



**Peoria Civic Center
Food and Beverage Regulations**

- 1.) Savor/SMG retains the sole and exclusive rights to all food and beverage sales at the Peoria Civic Center. The following fees may apply to all forms of food and beverage sampled by outside vendors:
 - A.) Event days including the last day (even with the early closing time), \$60.00 per day.
 - B.) These fees are due before the start of the event and are non-refundable.
- 2.) Coca-Cola Bottling Company retains all and exclusive beverage sales and advertising rights. Coca-Cola Bottling Company products must be purchased from Savor/SMG.
- 3.) You may not sample any items that are in direct competition with the Concession Menu being offered during the event.
- 4.) You must meet Peoria County Health Department guidelines and obtain a daily operating license/temporary food license.
- 5.) You must have adequate liability insurance (\$1,000,000.00) and proof of such insurance supplied to Savor/SMG prior to the event.
- 6.) Samples are limited to 1 oz. for beverages and 1 oz. for food items.
- 7.) Sampling of alcoholic beverages by an outside vendor is NOT permitted by Peoria city liquor codes. Organizations wishing to sample alcohol must be able to show that said alcohol is part and partial to the day to day operations of the organization requesting approval for sampling. Approved requests for alcohol sampling will be required to contract with SAVOR...Peoria for staffing. SAVOR...Peoria staff will be required to handle / monitor / work your booth during operating hours (labor fees apply). Please call for further information.

Please contact your SAVOR...Peoria Catering Manager to take care of fee payments, arrange staffing for any alcohol sampling and / or any questions you may have.

Thank you for your cooperation.

Request for Food Sampling

Food and Beverage Service - all food and beverage served at the Peoria Civic Center will be prepared, served and/or supplied by SMG's concessionaire, (SAVOR...Peoria) unless previously agreed in writing. In the event that written permission is granted, the customer shall strictly adhere to the following:

1. No alcoholic beverages may be served by anyone other than SMG's concessionaire.
2. Coca-Cola products have exclusivity in the Peoria Civic Center. Any sample of Coca-Cola products must be purchased through SMG's concessionaire.
3. Items sold by SMG's concessionaire may not be sold or given away by any other entity.
4. Sample size is limited to 1 oz. for alcoholic or non-alcoholic beverages and 1oz. for food.
5. A sample of any food item provided and proof of food and beverage liability insurance must be provided to SMG's concessionaire prior to the start of your event. All food sold must be in retail packaging with the intent for consumption off premise.
6. Food or beverage may not be sold or given away within 50 feet of any permanent or temporary SMG concession operation.
7. You must meet Peoria County Health Department guidelines. Any food or beverage service during a public event is subject to Health Department inspection. Please contact the Peoria Health Department (309-679-6161) prior to your arrival to ensure that all cleanliness guidelines have been met and to obtain your daily operating license if deemed necessary by the Peoria County Health Department.
IT IS YOUR RESPONSIBILITY TO CONTACT THE PEORIA COUNTY HEALTH DEPARTMENT PRIOR TO YOUR ARRIVAL.
8. You must provide proof of \$1,000,000 liability insurance coverage listing SAVOR and the Peoria Civic Center as other insured. Proof of said insurance must be supplied to Savor/SMG prior to the event.
9. You may not sell any items that are in direct competition with the concession menu being offered during the event unless approved by Savor/SMG. A \$60 per day fee will apply once approval has been granted.
10. Savor/SMG, the holder of the PCC liquor license, must handle all alcoholic beverages, no exceptions. A flat fee of \$75 per staff member will be required for up to 4 hours of service. Additional hours requested or required will be charged at \$18.75 per hour per staff member after 4 hours. Labor fees are due prior to the event start.

Trade Show _____ Date _____

Name of Business _____ Phone _____

Contact Name _____ Email _____

Give a brief description of food and beverage items to be given out or sold. Include sample size. If product is to be sold, include description of packaging.

Vendor's Signature

SAVOR Catering Manager Signature

Please return form to:

Savor/SMG Catering Department
201 SW Jefferson Peoria IL 61603

Carol Cook - Senior Catering Manager: 309-680-3534 ccook@peoriaciviccenter.com
Melissa Conley - Catering Manager: 309-680-3802 mconley@peoriaciviccenter.com