



City of Shoreline
Parks, Recreation and Cultural Services Department

CONCESSION APPLICATION AND PERMIT Permit #: _____

A concession permit is required when selling food, beverages, a good or service on Park property.

Please return application to: City of Shoreline, PRCS, 202 NE 185th St, Shoreline WA 98155

Name of Applicant (hereafter termed the Permittee): _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone #: (____) _____ Email: _____

Financially responsible party (if different from above): _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone #: (____) _____ Email: _____

24 Hour Contact (on-site contact): _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone #: (____) _____ Evening Phone #: (____) _____

Nature of Concession Sales Requested (please check appropriate box and list items):

Type of Food & Beverages sales requested: _____

Type of Merchandise sales requested: _____

Type of Services sales requested: _____

Location/Hours of Concession Sales Requested:

Location of Concession sales requested: _____

Hours of Concession: _____

Date(s) requested: _____

Day(s) of Week: _____

Expected Attendance: _____

Concession Permit Requirements:

Concessionaire Permits – Individuals, community organizations and private firms wishing to sell food, beverages and/or merchandise in a City park or facility is required to obtain a City of Shoreline Concessionaire Permit.

- Insurance** – Concessionaires shall furnish comprehensive general liability insurance in an amount not less than \$1,000,000 for bodily injury including personal injury or death and property damage. The City of Shoreline shall be named as an additional insured on the policy.
- Shoreline Business License** – All Concessionaires must provide proof that they have obtained a Shoreline Business License, as required under Shoreline Municipal Code Chapter 5.05, before a Concessionaire Permit may be issued.
- Permit Requirements** – Concessionaires providing food and/or beverage sales must meet all State, County and City health code and permit requirements. The City reserves the right to deny the sale of items it deems to be a public nuisance, potentially damaging to its facilities or not family friendly.

Concession Permit Fees:	
One-Time Concession Permit – (Under 300 people)	\$33
One-Time Concession Permit – (300 or more people)	\$77
3-Month Concession Permit	\$150
Annual	\$450

The undersigned certifies that he/she is the authorized representative of the organization named above and that the provided information is true.

The Permittee agrees to comply with the terms and conditions of **Exhibit A** of this Permit.

X

Signature Organization Date

Recreation Superintendent Review:

By this permit, the City of Shoreline authorizes the Permittee to provide concession services at:

Park/Facility Name: _____ Date(s): _____

Day(s) of Week: _____ Hours: _____

Type of Sale(s): _____

Permit Approved by: _____ Date: _____
 (Recreation Superintendent)

Permit issued on this _____ day of _____, _____



**City of Shoreline
Parks, Recreation and Cultural Services**

CONCESSION PERMIT

**EXHIBIT A
TERMS AND CONDITIONS**

1. FEES

- A. The Permittee agrees to pay a non-refundable application fee at the time the application is submitted:
- | | |
|---|----------|
| One-time concessions or small events (under 300 people) | \$33.00 |
| One-time Major Event (over 300 people) | \$77.00 |
| Seasonal (3 months) | \$150.00 |
| Annual | \$450.00 |
- B. The Permittee agrees to make all payments by postal money order, cash, cashier's check, personal check or certified check, made payable to:
CITY OF SHORELINE
- C. Non-payment of fees shall be full justification for the City of Shoreline to cancel the permit.
- D. The permit fee is waived for all 501(c)(3) non-profit youth organizations.

2. INSURANCE

The Permittee, at its' expense, shall obtain and maintain continuously comprehensive general liability insurance and/or other insurance, acceptable to the City of Shoreline, necessary to protect the public, with limits of liability not less than:

- *Commercial general liability insurance in an amount of not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate.*

Such insurance required under this Agreement shall name the City of Shoreline, its agents, employees and elected officials, as additional insureds. The Permittee shall provide the City of Shoreline with a Certificate of Insurance, or upon written request of the City of Shoreline, a duplicate of the policy as evidence of insurance protection provided.

3. SHORELINE BUSINESS LICENSE

The City of Shoreline has established a business license program (Shoreline Municipal Code Chapter 5.05). Businesses are required to obtain a license per the stated requirements in the code. All Permittees that are required to obtain a Shoreline Business License must provide proof that they have obtained it before a Concession Permit may be used.

4. HOLD HARMLESS

The Permittee shall defend, indemnify, and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees on account of personal injuries, death or damage to property resulting from the negligent, gross negligent and/or intentional acts, errors or omissions of the Permittee, Permittee's agents or employees arising out of the sale of concessions at a Shoreline facility or the use of Permittee's concession equipment or the Permittee's products or the container for those products, or in any way resulting from the acts of omissions of the Permittee and/or its agents, employees or representatives.

5. PARK POLICY

The Permittee agrees to comply with general park rules for use, as identified in Shoreline Municipal Code Chapter 8.12.

6. PERMITS

The Permittee agrees to openly display a valid permit when providing services within a City of Shoreline Park or Facility. Failure to do so can result in expulsion from a City of Shoreline Park or Facility. Furthermore, the Permittee agrees to obtain all necessary permits to legally operate a concession prior to commencing operations in a City of Shoreline Park or Facility.

7. AREA OF OPERATION

The Permittee agrees that the City of Shoreline shall identify the areas within each park or facility where the Permittee may operate and those areas which are off limits.

8. NON EXCLUSIVE USE

This permit shall not be deemed or construed to be an exclusive right. It does not prohibit the City of Shoreline from granting other permits or rights of like nature to other public or private entities, nor shall it prevent the City of Shoreline from using any public place for any and all public use or affect its jurisdiction over any part of them.

9. ASSIGNMENT/SUBLET

It is further stipulated and agreed that neither this contract nor any rights or privileges herein shall be assigned or sublet without the prior written consent of the City of Shoreline.

10. GENERAL CONDUCT/APPEARANCE

The Permittee agrees to not permit any lewd or immoral conduct in or about areas of the park or facility in which he/she operates, and guarantees that all attendants and all persons working for said concession shall be neat and clean in appearance. Furthermore, the Permittee agrees to keep all space within 75 feet of his/her operation in clean condition and assure that all bottles, papers and refuse have been picked up or placed in the proper disposal containers provided by the City of Shoreline. The City reserves the right to deny the sale of items it deems to be a public nuisance, potentially damaging to its facilities or not family friendly.

11. UNAUTHORIZED BEVERAGES/ACTIVITIES

The Permittee agrees that no alcohol shall be handled or allowed in or about said assigned building and/or space or the premises, and that no gambling devices of any kind shall be allowed in or about the assigned building and/or space.

12. USE OF CITY OF SHORELINE EQUIPMENT/UTILITIES

The Permittee shall not use City of Shoreline equipment or electrical or water utilities unless prior written approval has been obtained from the PRCS Department.

13. COMPLETION OF OPERATION

Upon completion of operations for each permit period, the Permittee is required to clean the concession area to the approval of PRCS Department staff, and to remove all equipment and supplies from the premises immediately following the event and/or permit period. Failure to do so could result in disposal of said supplies/equipment by PRCS staff, with a service fee to be deducted from the performance guarantee based upon the PRCS Department standard hourly and/or overtime pay rates.

14. TERMINATION

The Permittee agrees that failure to comply with any provisions of the term and conditions can result in immediate termination of the permit and forfeiture of performance guarantee to City of Shoreline as liquidation damages.

15. Food Service

The Permittee is responsible for meeting all County and State applicable laws, ordinance codes, regulations and policies including those of the King County Health Department for the service of food. At least two business days prior to the event the Permittee shall provide the City Parks Department with a copy of all required County and State issued permits.