



## PARK VENDOR PERMITS RULES AND REGULATIONS

**Hours:** Vendor Permits are only valid between 8am – 9pm.

**Fees:**

- \$10/hour (minimum 2 hours) – Park Specific
- \$300 - 30 days unlimited use during vendor hours - One (1) Park
- \$1000 - 30 days unlimited use during vendor hours - Four (4) Park Package

**Application Submissions:** 72 hours' notice is required to obtain a permit. Application received less than 72 hours in advance of the requested start date will not be accepted. A complete application is required each time a permit is requested, including permit renewals.

**Licenses/Inspections:** Vendor must provide proof of the following licenses/inspections. Documents are kept on file until their expiration, and resubmission with each application is not required.

- **State of Colorado Sales Tax License** – Colorado Department of Revenue, 4420 Austin Bluffs Parkway, Colorado Springs, CO 80918, (303) 866-3711
- **City of Colorado Springs Sales Tax License** – City Sales Tax Office, 30 S. Nevada, STE 203, Colorado Springs, CO 80903, (719) 385-5903
- **City of Colorado Springs Mobile Food Unit License** (if selling food) – City Clerk's Office, 30 S. Nevada, Suite 101, (719) 385-5901
- **State of Colorado License to Operate a Retail Food Establishment** (if selling food) – El Paso County Public Health, 1675 West Garden of the Gods Road, STE 2044, Colorado Springs, CO 80907, (719) 578-3199
- **Health Inspection Report** (if selling food) - El Paso County Public Health, 1675 West Garden of the Gods Road, STE 2044, Colorado Springs, CO 80907, (719) 578-3199

**Insurance:** Vendor must carry liability insurance in the amount of \$1 million and provide a certificate of insurance which names the City of Colorado Springs as additional insured by including the following verbiage in the "description of operations" section: **The City of Colorado Springs, its elected officials, employees and volunteers, are included as additional insured with respect to the policies required by the Special Events Permit.** The address for the Certificate Holder must be: The City of Colorado Springs, 30 S Nevada, Colorado Springs, CO 80903

**Vending Locations:** Vendor carts/vehicles must only be located in parking lots/paved surfaces, and cannot block any crosswalks or other pedestrian rights of way. Vendor carts/vehicles are prohibited from driving, parking, or operating on grass/turf. **Vendors cannot operate within 300ft of the perimeter of a permitted special event or the Memorial Park Beach House.**

**Parking/Vehicular Access:** Motorized vehicles of all types including golf carts, utility vehicles, ATVs, etc., are strictly prohibited on park property, lawns, turf, restricted roadway, bicycle/pedestrian pathways, canal, creek pathways, turf trail or athletic fields. All vehicles must be parked in designated parking areas. All motorized vehicles are prohibited on all trails and grass in City Parks. Access roads are only to be used with prior approval from the Office of Special Events. Driving on the grass or trail will result in fines and possible revocation of vending permits

**Name/Logo:** Vendor's name or logo shall be displayed on all vending equipment, including trash receptacles

**Refunds:** No refunds will be issued for unused time, inclement weather or revoked permits.

**Trash:** Vendor must provide a trash receptacle, dispose of own litter and clean area properly.

**Revocation:** Pursuant to City Code (3.2.215), vendor permits may be revoked when deemed necessary. A permit may be revoked for any of, but not limited to, the following reasons:

- The permit-holder is in violation of any City Ordinance, Park Rule or Policy Provision.
- Misrepresentation of, or deviation from the agreed upon plan as outlined in the permit application.
- A change occurs in the ordinance or regulation authorizing the permit which prohibits the continuation of the permit.

**Procedure for Revocation: The process to revoke a permit is as follows:**

- When a City or Park official believes there are valid grounds for revoking a permit, the permit-holder shall be given a written warning. Failure to immediately correct any deficiencies will result in revocation of the permit.
- Vending must cease immediately upon revocation of the permit.
- After revocation of a permit, vendor will not be issued any future vending permits.
- Assessed fees will not be refunded following the revocation of a permit.

**Alcoholic Beverages:** All alcoholic beverages are prohibited in City Parks. *Ordinance No. 9-9-410*

**Amplified Sound:** If you are using amplified equipment from you truck/cart, you must obtain a Noise Hardship permit through the Police Department. Please contact CSPD to obtain a Noise Hardship application. Parks and Recreation staff cannot issue the final park use permit until the Noise Hardship permit has been approved. *Ordinance No. 9-8-101 through 9-8-109*

**Attendee Conduct:** The permit holder is responsible for his/her actions and the actions of anyone associated with their vending operation.

**Destruction of Property:** It is unlawful for any person, other than authorized park personnel, to injure, deface, destroy, sever or remove any park property.

**Fires, Generators and Grills:** Fires contained in fireplace areas must receive prior approval from the Office of Special Events. Make every effort to see that generators or gas grills are placed on hard surfaces such as a sidewalk or parking lot. If this is not possible, place a barrier, such as plywood, between the grass and the generator or gas grill to collect spillage of gasoline or grease. Charcoal grills are not permitted.

**Penalty/Violation Fees:** Penalty and violation fees may apply for a violation of any park rule and/or when any of the following incidents occur: Driving unauthorized vehicles on unapproved space (i.e. grass, athletic fields; trails, greenways or service roads.); dumping or failure to remove trash; Damage to any park property; Failure to sufficiently clean the venue; Any use of paint or chalk to mark a paved surface or permanent structure; Staking in any park; Smoking in non-designated areas; and/or Unapproved use of alcoholic beverages.

**Signage:** Posting signs, banners, fliers, or decorations outside of those affixed directly to vending trucks/carts are prohibited. Posting any of these items to any park structure (*i.e. buildings, monuments, fences, benches*) or vegetation is prohibited.

**Smoking:** Smoking is only permitted in designated smoking areas.

**Use of Spray Paint/ Spray Chalk for Directional Signage:** Spray chalk can be used on gravel/dirt surfaces with prior approval. However, no other form of paint can be used on any other surfaces including trails or streets. The use of flour is permitted, but must be removed directly following your event.

**By signing this document I acknowledge that I have read and will comply with the above rules and regulations. This signature will be valid for one calendar year, post the signing date list below.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature Date