



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.
- Annual applications are for a permit that is valid from October 1st to September 30th for a fee of \$50.00 (no prorating)
- Daily applications are for the day of permitted event **ONLY** for a fee of \$10.00
- All vendor requirements are due at time of submittal and/or renewal. Vendor will not be included on the Approved Vendor list.
- 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"/> Annual Vendor Permit <input type="checkbox"/> Daily Vendor Permit	_____ <small>(VENDOR IDENTIFICATION #)</small>
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: <small>(Caterer, Bounce House, Performer, etc)</small>		



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

Vendor Initials	Requirement(s)
1.A.	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.
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 minimum requirements:</p> <ul style="list-style-type: none"> - \$1,000,000 - Commercial General Liability, each occurrence <ul style="list-style-type: none"> • \$50,000 - Damage to Rented Premises, each occurrence • \$1,000,000 - Personal & ADV Injury • \$1,000,000 – General Aggregate • \$1,000,000 Product Liability (if applicable) - \$500,000 automobile liability coverage (if applicable) <ul style="list-style-type: none"> • Where the vehicle and/or trailer are used in the operation of the event - 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 shall read:</i> <p style="margin-left: 40px;">Palm Beach County Board of County Commissioners C/O Palm Beach County Parks & Recreation 2700 6th Avenue South Lake Worth, FL 33461</p> - The certificate holder must be listed as <i>Additionally Insured</i> - Additional coverage’s may be required dependent on the services and products being offered. - <i>Florida Statute 440.055, any employer with four or more employees must have Workers’ Compensation insurance.</i> - Please provide a copy of your certificate of insurance in the “Accord” format.

SECTION 2: “AS WAS” CONDITION

Vendor Initials	Requirement(s)
2	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

Vendor Initials	Requirement(s)
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 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

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) <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.	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.).
4.D.	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.
4.E.	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.F.	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.



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

Vendor Initials	Requirement(s)
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.

SECTION 6: FEES, WAIVER AND ACKNOWLEDGMENT

Vendor Initials	Requirement(s)
6.A.	Vendor Application Fee: The Vendor is required to submit, at the time of application and/or renewal, all applicable Vendor Application Fees. (\$50.00 for an annual permit or \$10.00 for a daily permit)
6.B.	<p>Vendor waiver and acknowledgement: 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.</p> <p>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.</p> <p>Vendor acknowledges that a violation of a Palm Beach County Ordinance and/or Administrative Code provision may result in the revocation of this Permit and the ability to conduct business within Palm Beach County Parks and Recreation Department areas for a period of one (1) calendar year from date of notification.</p>
_____	_____
(DATE)	(PRINT NAME)
_____	(SIGNATURE)

DEPARTMENT USE ONLY			
Received on (Date)	Processed on (Date)	Approved (Yes or No)	Permit ID