"/> Saturday, June 13 <input type="radio"/> Saturday, August 8 <input type="radio"/> Saturday, October 10 <input type="radio"/> Saturday, July 11 <input type="radio"/> Saturday, September 12 </p>
<p>CONCERTS IN THE PARK Vendor Fee is \$100/date For all concerts, vendors open from 5:00 - 8:00 p.m.</p> <p style="text-align: center;"> <input type="radio"/> Saturday, June 27 <input type="radio"/> Saturday, August 22 <input type="radio"/> Saturday, July 25 <input type="radio"/> Saturday, September 26 </p>
<p>HAUNTED HIGH STREET Vendor Fee is \$100 <input type="radio"/> Saturday, October 31 (Vendors open from 4:00 - 7:00 p.m.) <i>This event is held on High Street</i></p>
<p>NOTE: 3rd OF JULY FIREWORKS EXTRAVAGANZA IS A SEPARATE APPLICATION <i>(Applications will be available on 2/2/26 online at www.moorparkca.gov/fireworks)</i></p>

VENDOR AGREEMENT

AUTHORIZED SIGNATURE REQUIRED TO COMPLETE APPLICATION

I, the undersigned, and on behalf of all members, employees, volunteers, and all other persons associated with the referenced business or organization, am voluntarily participating in City of Moorpark events (EVENT). I understand that such participation does not establish or imply an employer-employee or an agency relationship with the City of Moorpark. The City of Moorpark does not provide any insurance coverage of any kind, for any event participant. The City of Moorpark strongly recommends that appropriate insurance be obtained by each participant. I, the undersigned, in consideration of the request and permission to participate in the EVENT, hereby assume full responsibility for all risk of injury or loss which may result from my participation in this activity and hereby AGREE TO DEFEND, INDEMNIFY, HOLD HARMLESS, RELEASE AND FOREVER DISCHARGE the City of Moorpark, from any and all acts of negligence and all claims and demands whatsoever, which the undersigned, any third person, or any persons acting under their behalf, have or may have against the City of Moorpark, by reason of any accident, illness, communicable diseases, viruses, injury to or death of any person or persons, or damage to or loss or destruction of any property arising or resulting directly or indirectly from participation in the EVENT and occurring during said participation, or any time subsequent thereto. The terms of this release will serve as a release and assumption of risk for my heirs, executors and administrators and for all of my family members.

I grant the City of Moorpark at its discretion and free of charge, permission to use still photography and/or video of myself or organization members and/or employees participating in City sponsored recreation programs for the purpose of publicizing said programs.

I understand that the City of Moorpark reserves the right to approve or reject any application. I further agree to abide by all terms and conditions as outlined in the vendor information packet.

I, the undersigned, realize that all fees are non-refundable.

Insurance Requirements: I shall procure, and thereafter maintain in full force and effect at my sole cost and expense, insurance as described in the vendor information packet.

SIGNATURE	DATE	PRINT NAME

Submission Checklist *(Please check off as completed and included with your application.)*

- Completed and signed vendor application
- Payment (check payable to City of Moorpark, or call (805) 517-6300 to pay by credit card)
- Certificate of Insurance with the City of Moorpark listed as the "Certificate Holder"
- Additional Insured Endorsement document
- Workers' Compensation Insurance (If exempt, must complete Workers' Compensation statement)
- Copy of Ventura County MFF Permit
- Copy of Seller's Permit

Correct listing for insurance documents:
City of Moorpark, its officials, employees, and agents
323 Science Drive
Moorpark, CA 93021

STAFF USE ONLY

Application is: Approved Denied Notes: _____

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

Unless you are the only person working your booth/food truck, you are required to provide proof of Workers' Compensation Insurance.

If you are the only person working your booth/food truck, please complete the Exemption Certificate below.

California has very specific and limited exemptions to Workers' Compensation Insurance requirements. If someone will be working with you who qualifies for this exemption, please describe the relationship and exemption below, in addition to signing the Exemption Certificate.

Description of Exemptions:

**City of Moorpark
Workers' Compensation Exemption Certification**

I certify that in the performance of this Agreement, I shall not employ any person in any manner so as to become subject to the Workers' Compensation laws of the California Labor Code, and agree that if I should become subject to the Workers' Compensation provisions of the California Labor Code, I shall forthwith comply with those provisions.

VENDOR: _____

(Print Name)

(Signature)

(Date)