



# CITY OF TAMPA PARKS & RECREATION DEPARTMENT

## OFFICE OF SPECIAL EVENTS

Return this permit request with the following items to: **Columbus Municipal Office Building, Parks and Recreation Department, Office of Special Events, 3402 W. Columbus Drive, Tampa, FL 33607**. You will be contacted by phone within 2 weeks upon our receipt of your application, if this request is approved.

- ❑ A copy of your menu and price list.
- ❑ A copy of your current Hillsborough County and your City of Tampa Occupational License.
- ❑ A copy of your State of Florida Department of Business & Professional Regulation License.
- ❑ A picture of your mobile unit that will be utilized for selling your goods.

**PLEASE READ THE FOLLOWING CAREFULLY. THESE RULES AND REGULATIONS WILL APPLY IF YOUR VENDING REQUEST IS APPROVED.**

- Permittee will pay to the City of Tampa, a permit fee of **\$107.00 per month**, (\$100.00 permit fee, plus \$7.00 tax) per park due on the first of each month.
- Permittee may set up at a location approved by the Parks & Recreation Director or his designees. More than one permit to vend at a given park may be issued to more than one vendor. **This permit allows vending in the authorized park only.**
- This Permit may be revoked by the City of Tampa at any time without prior notice, and is neither transferable nor assignable.
- **Permittee shall provide at their expense, prior to operation, insurance coverage on the most current Insurance Services Office (ISO) form or its equivalent as mentioned below. Commercial General Liability insurance coverage of no less than \$1,000,000 (one million) per occurrence, and a \$2,000,000 (two million) general aggregate.**
- All concession items and location of the concession are to be pre-approved by the Parks & Recreation Director or his designee.
- City water and electricity is not furnished. Vending units must be self-contained.
- Permittee will obtain at their expense all necessary governmental permits, licenses, etc., and will pay all taxes of every kind and nature imposed by virtue of this concession. **A copy of the occupational license will need to be submitted prior to the issuance of the Vending Permit.**
- Permittee will indemnify and hold harmless the City of Tampa from all liability and damages of any kind and nature caused subsequent to this Permit and/or operation thereunder. **A hold harmless agreement must be signed and notarized prior to the Permit being issued.**
- The hours of operation shall be those hours approved by the Parks & Recreation Director, and shall be within the time periods that the park is open to the general public unless otherwise approved by the Parks & Recreation Director.
- Permittee's equipment is at Permittee's sole risk for theft, damage or loss from any other cause.
- This Permit gives no rights to the Permittee other than the **temporary privilege to vend** subsequent to the conditions of this Permit. The City may bid a concession out at this location on a competitive bid basis. The City reserves the right during City sponsored functions, to provide additional concession items and concessions with approval of the Parks & Recreation Director.
- The Parks & Recreation Director or his designee is hereby given the authority to cancel this Permit for reasons stated in the rules and regulations promulgated by the Parks & Recreation Director pursuant to Section 26-10 of the City Code.
- **Non-City sponsored special events may be approved to take place in city parks. Permission may or may not be granted for vending during these events.**

**CITY OF TAMPA PARKS & RECREATION DEPARTMENT**  
**OFFICE OF SPECIAL EVENTS**

**HOLD HARMLESS AGREEMENT & INSURANCE REQUIREMENTS**

**HOLD HARMLESS:**

The undersigned, its officers, employees, agents or representatives shall indemnify, defend and hold harmless **THE CITY OF TAMPA**, its officers, employees, agents or representatives from and against any and all claims, damages, actions, liability and expense, including reasonable attorneys' fees and court costs, in connection with loss of life, personal injury and/or damage to property arising from or out of the negligent or wrongful acts or omissions or occurrence of omissions or commissions of the undersigned, its officers, employees, agents or representatives while working or installing (describe work to be done for the City)

**INSURANCE REQUIREMENTS:**

**Permitee shall provide at their expense, prior to operation, insurance coverage on the most current Insurance Services Office (ISO) form or its equivalent as mentioned below. Commercial General Liability insurance coverage of no less than \$1,000,000 (one million) per occurrence, and a \$2,000,000 (two million) general aggregate. The City of Tampa shall be included as an additional insured and shall also receive 30 days written notice by registered or certified mail of policy cancellation or intent to non-renew. The required herein insurance shall be evidenced the Acord 25 certificate of insurance. Renewal certificates shall be given to the City within 10 days of the policy expiration dates.**

**IN WITNESS WHEREOF,**

The undersigned has executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in Tampa, Florida.

\_\_\_\_\_ (Name of corporation or individual)

By: \_\_\_\_\_ (Dully authorized officer)

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Witness: \_\_\_\_\_

**STATE OF FLORIDA**  
**COUNTY OF HILLSBOROUGH**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, by \_\_\_\_\_  
Whom is personally known to me or who has produced as identification: \_\_\_\_\_ and who did (did not) take an oath.

**Notary Public:**

\_\_\_\_\_

**Notary Stamp:**



**CITY OF TAMPA PARKS & RECREATION DEPARTMENT**  
**OFFICE OF SPECIAL EVENTS**

**INSURANCE REQUIREMENTS**

**Permitee shall provide at their expense, prior to operation, insurance coverage on the most current Insurance Services Office (ISO) form or its equivalent as mentioned below. Commercial General Liability insurance coverage of no less than \$1,000,000 (one million) per occurrence, and a \$2,000,000 (two million) general aggregate.**

The City of Tampa shall be included as an additional insured and shall also receive 30 days written notice by registered or certified mail of policy cancellation or intent to non-renew. The required herein insurance shall be primary to any insurance or self-insurance program of the City of Tampa and in this agreement shall be evidenced on the **ACORD 25** certificate of insurance. Renewal certificates shall be given to the City of Tampa within 10 days of the policy expiration dates.