



Business Vendor Permit & Application

A vendor application must be submitted to dprd@dickinsonparks.org at least 14 days prior to the facility usage. Late submissions may be rejected or may not be guaranteed review.

In accordance with Park District policies, and the City of Dickinson Municipal Code, no person or business may conduct for-profit operations on park property or facilities without an approved permit issued by the District. In evaluating a permit request, the District will consider: safety of patrons and property, including Park District property; the appropriateness of conducting the business in a District park and/or facility setting; any additional factors reasonably deemed relevant by the District. The District may charge a fee that reflects additional expenses caused by the business activity and may require liability and property insurance, naming the District as an additional insured on a primary and non-contributory basis.

A permit will be issued only after the applicant has:

- Paid all required fees;
- Entered into any contract required by the District;
- Provided proof of required insurance;
- Agreed to provide personnel necessary to maintain order;
- Agreed to repair or pay for any damage to District property;
- Agreed to complete any required post-event cleanup.

Permits are revocable at any time for safety, operational, or compliance reasons and do not create any property right or ongoing entitlement.

Permits are non-transferable and may not be assigned to any other person or business.

A distinction is maintained between private rentals and activities requiring this permit. Activities involving for-profit operations, the sale of products or services on District property, or elevated risk as reasonably determined by the Park District requires this Business Vendor Permit and Application. Homeschool groups or similar nonprofit educational groups may qualify as non-profit users and may be exempt from some of the above requirements as determined by staff.

General Information:

Authorized Representative of Applicant: _____

Legal Business Name: _____

Address: _____ State: _____ Zip: _____

Business Phone Number: _____ Cell Phone Number: _____

Email: _____

Website: _____

Business Vendor Type Information:

Space Required: _____

Proposed Event(s) to Service: _____

Proposed Day(s) to Service: _____

Proposed Hour(s) of Operation: _____

Attachments Required Prior to Approval:

- Copy of Sales Tax License or Business License
- General Liability Certificate of Insurance naming Dickinson Parks and Recreation as additional insured on a primary and non-contributory basis, in the minimum amount of \$2,000,000 aggregate and \$1,000,000 per occurrence.
- Fees

General Business Vendor Permit Provisions:

By signing and submitting this application, the applicant agrees to the following provisions if issued a business vendor permit by Dickinson Parks and Recreation in consideration for being allowed to operate as a business vendor at a Dickinson Parks and Recreation facility:

1. I certify that the business listed above is operated in compliance with all applicable requirements of the City Ordinance and State Law including but not limited to business licensing and health department permits.
2. I have read and understand the application, the general provisions, and the applicable laws, rules, and requirements relating to this business vendor permit, I acknowledge this business vendor permit is subject to all of those requirements, and I agree to fully comply with all requirements relating to this business vendor permit.
3. I agree to accept all liability for any damages caused by the set-up, operation, or tear-down of my booth or space, and to indemnify and hold harmless Dickinson Parks and Recreation for any claim, demand, or liability arising out of such operation, sales, or services and to defend Dickinson Parks and Recreation for any such claim, demand, or liability including all attorney fees and costs incurred, to the fullest extent permitted by North Dakota law.
4. I agree to assume full risk of any injury, property damage, or loss which I may sustain as a result of my participation in any and all activities connected with or associated with my participation in facility usage held by Dickinson Parks and Recreation. Further, I understand that I shall maintain insurance in the minimum amount of \$2,000,000 aggregate and \$1,000,000 per occurrence. I further understand that I display and/or store my products at my own risk.
5. I agree to list Dickinson Parks and Recreation as an additional insured. I agree to submit a Certificate of Insurance at least 14 days prior to the facility usage and that failure to submit a Certificate of Insurance will result in exclusion from the facility usage.
6. I understand that any false statements, omissions, or failure to comply with the requirements of this business vendor permit may result in the revocation of this permit and may jeopardize the approval of future permits. Any misrepresentation voids the permit.
7. I certify that the information contained in the application is correct to the best of my knowledge.

The person signing this application on behalf of the application affirmatively represents that he/she has the required legal authority to bind the applicant business entity to the terms and conditions of this application and the business vendor permit. Both the person executing this application and the vendor understand that Dickinson Parks and Recreation is relying on this representation.

Applicant's Signature: _____ Date: _____

Approval (Department Use Only)

Reviewed By: _____

Title: _____

Approval Status: Approved Denied

Notes: _____

Signature: _____ Date: _____