



**Melvin Miller Park**  
**731 Children's Home Road**  
**Urbana, OH 43078**  
**Vendor Registration Form**  
Form Updated January 1, 2026

Please return this completed reservation form and your \$40 check to:  
(checks payable to City of Urbana)  
City of Urbana Parks and Recreation  
205 South Main Street  
Urbana, Ohio 43078  
(937) 652-4304

In consideration of rent paid by the vendor and in consideration of the City of Urbana, the undersigned vendor agrees to the following:

1. A \$40 vendor space fee, if electric connection is required, payable with completed form
2. Set-up and Tear-down must be completed by date and time designated below
3. The vendor will hold the City of Urbana harmless from any damage or personal injury that occurs on the premises at Melvin Miller Park
4. For safety reasons, vehicle flow and parking around vendor areas should be kept to a minimum.
5. Vendor must supply their own change, tables, chairs, equipment, signs, etc.
6. Vendors selling food must supply a current Champaign County Health Department food permit.
7. Vendor parking/placement **MUST** be confirmed with Grounds Superintendent

Requested Date of Service: \_\_\_\_\_

Responsible Party: \_\_\_\_\_  
(please print) (signature)

Vending Name (if different from above): \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_

Items you will be selling \_\_\_\_\_

<p>OFFICE USE ONLY</p> <p>DATE: _____</p> <p>AMOUNT PAID: _____</p> <p>AUTHORIZED BY:</p> <p>_____</p>
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