



RESTAURANT PACKET

Join Us

April 28, 2018

at

Hillgrove High School



11th Annual Taste of West Cobb
Saturday, April 28, 2018 at Hillgrove High School
Join us for this scrumptious event!

Dear Restaurant Owner/Operator,

The Hillgrove High School Bands cordially invite you to be a part of the eleventh annual ***TASTE OF WEST COBB***. This event was a huge success last year, catering to over 4,000 attendees and featured many of the most delicious and delectable restaurants in Metro Atlanta. With your support, the 10th Annual ***TASTE OF WEST COBB*** will be our largest event yet!

Studies have shown that allowing people to sample your food will attract far more new customers than resorting to alternative advertising such as expensive TV and radio ads. ***TASTE OF WEST COBB*** can be the perfect tool to increase your business flow with minimal costs involved, while providing an opportunity for great community involvement.

TASTE OF WEST COBB will take place on April 28, 2018 from 11:00 AM - 5:00 PM at Hillgrove High School. A registration fee of \$125.00 provides participating restaurants with booth space.

Vendor will provide their own tent/ table/ chairs/table cover. These items can be provided by HBBA at an additional cost.

HBBA will provide sign with name of business, item offered, and prices.

Vendor agrees to offer a product/item/event that will generate ticket sales for the band.

50% of each ticket sold will be retained by the vendor/ 50% will be donated to the Hillgrove Band

Your company will enjoy the added benefit of being included as a featured business on all promotional material. ***It is requested that all food offerings be "charged" no greater than four (4) tickets. Tickets are \$1.00 each, with proceeds evenly split between the Hillgrove High School Bands and your restaurant. All ticket sales will take place prior to and during the event at a designated area. Your personnel will not handle any cash during the event.***

Due to limited availability and overwhelming requests from businesses that have participated in the past, the first 15 companies that sign up with their deposit will be guaranteed a spot. If space permits, additional businesses may be allowed to participate. Guarantee your spot by returning your application and registration fee as soon as possible. Upon receipt of your application and fee, additional forms will be sent to you to complete. Don't miss out on the chance to support the Hillgrove High School Bands Music Education Programs. Your restaurant will greatly benefit from ***TASTE OF WEST COBB***.

Return the signed application and registration fee to:

Rebecca O'Kelley, TOWC Coordinator

1105 Amberton Lane Powder Springs, GA 30127

Phone: 770-403-6160 Email: hillgrovebandstowc@gmail.com

MAKE CHECKS PAYABLE TO: Hillgrove Bands Booster Association, Inc. (HBBA)
(Tax ID # - EIN 205231201)

WE APPRECIATE YOUR SUPPORT!



Taste of West Cobb is a production of HBBA Inc., a 501(c)(3) not-for-profit organization.



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RESTAURANT REGISTRATION

RESTAURANT NAME _____

CONTACT NAME _____

STREET ADDRESS _____

BUSINESS PHONE _____ CELL PHONE _____

TYPE OF FOOD _____

EMAIL _____

FAX _____

**\$ 125.00 Restaurant Space Fee **

NOTE: Registration fee includes 12x12 SPACE only, sign with name of restaurant, menu items, and prices

Bring your own tent, tables, table cloths, and festive décor.

Access to Electricity is available if needed. Please note on application electrical needs so we are prepared.

Additional Items available if needed (see below).

Restaurants must attach a list of foods to be served on event day (Menu Selection Form – included in Restaurant Packet).

** 10x10 Tent Rental is available at a cost of \$100 per tent and will be set up in your space prior to event set-up is requested **

Table Rental - \$10 Per 8 foot table requested.....Chair Rental - \$5 per chair requested.....Table Cloth Rental (white) - \$10 per table cloth requested

TOTAL ENCLOSED \$ _____

MAKE CHECKS PAYABLE TO: HBBA

(A 501(c)3 non-profit organization , Tax ID # - EIN 205231201)

MAIL TO:

Rebecca O'Kelley, TOWC Coordinator

1105 Amberton Lane Powder Springs GA 30127

Phone: 770-403-6160 Email: hillgrovebandstowc@gmail.com

ONCE APPLICATION IS ACCEPTED, RESTAURANT FEES ARE NON-REFUNDABLE

NOTE: Restaurants, participants, and all others by execution of this form release and discharge Hillgrove High School, Hillgrove High School Bands Booster Association, The Avenue West Cobb, the City of West Cobb and City Council members, their respective employees, sponsors, promoters, staff, volunteers, and representatives from any and all known and unknown damages, injuries, losses, judgments, and/or claims from any cause whatsoever which may be suffered or experienced by a restaurant to his/her person or property. Hillgrove High School, Hillgrove High School Bands Booster Association, Cobb County School District and the City of Powder Springs assume no liability for restaurant's participation in the event and signing below acknowledges the same. The sale of alcoholic beverages is strictly prohibited and is not permitted on event grounds.

Signature: _____

Date: _____

HBBA Approval



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RESTAURANT INSTRUCTIONS & INFORMATION

- The 2018 Taste of West Cobb will be held, rain or shine, on Saturday, April 28, 2018 from 11:00 a.m. to 5:00 p.m., at Hillgrove High School.
- Booth set up begins at 8:30 a.m. and must be completed by 10:30 am
- You **MUST** check-in at HBBA check-in/check-out booth prior to set-up. You will receive your “day of event packet” at that time.
- Restaurant staff is required to park vehicles where designated after equipment is unloaded. Vehicles may not be parked adjacent to your booth.
- Your booth must be staffed for the entire 6 hour period.
- Clean-up shall begin at 5:00 p.m., when you may begin removal of your equipment from the site.
- Restaurants are required to bag all trash and place it in the designated areas and trash cans provided. **CARDBOARD IS TO BE SEPARATED AND BROKEN DOWN FOR PICKUP.**
- No grease, cooking oils, coals or remaining food shall be emptied onto the parking lot and/or grass areas. **TAKE WITH YOU!**
- No trailers allowed in venue area.
- Food is to be exchanged for tickets only; no cash transactions allowed for food.
- Each restaurant shall collect and retain tickets, for verification and redemption by HBBA, during and at the end of the event. Band representatives will collect tickets each hour to hour and a half, and restaurant representative will verify number and sign off.
- Ticket sale proceeds will be split 50/50 between HBBA and the restaurant. HBBA will issue a check for the restaurant’s portion of the proceeds within 10 days of event.
- No alcoholic beverages may be sold or consumed during the event.
- No glass containers shall be permitted for serving customers.
- Food should be served in **sample-sized portions**. This is a “taste” event to promote your restaurant and your dishes. Please refrain from serving lunch sized portions.
- If food refills are brought from your restaurant location, these must be brought to the designated area. No motor vehicles are allowed in the venue during the event.





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RESTAURANT ELECTRICAL NEEDS

Restaurant _____

Contact _____

Will your restaurant need electricity? YES NO

If electricity is needed, please list any equipment that will require power to assure that we provide you with adequate generator power. Standard plugs will be provided. Please bring an adaptor if you require anything other than a standard.





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CERTIFICATE OF INSURANCE INFORMATION

Hillgrove Band Boosters Association, Inc. requires that you submit
Proof of Insurance by **April 1, 2018.**

**YOU WILL NOT BE ABLE TO OCCUPY YOUR SPACE WITHOUT PROVIDING THIS PRIOR
TO THE DAY OF THE EVENT.**

Details as follows:

Required Coverage Limits:

- \$1,000,000 Liability Coverage
- \$2,000,000 Umbrella Liability Policy
- (Aggregate at least \$3,000,000)

Event – Taste of West Cobb - 2018

Date – 4/28/2018

Additional insured:

- Hillgrove Bands Booster Association and their officers and parents
- Hillgrove High School and their administration and employees
- Cobb County School District

Insurance forms may be mailed / emailed to:

Rebecca O'Kelley, TOWC Coordinator
1105 Amberton Lane Powder Springs GA 30127
Phone: 770-403-6160
Email: hillgrovebandstowc@gmail.com

Hillgrove Band Booster Organization, Inc. is a 501c3 non-profit organization.
Tax ID # 20-5231201

THANK YOU FOR YOUR SUPPORT



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RESTAURANT CHECK LIST

ALL FORMS AND PAYMENT DUE
to
Rebecca O'Kelley, TOWC Coordinator
Make Checks Payable to HBBA

Restaurant _____

Contact _____

Preferred Method of Contact with number/etc. _____

Registration Form _____

Registration Fee _____ (payable to HBBA)

Menu _____

Certificate of Insurance _____

Electrical Needs Sheet _____

Please return completed forms and payment to:

Rebecca O'Kelley, TOWC Coordinator
1105 Amberton Lane Powder Springs GA 30127
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2018 RAFFLE DONATION

All proceeds support the Hillgrove Bands Music Education Program

www.hillgroveband.com

www.tasteofwestcobb.com

Dear Prospective Supporter,

The Hillgrove High School Bands cordially invites you to be a part of the tenth annual ***TASTE OF WEST COBB***. This annual fundraising event hosted over 4,000 attendees in 2018. With many of the most delicious restaurants in Cobb County participating, the 2018 event promises to be even bigger and better.

When you make a donation to the Hillgrove Bands Music Education Programs, you have the opportunity for extensive community exposure of your business and your unique product offerings. Your participation also signifies to the public your commitment and willingness to invest in the educational programs of your community.

Your product will be prominently featured at our raffle booth, included in event programs, and announced by our DJ. You will receive a letter of appreciation from the Hillgrove Bands Booster Association, Inc. (HBBA) and a tax receipt. The ***TASTE OF WEST COBB*** will take place on April 28, 2018 from 11AM to 5PM at Hillgrove High School. It will feature entertainment from the awarding winning Hillgrove Bands and other area middle and elementary school music programs.

Proceeds from the event will benefit the Hillgrove High School Bands Music Education Programs. As a 501c3 organization, donations are tax deductible.

Yes, I would like to donate the following as a raffle item(s) for ***THE TASTE OF WEST COBB***.

Item donated: _____

Brief Description of Product: _____

Monetary cost for tax purposes: _____

Name of company: _____

Address: _____

Phone number: _____ Email: _____

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