



CHURCH ON THE SQUARE

2025 Parke County Covered Bridge Festival Vendor Application

October 10-19, 2025

Application for vending space at **Billie Creek Church on the Square**,
located at 130 S Market St., Rockville, IN 47872

- Billie Creek will review all applications. The organizing committee reserves the right of acceptance and placement of all vendors. Requests will be filled as space allows.
- Vendors must participate in all scheduled days of the festival, October 10-19, 2025 and be open/operational for all hours in which the festival is taking place, including any special downtown Rockville events (such as Late Night Shop).
- Vendor space is available for reservation on a first come, first service basis. Location requests will be taken into consideration. Your location will be assigned to you and relocation is not allowed.
- All fees are due upon acceptance as a vendor. If you choose to cancel this contract before September 19, 2025, you will receive a refund, minus a \$50 administration fee. Fees are non-refundable after September 20, 2025.
- Camping for vendors is available at Billie Creek (65 Billie Creek Rd), please include in writing that you need space for overnight and what type/size you need.
- Vendors will have a dedicated parking lot at Billie Creek's main site (65 Billie Creek Rd). If you choose to park there, a free shuttle is available throughout the day between the parking location and the vending location.
- Vehicles may only be near vending location to load/unload outside of operating hours. Additional on-site storage space will not be given.
- A Transient Merchant License (TML) is required for all vendors. These are arranged through the Parke County Auditor's office (765-569-3422). To avoid late fees, obtain prior to September 30.
- Food vendors must contact the Parke County Health Department for information on any necessary permits or inspections.
- **Hand Craft and Fine Art** (Photography, Painting, Drawing, Sculpture, Ceramics, Fiber Art, Woodworking, Metalwork, etc) We welcome artists to attend the Parke County Covered Bridge Festival at Billie Creek at a discounted rate. All work must be made by you (prints of your original work accepted as well). Apply for any space that suits your needs. A reimbursement of \$200 will be given to those who remain present and open for all ten days of the festival.
- By submitting this application, you agree to all of the terms and conditions outlined in this document.

Legal Business Name _____

Contact _____ Phone _____

Address _____ City _____ State _____ Zip Code _____

Email _____

Website/Facebook _____

Detailed Product Description _____



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Vendor Agreement

The following rental agreement is made between the name listed below (hereinafter referred to as Vendor) and Billie Creek, a subsidiary of The Sanatorium Project, LLC (hereinafter referred to as Company) and that both parties are in consideration of the mutual promise set forth hereunder, the sufficiency of which is hereby acknowledged, agree to the following:

In exchange for booth space fees, Billie Creek will provide the assigned amount of space available to be occupied by the vendor from 9am October 10 through 5pm October 19, 2025 during the Parke County Covered Bridge Festival. The vendor agrees to abide by the rules as presented in print or electronically by Billie Creek or its agents. By signing this contract, the vendor agrees they have read and accepted the terms and conditions.

The vendor will obtain all permits, licenses, or certificates as required by the local, state, or federal government.

The vendor agrees to hold the Company harmless for injury, loss, or damage that may occur during the event.

In the event any claim reasonably believed by the Company to be subject to indemnification under this agreement is asserted against the Company, the Company will provide timely notice of such claim to the undersigned. The undersigned will thereafter, at its own expense, defend and protect the Company against such claim. Should the undersigned be unable or fail to so defend the Company, the Company shall have the right to defend or settle such claim, and the undersigned shall reimburse the Company for all settlements, judgements, fees, costs, expenses and payments, including reasonable attorney's fees, incurred by the Company in connection with the discharge of such claim.

Vendor Name, Printed _____

Business Name as specified on TML _____

Vendor Signature _____ Date _____

Email applications to: billiecreekvillage@yahoo.com |

Accepted applicants will be sent an invoice from The Sanatorium, LLC and can be paid via cash, check, or digitally

Make checks payable to: The Sanatorium, LLC |

Mail checks to: PO Box 357, Rockville, IN 47872

Pages 1-2 are required for all vendors to complete; then complete one applicable page from pages 3-5

Circle your location preference



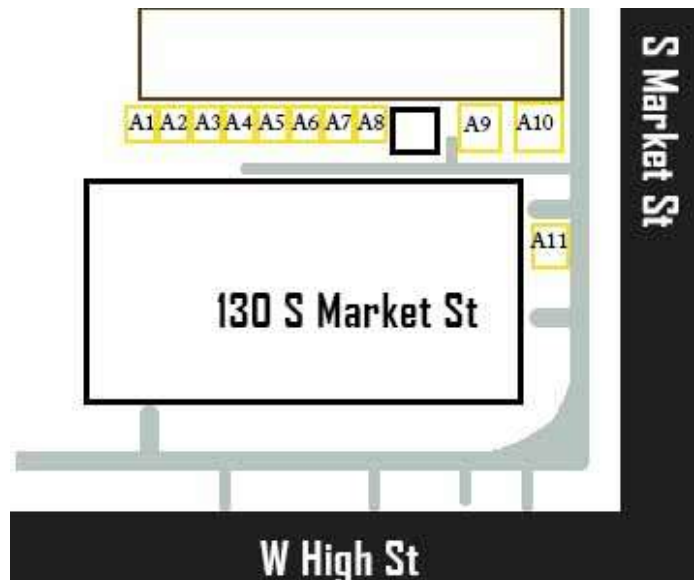
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Outdoor Space: Belltower Alley (Choice 1 of 3)

Just off the Rockville square, entry on East side of building (facing square)

\$120 each A1-A8: Belltower Alley: 10X12

- Lighted
- Covered
- Grass Ground
- No heat or A/C
- Shared electricity for lights/charging
- WiFi included
- Discount for multiple spaces
- **Absolutely no heat producing plug-ins allowed**



\$350 A9: Front of Belltower 21X17

\$350 A10: Gate Entry 21X16

\$150 A11: “Sign” Space 10X15

- Grass Ground
- No heat or A/C
- Shared electricity for lights/charging
- WiFi included
- **Absolutely no heat producing plug-ins allowed**



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Indoor Space: Basement (Choice 2 of 3)

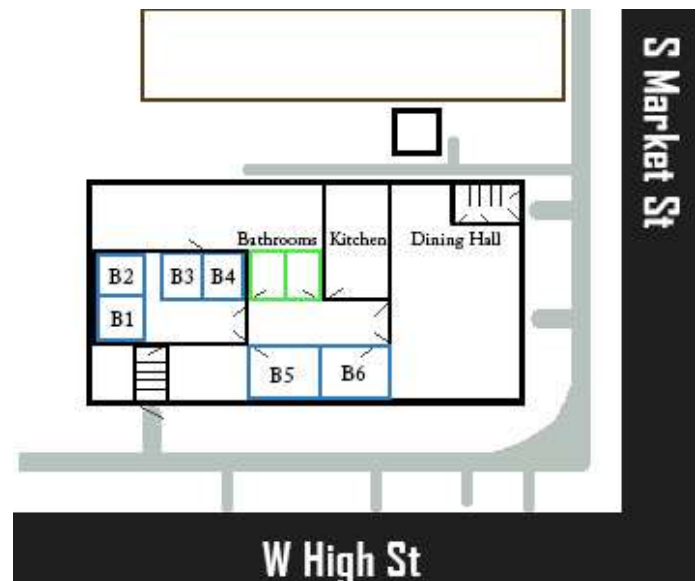
Two entry/exit points, recently remodeled, dining hall will be serving food

\$480 each B1-4: Back Room 12X10

- Must maintain a six foot walkway through space to stairs
- Discount for multiple spaces
- Heat and A/C
- Shared electricity
- WiFi included
- Concrete Floor
- Locked outside of business hours

\$700 each B5-6: Side Rooms 12X15

- Discount for both spaces, sliding partition separates spaces
- Heat and A/C
- Shared electricity
- WiFi included
- Concrete Floor
- Locked outside of business hours





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Indoor Space: Upstairs (Choice 3 of 3)

Two entry/exit points, near sanctuary for rest/entertainment

\$625 C1: NW Corner 13X12

\$525 each C2-3: Community Room 12X11

\$480 C4: South Wall 12X10

- Discount for multiple spaces
- Heat and A/C
- Shared electricity
- WiFi included
- Carpeted Floor
- Locked outside of business hours

