



PRIVATE BUSINESS IN A PARK

A Private Business in a Park application is used for individuals or organizations wishing to utilize a City of Gainesville park for private business purposes. Per Chapter 6-9 entitled Permits of the Code of Ordinances, Section 6-9-7, Sale of Goods, Articles or Services:

It shall be unlawful for any person to sell goods, articles, or services of any nature on any street, park or other property of the city without first obtaining written permission from the city manager, or his designee, which permission will not be granted unless the request and proposed use of the property will be in full accordance and compliance with all written policies, procedures, guidelines and fees applicable to the property for which the use is being sought, which policies, procedures, guidelines, and fees have been approved by the city council.

(Ord. No. 2006-15, § 1, 5-16-06; Ord. No. 2006-52, § 1, 10-17-06)

PROVISIONS

The following general provisions apply to the proposal review of vendor businesses in any Gainesville Parks and Recreation park or facility:

1. During any given time of the year, the Director of Parks and Recreation or designee may request proposals from vendors for operation within any Gainesville Parks and Recreation park or facility management area.
2. Upon review of all proposal requests, the Director or designee may choose a vendor to operate within the management area at any given time. Complete discretion is granted to the Director of Parks and Recreation or designee when selecting the vendor business to operate in any Gainesville Parks and Recreation park or facility.
3. If none of the proposal requests are acceptable by the Director or designee, GPRA may choose to have no vendor businesses operate.
4. Any person who submits a proposal request for consideration must procure the proper permits, abide by these policies and procedures, as well as, all local, state, and federal codes or provisions.

PROPOSAL CONTENT

In order to obtain a vendor license from Gainesville Parks and Recreation the following items are required:

1. Completed/Signed Gainesville Parks and Recreation Private Business in a Park/Facility Use Agreement
2. Valid Business License
3. Current Health Inspection (if applicable)
4. City of Gainesville Temporary Mobile Vendor Permit (if applicable)
5. General Liability Insurance Policy Listing City of Gainesville as an Additional Insured
6. Picture of vehicle, trailer, pushcart, or other set-up



Upon selection by the Agency, vendor will sign an agreement, drafted by GPRA, and adhere to all parameters within.

RULES AND REGULATIONS

1. Vendors shall operate only in areas established by the Director of Parks and Recreation or designee; vendors shall not park, stand or conduct business within areas of the city or parks where they have not been authorized to operate.
2. Vendors shall operate only during the hours of 7am to dusk and/or other times as designated in agreement. Vendors shall limit operations to specified agreement dates, location and times.
3. No vendor can be in a park during a special event, tournament, parade, race or activity unless they are affiliated and have permission from the organizer. Vendors associated with the activity must still obtain all necessary permits prior to the event. Events or activities organized or sponsored by Gainesville Parks and Recreation will take priority over agreement holder's use.
4. An approved vending permit does not grant or entitle the vendor to the exclusive use of any park or area.
5. Vending operations shall not obstruct the visibility of motorists, nor obstruct parking lot circulation or block access to a public street, bike path, or sidewalk. The customer service area for vendors shall be on the side away from streets, and toward lawn, patio or sidewalk when parked for the safety of all patrons.
 - a. Acceptable setups include carts, trucks, or trailers. Other set-ups may be approved.
6. All food, goods and/or services shall be prepared, sold, and displayed from inside of the vehicles/cart unless prior permission has been given.
 - a. No mobile food vehicle/cart vendor shall set up a dining or cooking area outside of the truck including but not limited to tables and chairs, grills, booths, stools, benches or stand up counters.
 - b. No glass containers are allowed in the park.
 - c. The sale and/or distribution of alcohol is prohibited.
 - d. Beverages sold must be Coca-Cola products.
7. Vendors shall post pricing visible to public.
8. There will be no sound amplifying equipment with the exception of a portable generator which must meet City of Gainesville municipal code requirements; see Chapter 3-8 Noise Control.
9. Signage is allowed on mobile vehicles/carts; in addition one free-standing temporary sign is permitted, not to exceed 3ft. x 5ft. maximum (banners, a-frames, yard signs permitted within parameters).
 - a. No stake, post, pole, or any other device may be driven into the ground and no hole may be dug without written authorization from Gainesville Parks & Recreation.
10. Park vending operations shall obey all parking and traffic laws.
11. Approved permit/license must be kept with the operator and provided to Park staff and Law Enforcement upon request.



12. Operators shall be responsible for the storage and daily removal of all trash, refuse, and litter (if applicable). Such material generated from the vending operation shall not be deposited in park trash cans, nor bagged and left in the park. Park dumpsters may be utilized if available.
 - a. The agreement holder is responsible for restoring the park to the park's prior condition immediately. Should damage to the lawn, plants, walls, pavements, or other infrastructure of a park occur as a result of, or arise from the event, the agreement holder is responsible for damages.
 - b. Gainesville Parks & Recreation Agency is not liable for damage to vendor property.
 - c. Gainesville Parks & Recreation must be notified immediately of any serious injury, death, property damage, or vandalism.
13. Vendors shall not leave their mobile vending unit unattended in a park at any time; and it must be removed at the end of each business day unless otherwise approved.
14. Any power required for the mobile vehicle/cart shall be self-contained and shall not use utilities drawn from the public, unless written permission is obtained and in conjunction with a City event, program or activity. Power cords shall not cross any sidewalk, path, or street.

TRANSFER OF LICENSE

No license agreement issued by Gainesville Parks and Recreation shall be assigned or transferred by the named licensee to any other individual or organization. Each Vendor shall conspicuously display, at all times while operating, a signed copy of their agreement.

LICENSE SUSPENSION, REVOCATION

Gainesville Parks and Recreation may refuse to issue licenses if any of the following is found to be true:

1. The applicant has made a false statement as to any matter in the application;
2. The applicant or his prospective employer has violated any provision of this policy
3. The applicant has not complied with all applicable regulations of this or any other City Department, as well as those of the state and federal governments; Failure to have valid permits or licenses required by the Department of Health or any other city, county, state or federal agency; or Possessing, selling or distributing intoxicating liquor, beer or illegal substances such as illicit drugs and/or drug paraphernalia.
4. Conviction of any criminal or traffic offense while operating, or conviction of any criminal offense involving theft or fraud; or
5. Any other reason for which a license may be refused as provided in various sections of City of Gainesville ordinances.
6. Upon the suspension or revocation of any license, such license shall immediately be removed from public view and shall be returned to the Gainesville Parks & Recreation Agency within seven (7) days of such suspension or revocation unless a stay is granted until further review.



FEE SCHEDULE

Vending Type	Fee
Fitness Classes	\$30 per hour
All Other Vending Types	Fee
Parks Daily (available hours 7am-dusk)	\$30 weekdays, \$50 weekends & holidays
GPRA Events	
New or Small Special Event (less than 250 attendees)	\$50
Medium Special Event (250-500 attendees)	\$100
Large Special Event (500+ attendees)	\$200
Multi Day Special Event	Determined by each event
Long Term Vending	Revenue split TBD with GPRA

****Attendance values are estimates based on previous experience. Fees are reviewed annually and subject to change at the discretion of GPRA.***

****Temporary Mobile Vendor Application is require by the City of Gainesville; \$15 per event and must be paid in addition to the aforementioned fee schedule.***

Vendor fees are due within 10 days of booking. Should the vendor choose to cancel due to inclement weather predictions, the vendor must do so 24 hours prior to scheduled date in order to be rescheduled. If future dates are unavailable a refund will be considered.

Selection Process

Mobile Vendors will be selected at the sole discretion of Gainesville Parks and Recreation. The following criteria will be used in part for consideration.

- Variety of Options Available
- Non-competing Vendors
- Price Point
- Event Specific Themes
- Reliability and Past Experience
- Reputation and Favorability Among Participants



PRIVATE BUSINESS IN THE PARK APPLICATION

NAME OF BUSINESS/MOBILE VENDOR _____

VENDING TYPE (circle one) **FOOD** **SERVICE** **RETAIL** **FITNESS** **OTHER** _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____ **CELL:** _____

WEBSITE: _____ **EMAIL:** _____

VENDOR CONTACT PERSON: _____

Vendors must adhere to guidelines set forth in the Parks Vending Standard Operating Procedures and must provide all documentation noted within the application prior to permit approval.

I have enclosed the following items:

- _____ Completed/signed Application
- _____ Copy of current Business License
- _____ Latest copy of Health Inspection (If applicable)
- _____ City of Gainesville Temporary Mobile Vendor Permit. Application attached; please remit payment. (This will need to be obtained before each event and posted in clear sight.)
- _____ Certificate of Insurance with Gainesville Parks & Recreation Agency listed as additional insured.
- _____ Picture of vehicle, trailer, pushcart, or other set-up

Vendor fees are due 14 days prior to first scheduled date. Should the vendor choose to cancel due to inclement weather predictions, the vendor must do so 24 hours prior to the scheduled date in order to be rescheduled. If future dates are unavailable a full refund will be considered.

Please answer the following questions:



1. How will you handle medical and/or security emergencies during use?

2. How will you publicize your activity?

3. How will you clean the area after your activity?

The vendor requests permits for the following dates:

Location or Event	Date	Start Time	End Time	Fee	Approved or Denied
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	

Office Use Only

I agree to all terms and conditions set forth in these rules and regulations and understand that any violations will be noted and I may not be invited to participate in future events and activities. If approved, I understand I will be required to sign a Facility Use Agreement and will pay all fees due at that time.

Vendor Signature

Date

OFFICIAL USE ONLY			
Date Received	_____		
Mail	Email	Delivered	
_____	_____	_____	
Schedule Clear	_____		
Payment	Y	N	Date
_____	_____	_____	_____