



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
 - \$350 fee for all 10 Bandshell Concert Series nights
 - \$50 fee per event for-profit business
 - \$25 fee non-profit groups (must submit official non-profit letter) per event (\$175 for 10 Bandshell Concert Series nights).
 - \$0 fee: for groups that are not collecting revenue per event/Bandshell Concert 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: _____

Rules & Requirements (Leah, this is the part to display on the website)

Once your form is filled out, please send it to dprd@dickinsonparks.org or drop it off at the Dickinson Parks and Recreation Office.

The following rules and requirements apply to all vendors:

- Vendors on DPRD property are only allowed for specific approved events and with Recreation Staff approval.
- Mobile Vendors are governed by Section 33.06.020 of the City of Dickinson Municipal Code.
- DPRD does not guarantee exclusivity to any vendor.
- Vendor placement is at the sole discretion of the DPRP staff, and no vendor locations are guaranteed or promised in advance.
- Operations shall not obstruct the visibility of motorists, nor obstruct parking lot circulation or block access to a public street, bike path, or sidewalk.
- Vendor operations shall obey all parking and traffic laws.
- Vehicles that are used to pull trailers or equipment must be parked off-site if the trailer or equipment is removed from the vehicle for the special event.
- Approved permits must be kept with the vendor operations and provided to DPRD staff and Law Enforcement when requested.
- Vendors are responsible for the safety, sturdiness, and protection of their vehicles, equipment, displays, and property.
- Vendors shall be responsible for the storage and daily removal of all trash. Trash generated from the vendor operations shall not be deposited in park trash cans or bagged and left in the park.
- DPRD does not provide any trash cans, tables, chairs, or power.
- Strict timeliness for arrival and departure may apply to a special event and must be adhered to by the vendors. Unless a stricter requirement is in place, vendor vehicles, equipment, displays, and property shall be removed at the end of each day.
- No sale or distribution of alcohol or tobacco is allowed.
- If you are interested in multiple events, you may list all events/dates on a single application or include an attachment.
- Application fees will vary depending on the status of the organization.
 - A \$50 fee is charged to for-profit businesses (waived if the vendor is a sponsor of the event) per event. A fee of \$350 for all ten Bandshell Concert Series nights.
 - A \$25 fee is charged to non-profit organizations (with proof of non-profit status) that are collecting revenue per event. A fee of \$175 for all ten Bandshell Concert Series nights.
 - There is no fee for organizations that are not charging for products at the event, but they do need to complete a vendor application per event.
- The vendor application must be turned into dprd@dickinsonparks.org 14 days prior to the event.
- DPRD will approve each application at least one week prior to the date of the event.

For questions regarding Vendor Permits, please contact the Program Supervisor for Dickinson Parks and Recreation at 701-456-2704 or by emailing dprd@dickinsonparks.org.