



Venedocia Lions Club Sausage Trailer Event Participation Request

COMPLETE & SUBMIT AT LEAST 2 MONTHS
IN ADVANCE OF EVENT.

Rev 08/2016

ALL REQUESTS ARE PRESENTED AT REGULARLY SCHEDULED CLUB MEETINGS FOR DISCUSSION & VOTE PRIOR TO APPROVAL & SCHEDULING. BE AWARE THAT THE CLUB ONLY MEETS ONCE IN MAY, JUNE, JULY, & DECEMBER.

venedocialions.org

The Venedocia Lions Club Sausage Trailer participates in fairs, festivals, and the like through the year. We may also choose to either participate in or prepare sandwiches for other events as requested.

- ALL first time requests for any event must be submitted on this form to us at least 2 months prior to event.
- Any event in which we have participated in the past and then stopped participating is considered a "first time" event when requested to re-participate.
- All requests, first time or repeat, must be submitted through the Sausage Trailer Committee Chair. In the case of a repeat, a phone call or email request to the committee chair 2 months in advance is required.
- All requests are brought before the club during our regularly scheduled meetings and a vote taken. The contact person will then be notified of the club decision. Approved events will be added to our schedule.
- Submission of your request does NOT automatically guarantee approval and scheduling.
- Our meeting schedule is available on the calendar page of our web site. Be aware that if you submit your request shortly after our monthly meeting in May, June, July, or December; it will be nearly a month before it is presented and voted on at the next meeting. In other months, the club meets twice per month.

IN UNUSUAL CIRCUMSTANCES, WE RESERVE THE RIGHT TO APPROVE EVENTS WITH LESS THAN 2 MONTHS NOTICE. THESE RARE REQUESTS ARE HANDLED ON A CASE BY CASE BASIS. REGARDLESS, THE REQUEST MUST BE FAVORABLY VOTED BY A MAJORITY OF THE CLUB AND THE SAUSAGE TRAILER COMMITTEE MUST HAVE TIME TO PREPARE THE TRAILER, WORKER SCHEDULE, AND OBTAIN THE SUPPLIES PRIOR TO THE EVENT.

FYI: MAKING A LAST MINUTE REQUEST FOR YOUR EVENT THAT HAS BEEN IN THE PLANNING STAGES FOR MONTHS DOES NOT FALL INTO THIS CATEGORY. NEEDING AN IMMEDIATE DECISION BECAUSE YOU HAVE FAILED TO MAKE A TIMELY REQUEST FROM US DOES NOT WARRANT EMERGENCY ACTION FROM US.

For smaller events or events that run for a short period of time, we may opt to prepare patties or sandwiches only, without bringing our trailers to your event location. The sandwiches are then packed into coolers, transported to the event, and distributed by the event group. Our cost to you depends on whether or not we supply the buns or condiments. However, generally we do not provide condiments for these events. We sell you the entire batch of patties or sandwiches upfront at a pre-determined cost. We usually only provide sandwiches in this manner for events where all sandwiches are going to be served immediately or if the location has a means to maintain the sandwiches at the proper temperature. The following conditions apply:

- If selling sandwiches, you are required to sell our sandwiches for the same price that we sell them.
- You assume full responsibility for all food service license issues with the regulating health department.
- You are required to take precautions to maintain food safety guidelines for the patties/sandwiches.
- You are required to distribute/sell our sandwiches while the meat patties maintain 160F temp and are fresh.
- You are required to return our coolers to us ASAP at the conclusion of your event.

For benefit events with our trailer on-site, we charge our regular prices plus an agreed upon up-charge fee added to the price of each sandwich. The total up-charge fee collected is the amount remitted for the benefit. We may also choose to follow up after the benefit event to be sure that the funds were received by the beneficiary.

Our trailer is licensed through the Van Wert County Health Department for operation in the state of Ohio. Our trailers are subject to inspection by the county in which the event is being held. Our electrical hookup requires 50amp/240v single phase service. If this is not available, we are unable to have our trailers at the event.

You agree that your group will NOT lift graphics from our website or facebook page to advertise your event without requesting permission from the sausage trailer committee chair.

>>> PLEASE MAKE A COPY FOR YOUR RECORDS PRIOR TO SUBMISSION <<<



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Today's Date:		Event Date(s):	
Event Sponsor, Name/Group:		Contact Name, Address, Phone #, & relationship to event:	
Event Description, including times the trailer would need to be in operation:			
Event Location Address, including county:		If event is a benefit, who <u>specifically</u> is benefiting and where can we verify this information?	
Required electrical hookup available? Water hookup available? Drain hookup available?		Sandwiches only event: Describe distribution method. Mass distribution for meal? Sales? How will heat be maintained?	
Venedocia Lions cost to participate:	How many sandwiches needed?	Describe on-site surface location where our trailers will be parked:	

This area for Venedocia Lions Club use

Trailers on-site? Or patties/ sandwiches only?	Who will provide buns? Who will provide condiments?	If patties/sandwiches only, how will delivery be made to event location? Time needed?
Notes:		

Submit completed request by mail, email, or fax:

Jerry Koenig, Sausage Trailer Committee Chair
8361 Liberty Union Rd
Van Wert, OH 45891

Email: venedocia.lions@gmail.com
Fax: 419.238.1317
Jerry Phone: 419.203.4651

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