

Dear Prospective Bake Sale Hosts,

We are excited you have expressed an interest in hosting a bake sale during one of the Naperville Municipal Band summer concerts in 2024. This letter is to inform you of changes to this year's process for hosting a bake sale. The process outlined below was set forth by the Naperville Park District and must be followed in order to host a bake sale. Please note that completing this process does **NOT** guarantee your group will be assigned a bake sale. The deadline for completing the process is **Friday, May 17, 2024**.

Step 1: Complete the Google Form (see link below) or email Rachel Israel (rachel.israel314@gmail.com)

expressing your interest in hosting a bake sale **and** listing any dates on which your group **CANNOT** host a bake sale this summer. Paper applications will **NOT** be accepted. If selected, your group will then be assigned a date, at which point you may proceed to Step 2.

The link to the Google Form is: <https://forms.gle/XUAYL1RUYgSLG6TY6>

Step 2: Complete the Special Event Vendor Commercial License: The Park District now requires each bake sale host to complete the Special Event Vendor Commercial Use License application. To this application, you are also required to attach a permit from the DuPage County Health Department (see Step 3). The link to the Special Event Vendor Commercial Use License application

is: <https://fs10.formsite.com/aQmxEa/m3psdwz2rg/index>

Step 3: DuPage County Health Department Permit: The Park District also now requires that each bake sale host obtain a permit from the DuPage County Health Department. This permit also needs to be attached and sent with the Special Event Vendor Commercial License application. The link to the DuPage County Health Department is: <https://www.dupagehealth.org/185/Food-Safety>

Step 4: Certificate of Insurance: The Park District now requires that each bake sale host provide the City with a Certificate of Insurance (COI). Specific requirements of the COI are detailed in the Special Event Vendor Commercial Use License application (see link above).

Step 5: Email Rachel Israel (rachel.israel314@gmail.com) once your Special Event Vendor Commercial License Application and DuPage County Health Department permit have been fully completed and sent to the City. In your email, please also include any summer concert dates on which your group will **NOT** be available to host a bake sale. We will then work to schedule your group to host a bake sale during one of our 2024 summer concerts. The 2024 concert dates are June 6 – August 15.

Thank you for your patience as we navigate this new process. We greatly appreciate your support of the NMB and look forward to having you as a bake sale sponsor.

Sincerely,

Rachel Israel
Concert Bake Sale Chair
c/o Naperville Municipal Band
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