



**PALM BEACH COUNTY PARKS AND RECREATION DEPARTMENT**  
 2700 6<sup>th</sup> Avenue South, Lake Worth, FL 33461  
 (Ph) 561-966-6611 (Fax) 561-963-6725

# VENDOR PERMIT APPLICATION

## INSTRUCTIONS

- This application is for the purpose of obtaining a permit which allows your business to operate in conjunction with a permitted party/event. 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 application submittal.
- All Applicant requirements are due at time of submittal and/or renewal.
- Additional fees and requirements may be applicable for activities permitted through Aquatics, Athletics, Special Events and Special Facilities.
- Fees charged are subject to change or adjustment. Fees are non-refundable. Fees plus sales tax shall be made by credit card, **money order or check, payable to Palm Beach County Board of County Commissioners.**
- Submit completed application to:  

**Palm Beach County Parks and Recreation Department**  
**C/O Customer Service**  
**2700 6<sup>th</sup> Avenue South, Lake Worth, FL 33461**  
OR email: [ParksCustomerService@pbcgov.org](mailto:ParksCustomerService@pbcgov.org)  
OR Fax: 561-963-6725

## FEES

**Daily Permit: \$10.00**

A one-time permit that allows the vendor to provide services to a single customer with a permitted activity for the date and location indicated on the Daily Permit: Additional Information section of the application.

**Annual Permit: \$50**

The annual permit allows the vendor to provide services to multiple customers with permitted activities from October 1 to September 30 of the following year. Annual Permit fees will not be prorated.

**Please Note:** Additional fees and requirements may be applicable for activities permitted through Aquatics, Athletics, Special Events and Special Facilities.

**PERMIT TYPE REQUESTED**     ANNUAL     DAILY ([Complete daily permit section below](#))

## VENDOR INFORMATION

|                                   |       |                          |
|-----------------------------------|-------|--------------------------|
| <b>Legal Business Name:</b>       | <hr/> |                          |
| <b>Doing Business as (DBA):</b>   | <hr/> |                          |
| <b>Business Address:</b>          | <hr/> |                          |
| <b>Business City, State, Zip:</b> | <hr/> |                          |
| <b>Contact Name:</b>              | <hr/> |                          |
| <b>Business Phone:</b>            |       | <b>Cell Phone:</b> <hr/> |



|  |       |
|--|-------|
| <b>Email:</b>  | _____ |
| <b>Business Website:</b>   | _____ |
| <b>Business Type:</b><br>(Caterer, Bounce House, Performer, etc) | _____ |

**DAILY PERMIT: ADDITIONAL INFORMATION**  
 (Complete this section ONLY if applying for a Daily Permit)

|                        |  |   |  |
|------------------------|--|---|--|
| <b>Date Requested:</b> |  | <b>Permit Holders Name:</b>                                       |  |
| <b>Park Requested:</b> |  | <b>Location Requested:</b><br>(Pavilion Name, Building/Room, etc) |  |

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

|             |   |
|-------------|---|
| <b>1.A.</b> | 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.  |
| <b>1.B.</b> | <p><b>INSURANCE:</b> 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 minimum requirements:</p> <ul style="list-style-type: none"> <li>- \$1,000,000 - Commercial General Liability, each occurrence           <ul style="list-style-type: none"> <li>• \$50,000 - Damage to Rented Premises, each occurrence</li> <li>• \$1,000,000 - Personal &amp; ADV Injury</li> <li>• \$1,000,000 – General Aggregate</li> <li>• \$1,000,000 Product Liability (if applicable)</li> </ul> </li> <li>- \$500,000 automobile liability coverage (if applicable)           <ul style="list-style-type: none"> <li>• Where the vehicle and/or trailer are used in the operation of the event</li> </ul> </li> <li>- When applicable, \$500,000 liquor liability for beer and wine</li> <li>- Certificate signed by an authorized agent of the insurance company</li> <li>- When applicable, endorsements from the insurance company’s authorized representative identifying the types of amusement equipment, apparatuses or attractions insured under the policy.</li> <li>- <i>Certificate Holder</i> shall read:           <p style="margin-left: 40px;"> <b>Palm Beach County Board of County Commissioners</b><br/> <b>C/O Palm Beach County Parks &amp; Recreation</b><br/> <b>2700 6<sup>th</sup> Avenue South</b><br/> <b>Lake Worth, FL 33461</b> </p> </li> <li>- The certificate holder must be listed as <b><i>Additionally Insured</i></b></li> <li>- Additional coverage’s may be required dependent on the services and products being offered.</li> <li>- <b><i>Florida Statute 440.055, any employer with four or more employees must have Workers’ Compensation insurance.</i></b></li> <li>- <b>Please provide a copy of your certificate of insurance in the “Accord” format.</b></li> </ul> |
| <b>1.C.</b> | <b>Please submit a copy of your certificate of insurance in the “Accord” or similar format.</b>   |



**SECTION 2: "AS WAS" CONDITION**

|             |  |
|-------------|--|
| <b>2.A.</b> | 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.). |
|-------------|--|

**SECTION 3: SOLICITATION & SUBCONTRACTING**

|             |   |
|-------------|---|
| <b>3.A.</b> | 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. |
| <b>3.B.</b> | Subcontracting to other vendors is permitted only to those vendors who are currently listed on the Departments approved vendor list.  |
| <b>3.C.</b> | Vendors found to be or whom 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**

|             |   |
|-------------|---|
| <b>4.A.</b> | <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"> <li>• <b>Bounce Houses/Inflatable's up to 30 feet in height</b></li> <li>• <b>Climbing Wall</b></li> <li>• <b>Reverse-Bungee Trampolines</b></li> <li>• <b>Portable video gaming platforms</b></li> <li>• <b>Pony Rides</b></li> <li>• <b>Entertainers (clowns, magicians, DJ's, etc)</b></li> <li>• <b>Petting Zoos</b></li> <li>• <b>Carnival Games (non-mechanized)</b> - Exclusions: Axe Throwing Games are prohibited</li> <li>• <b>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.</b></li> </ul> <p><b><u>NO WATER APPARATUS OF ANY KIND PERMITTED</u></b> (water slides, slip n slides, pools, etc)<br/> <b><u>NO MECHANICAL RIDES OF ANY KIND PERMITTED</u></b> (trains, ferris wheels, bucking bulls, etc)</p> |
| <b>4.B.</b> | Vendor acknowledges that staking <i>is not</i> 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.   |
| <b>4.C.</b> | Pavilion electrical: Pavilions are equipped with a 15 amp breaker. Suitable for a single commercial blower pulling less than 15 amps. Generators will be required if using larger or multiple blowers, extremely long extension cords, or if the customer will need electrical outlets for other items (popcorn maker, DJ, etc.).   |
| <b>4.D.</b> | 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 Parks Maintenance Division may designate the area(s) or location(s) where amusement apparatus, equipment, rides or attractions are permitted.  |
| <b>4.E.</b> | 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.   |
| <b>4.F.</b> | When applicable, the Vendor shall <b><i>provide an attendant, age 16 or older,</i></b> 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.   |



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**SECTION 5: AMPLIFIED MUSIC (DJ's, BANDS, ETC.)**

|      |  |
|------|--|
| 5.A. | Use of DJ's, Live Bands or other entertainment is explicitly for the enjoyment of the Pavilion rental guests. Marketing/promotional events and or activities for the DJ, Band, Producers, etc. is prohibited under this agreement. Such activities require a Special Event Permit.   |
| 5.B. | All noise, music, and sounds must be kept to an acceptable level that does not jeopardize the public's health, welfare or safety, or degrade the quality of life of park users, park wildlife and the community. Amplified sound shall not be heard more than one hundred (150) feet form the pavilion except when expressed permission has been received by the Palm Beach County Parks and Recreation Department Director or designee. |
| 5.C. | Equipment shall be limited to no more than two portable speakers with stands.  |
| 5.D. | The vendor understands that amplified sound is not permitted at all park locations and shall not offer their services at locations, which do not permit the use of amplified sound. A list of pavilions, which do not allow amplified sound, can be found on the Departments website.  |

**WAIVER AND ACKNOWLEDGMENT**

I do hereby knowingly, freely, and voluntarily assume all liability for any damage or injury that may occur as a result of my and/or my representative's participation as a Vendor in event(s) to be held at a Palm Beach County park and agree to protect, defend, reimburse, indemnify and hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of action of every kind and character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during, as a result of, or in connection with my and/or my representative's participation as a Vendor in event(s) to be held at a Palm Beach County park.

I agree to allow Palm Beach County to take and use photographs of business activities occurring at Palm Beach County Parks for any legitimate purpose whatsoever. In connection therewith, I release and hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of action for circumstances resulting from use of any photograph.

The Applicant shall be obligated to strictly enforce all terms and conditions in this Application, and, in general, good standards and practices for the safe and orderly use of the Park(s). The person signing this Application is responsible for ensuring enforcement of all requirements, and for the safety and conduct of all participants, employees, agents and subcontractors of the Applicant. The Applicant shall be bound by all Ordinances of Palm Beach County, as are now or may hereafter be adopted, as fully as though the same were inserted in this Application, and in particular, Palm Beach County Code, Chapter 21, as may be amended, pertaining to Parks and Recreation. Non-compliance may result in denial of future use of the Park(s), and revocation of Permit. The Applicant understands that the Park(s) is County owned property. The County may revoke authorization for use of the Park(s), with or without cause.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

**DEPARTMENT USE ONLY**

| Received on (Date) | Processed on (Date) | Approved (Yes or No)                                     | HH ID | Permit ID |
|--------------------|---------------------|--|-------|-----------|
|                    |                     | <input type="checkbox"/> YES <input type="checkbox"/> NO |       |           |