



PALM BEACH COUNTY PARKS AND RECREATION DEPARTMENT

2700 6th Avenue South, Lake Worth, FL 33461

(Ph) 561-966-7033 (Fax) 561-966-7040

VENDOR PERMIT APPLICATION

Submit completed application to: Palm Beach County Parks and Recreation Email: ParksCustomerService@pbcgov.org
 c/o Customer Service Phone: 561-966-6611
 2700 6th Avenue South FAX: 561-963-6725
 Lake Worth, FL 33461

- This application is for the purpose of obtaining a permit which allows your business to operate in conjunction with a permitted party/event at a pavilion. Additionally, your business will be added to a list of approved vendors that may be contacted by permit holders with the Palm Beach County Parks and Recreation Department; to provide services or sales of product for and during the permit holders permitted hours of use **ONLY**.
- Allow five (5) business days for processing from date of receipt.
- Applications are valid from October 1st to September 30th.
- Application fee of \$50.00 is due upon submittal and/or renewal.
- All vendor requirements are due at time of submittal and/or renewal.
- Expired requirements will result in suspension of the vendor permit and removal from the Approved Vendor list.
- Additional fees and requirements may be applicable for activities permitted through Aquatics, Athletics, Special Events and Special Facilities.

VENDOR INFORMATION	
	<input type="checkbox"/> New Vendor <input type="checkbox"/> Renewal (Vendor ID#): _____
Legal Business Name:	_____
Doing Business as (DBA):	_____
Business Address:	_____
Business City, State, Zip:	_____
Contact Name:	_____
Business Phone:	_____
Cell Phone:	_____
Fax:	_____
Email:	_____
Business Website:	_____
Business Type: (Caterer, Bounce House, Performer, etc)	_____



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SECTION 1: VENDOR REQUIREMENTS (Insurance, Licensing and Local Business Tax Receipt)

Vendor Initials	Requirement(s)
1.A.	<p>Vendor is responsible for ensuring they have met all federal, state and local requirements for operation of their business in the state of Florida and Palm Beach County. Vendors operating on County property are subject to review of pertinent licensing, certifications and inspection reports. Vendors found not to be meeting federal, state and local business requirements will have their permit status suspended until such time as they can show to be in compliance.</p>
1.B.	<p>INSURANCE: Vendors must supply and maintain with the Department a copy of their current Certificate of Insurance. Vendors will not be permitted to operate on county property with expired, suspended or cancelled certificates of insurance. The vendors certificate of insurance must show the following:</p> <ul style="list-style-type: none"> - Comprehensive general liability coverage with a minimum of \$1,000,000 - When applicable, \$1,000,000 product liability coverage - When applicable, \$100,000 automobile liability coverage - When applicable, \$500,000 liquor liability for beer and wine - Certificate signed by an authorized agent of the insurance company - When applicable, endorsements from the insurance company's authorized representative identifying the types of amusement equipment, apparatuses or attractions insured under the policy. - <i>Certificate Holder</i> shall read: <div style="text-align: center; margin: 5px 0;"> <p>Palm Beach County Board of County Commissioners C/O Palm Beach County Parks & Recreation 2700 6th Avenue South Lake Worth, FL 33461</p> </div> - The certificate holder must be listed as <i>Additionally Insured</i> - Additional coverage's may be required dependant on the services and products being offered. - <i>Florida Statute 440.055, any employer with four or more employees must have Workers' Compensation insurance. Please provide a copy of your workers' compensation insurance if your company has four or more employees</i>

SECTION 2: "AS WAS" CONDITION

Vendor Initials	Requirement(s)
2	<p>Vendor agrees to return event site space utilized, including areas of ingress and egress, to Palm Beach County Parks and Recreation Department in an "As Was" condition. Vendor shall be responsible for cost of repairs for damage to the event site caused by the Vendor and/or its sub-contractors before and during the event, and until fully vacated (including, but not limited to turf and vegetation, facilities, irrigation, electrical, water, etc.).</p>



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SECTION 3: SOLICITATION & SUBCONTRACTING

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3.A.		Vendor may not solicit services or wares to other park patrons on the day of Permittee's event. The vendors operations are explicitly reserved for that of the Permittee and the permit site.
3.B.		Subcontracting to other vendors is permitted only to those vendors who are currently listed on the Departments approved vendor list.
3.C.		Vendors found to be or have received multiple complaints of using aggressive sales tactics with Permittee's will have their vendor permit revoked.

SECTION 4: AUTHORIZED AMUSEMENT EQUIPMENT, APPARTUSES AND ATTRACTIONS

	Vendor Initials	Requirement(s)
4.A.		<p>The following amusement apparatus, equipment, rides and attractions are permitted within Palm Beach County Parks and Recreation Department sites.</p> <ul style="list-style-type: none"> Bounce Houses/Inflatable's up to 30 feet in height Climbing Wall Reverse-Bungee Trampolines Portable video gaming platforms Pony Rides Entertainers (clowns, magicians, DJ's, etc) Petting Zoos Carnival Games (non-mechanized) No other types of apparatus or equipment are permitted except when expressed permission has been received by the Palm Beach County Parks and Recreation Department Director or designee. <p><u>NO WATER APPARATUS OF ANY KIND PERMITTED</u> (water slides, slip n slides, pools, etc)</p> <p><u>NO MECHANICAL RIDES OF ANY KIND PERMITTED</u> (trains, ferris wheels, bucking bulls, etc)</p>
4.B.		Vendor acknowledges that staking is not permitted. Amusement apparatuses will need to be secured utilizing weights unless written authorization can be obtained from the Department. Any damages or costs associated with unauthorized staking will be the responsibility of the vendor and may result in revocation of vendor permit.
4.C.		The Department reserves the right to prohibit or limit the number of amusement apparatus and/or equipment and/or attractions based on location (i.e., space at pavilions, special events areas, park, etc.) and may also limit the number of times per year events can be held at a particular park. The Division may designate the area(s) or location(s) where amusement apparatus, equipment, rides or attractions are permitted.
4.D.		When applicable, the Vendor is responsible for following any manufacturer, state or federal guidelines regarding the setup, operation, supervision and safety of amusement equipment, apparatuses, rides and attractions.
4.E.		When applicable, the Vendor shall <i>provide an attendant, age 16 or older</i> , for all amusement apparatus, equipment and rides when supervision is recommended by the manufacturer. Attendant must have valid photo identification on their person while on park property.

