



**2019  
PARKS, RECREATION & GOLF  
VENDOR PERMIT APPLICATION**

<b><u>Staff Use Only</u></b>
Date _____
Time _____
Initials _____

Rev 9 January 2019

**Fees**

Commerce City based company \$35 (Less than 5 hours), \$70 (5+ hours)  
 Non-Commerce City based company \$45 (Less than 5 hours), \$90 (5+ hours)  
 Security Deposit - Minimum \$100

Permit must be turned in 3 weeks prior to use date

Vending in park or other public property is unlawful without the City's written permission  
 and an Outdoor Vendor License (CCRMC 7-1011; CCRMC 9-3302; CCRMC 9-3303(b)).

<b>Name of Business/Organization:</b> (non-profit, tax exempt#, corporation, partnership, LLC, etc.)	
<b>Name of Applicant:</b>	<b>Date of Birth:</b>
<b>Street Address:</b>	<b>City/Zip:</b>
<b>Name of Contact Person:</b> (If different than applicant)	<b>Contact Phone:</b>
<b>Name of Event:</b>	<b>Number of people expected:</b>
<b>Park/Facility:</b> (Please attach a site plan)	<b>Desired area within park/facility:</b>
<b>Date of Event:</b>	<b>Hours of Operation:</b> _____ (am/pm) to _____ (am/pm)
<b>Set up times:</b> _____ (am/pm) to _____ (am/pm) (Set-up cannot begin before 8am.)	<b>Tear down times:</b> _____ (am/pm) to _____ (am/pm) (Tear down must be completed by 9pm.)
<b>Commerce City Outdoor Vendor License #:</b>	<b>Commerce City Sales Tax License #:</b>
<b>Tri County Health Permit #:</b>	<b>Colorado State Sales Tax ID#:</b>
<b>Description of Equipment used for Vending:</b> (Cart, truck, etc.)	
<b>Description of vehicle used to transport supplies:</b>	<b>License Plate Number:</b>
<b>Electricity is only available at Bison Ridge Recreation Center, in designated areas. A separate fee will be charged for electrical hookup at Bison Ridge. \$5 for less than 5 hours, \$10 for 5+ hours.</b>	<b>You must provide your own electricity at all other city parks.</b>  <b>Do you plan to use the electricity at Bison Ridge?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>List all items to be sold and prices. Prepared or prepackaged food, novelties, other?</b>	<b>Please attach a separate sheet to this permit if there is not enough space to list all items.</b>
<b>Items Offered &amp; Cost:</b> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	6. _____ 7. _____ 8. _____ 9. _____ 10. _____
<b>(OVER)</b>	

**List all equipment to be brought into park - equipment and sizes must be noted and approved on rental form or deposit will be forfeited:**

- 1.
- 2.
- 3.
- 4.

**Notes:**

- 1.
- 2.
- 3.

A meeting with Parks/Recreation staff may be required to determine location in park. Note: Sandbags, weights and/or water barrels preferred, no stakes.

**Note: A City Organized Event Permit may be required based on information you provide. For more information, please call 303.289.3683.**

**User Agreement:**

By Signing below, I agree, prior to the event, to have all required licenses and permits from the City, County, and State.

I certify that I have read and agree to the Regulations Pertaining to Outdoor Vendors on City Parks, Recreation & Golf Property. I, for myself and for the designated vendor, agree to be responsible for any damage or injury caused by my vending operations on City property. I and the above entity agree to indemnify and hold harmless the City, its officers, employees, and agents, from and against all claims, demands, or damages arising out of the applicant's exercise of this permit.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR CITY'S USE ONLY**

**REQUIRED** - User must provide: (1) general liability insurance (including damage to premises rented) on a primary basis in the amount of \$1,000,000/occurrence; and (2) a certificate of insurance naming the City of Commerce City as an additional insured.

**REQUIRED** - User must provide: Automobile Liability (owned, non-owned, hired) Combined Single Limit \$1,000,000.

**Required** \_\_\_\_\_ Additional portable restrooms (One port-o-let, per 75 People.)

**Required** \_\_\_\_\_ Additional trash receptacles (One 50-gallon container, per 50 people.)

<b>APPROVALS</b>	<b>Permit #:</b> _____	<b>Organized Event #:</b> _____
	_____ <b>Commerce City Recreation Staff</b>	_____ <b>Commerce City Parks Staff</b>