



Vendor Application/Permit

This application applies to Dickinson Parks and Recreation special events such as the Bandshell Concert Series, Patterson Lake Beach Party, Pooch Pool Party, and other events listed on dickinsonparks.org.

A vendor application must be submitted to dprd@dickinsonparks.org at least 14 days prior to the event.

General Information:

Authorized Representative of Applicant: _____

Legal Business Name: _____

Address: _____ State: _____ Zip: _____

Business Phone Number: _____ Cell Phone Number: _____

Email: _____

Website: _____

Vendor Type Information:

Vendor Type (Circle One) Truck Truck/Trailer Push Cart Table

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
- FOOD VENDERS ONLY: Copy of mobile food license from North Dakota Department of Health-Division of Food and Lodging or reciprocity letter.
- General Liability Certificate of Insurance naming Dickinson Parks and Recreation as additional insured in the minimum amount of \$2,000,000 aggregate and \$1,000,000 per occurrence.
- Copy of the complete menu including prices
- Fees
 - \$50 fee: for-profit business per event/series.
 - \$25 fee: non-profit groups (must submit official non-profit letter) per event/series.
 - \$0 fee: for groups who are not collecting revenue per event/series.

General Vendor Permit Provisions:

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

1. I certify that the business listed above is operated in compliance with all applicable requirements of the City Ordinance and State Law.
2. I have read and understand the application, the general provisions, and the applicable laws, rules, and requirements relating to this vendor permit, I acknowledge this vendor permit is subject to all of those requirements, and I agree to fully comply with all requirements relating to this 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.
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 a special event 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 special event and that failure to submit a Certificate of Insurance will result in exclusion from the special event.
6. I understand that any false statements, omissions, or failure to comply with the requirements of this vendor permit may result in the revocation of this permit and may jeopardize the approval of future permits.
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 application to the terms and conditions of this application and the 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: _____