**City of Austin Parks and Recreation Department**

**Temporary Concession Application**

This constitutes a request for permit approval by the Director. If approved, a permit this will be issued for park use under City Code Chapter § 8.

**Incomplete applications will not be reviewed and will require resubmittal of a complete application**

**APPLICANT AND COMPANY INFORMATION**

|  |  |
| --- | --- |
| Contact Name: |  , Title of the Person…. |
| Company or Organization Name: |  , a Choose a state. Choose Organization Type (the “Company”)  |
| Billing Address: |   | State: | Choose State | Zip: |  |
| Mobile #: |   | Emergency #: |   |
| Email address: |   |
| Company website or social media: |   |

**PERMIT TYPE REQUEST (CHOOSE ONE)**

|  |  |
| --- | --- |
| **Single Day**All Park sites $50 |[ ]  **Temporary**Up to 6 monthsDistrict/Metro Park $1,500Other Park $500 |[ ]
| Please list the **date**(s) you wish to be in the park below: |
| **Date:** |   | **Hours:** |   |
| **Date:** |   | **Hours:** |   |
| **Date:** |   | **Hours:** |   |
| **Date:** |   | **Hours:** |   |

# *\* Additional dates/hours may be listed with an attachment*

# **NOTICE OF REQUIREMENTS:**

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| * **Health Department Permit:** *A health permit will be required before the time of contract execution and final permit release for permits with food/beverage sales.*
 |
| * **State of Texas Sales and Use Tax Permit (tax id):** *Texas tax law requires organizations to collect tax on most of sales of taxable items.* [https://comptroller.texas.gov/taxes/sales//](https://comptroller.texas.gov/taxes/sales/)
 |
| * **Insurance:** *A Certificate of Insurance listing the City of Austin as additional insured (general and auto liability coverages) is required. FULL DETAILS AT:* [*www.austintexas.gov/parkevents*](http://www.austintexas.gov/parkevents) *-*
 |
| * **Criminal Background Investigation (CBI):** [See details here](http://austintexas.gov/sites/default/files/files/Parks/Special_Events/Concessions/CBI_process.pdf) -All vendors and staff that will interact with general public must submit a confirmation of successful CBI**.**
 |

# **REQUESTED PARK INFORMATION:**

|  |  |
| --- | --- |
| Park Name: |   |
| **Preferred** Location within Park: |   |
| **First alternative** location within Park: |   |
| **Second alternative** location within Park: |   |
|  |
| **Second Park** (if 1st choice is not available): |   |

**REQUESTED PARK LOCATION:**

|  |
| --- |
| Choose one of the below options to provide images:1. **Insert** digital images into the application below, or
2. **Attach** digital copies in the email with the Temporary Concession Application

Insert below or attach to email  |
|  Insert - Clearly marked map showing desired concession location(s) |

**CONCESSION DEVICE INFORMATION AND IMAGES:**

|  |
| --- |
| **Detailed Description of Stand, Trailer or Kiosk**:  |
| **Dimensions:**(Length/Width/Height) | Click here to enter text. |
| **Type of Mobile Concession:**(Truck/Trailer/Kiosk) | Click here to enter text. |
| **Utility Needs:**(Specify Electrical/Water needs) | Click here to enter text. |

**IMAGES OF TRUCK, TRAILER, OR KIOSK:**

|  |
| --- |
| Concession devices should be free of damage and clearly identify concession nameChoose one of the below options to provide images:1. **Insert** digital images into the application below, or
2. **Attach** digital copies in the email with the Temporary Concession Application
 |
|  Image 1:Image 2:Image 3: |

**IMPACT CONSIDERATIONS:**

|  |
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| **Park Operations:** |
| Describe a typical day for the operation of the concession -Explain what daily tasks would be performed. | Click here to enter text.  |
| Describe typical vendor messaging to customers, and by what means/ mechanisms | Click here to enter text.  |
| Explain how you plan to assure the concession provides a safe and sanitary service.  | Click here to enter text. |
| Will there be a company uniform for staff? | Click here to enter text. |
| Describe the customer complaint process, include how complaints are handled and resolved. | Click here to enter text. |
| How will concession meet the American’s with Disabilities Act requirements? | Click here to enter text. |
| **Sustainability:** |
| Identify the type of packaging, disposable implements, and similar items that will available to consumers. What practices will help assure that littering is prevented?  | Click here to enter text.  |
| Plan to remove waste, litter, and recycling from park | Click here to enter text.  |
| Plan to collect and remove oils, grease, and grey water *– if applicable* | Click here to enter text.  |
| **Park Impact / Safety:** |
| Describe plan to ensure roads and pedestrian pathways remain open and unimpeded to public.  | Click here to enter text.  |
| Describe ability to message customers when needed for public safety. | Click here to enter text. |

# **CONCESSION MENU/PRODUCT INFORMATION:**

List the exact products offered and the prices of those products.

| **Item/Menu Item** | **Proposed Cost or****Range of Cost** |
| --- | --- |
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**\***Add/insert additional pages as needed, OR attach a menu of items and costs.

***TIP*** *– in Microsoft Word, use the “tab” key at the last line to create additional rows.*

**KEY PARK CODE, RULES AND BEST PRACTICES:**

# A permit or approval is required and must be displayed in view of the general public for all Commercial Activity on parkland

# Glass, Styrofoam and smoking are prohibited in all parks at all times.

* Use bulk versus individually packaged condiments, utensils and drinking straws, picnic packs, such as the combined plastic wrapped fork, knife, napkin and pepper/salt.
* Plan menu items which are hand held, or have minimal eating requirements.
* Remove all items from packaging, cellophane and the like (except for those required by law to be sealed) BEFORE presenting item to consumer.
* Have permit with you on site at all times.

**SIGNATURE AND AGREEMENT:**

I certify that the information contained in this approval request is true and correct to the best of my knowledge, and that I am authorized to act on behalf of the Company listed in the request.

I have also read, understand, and I am willing to comply with the concession policies and procedures set by the City of Austin Parks and Recreation Department. Company acknowledges that each park and concession is subject to general park rules and regulations as currently exist and as may be adopted administratively orby ordinance by the City of Austin and agrees to abide by these rules, regulations and requirements.

IF the request is approved, the Company shall comply with, and shall require its contractors, agents, invitees, guests, volunteers, and patrons of the attraction or function for which the Company plans to use the Facility to comply with all federal, state and local laws and regulations, and with all applicable City policies, rules and procedures.

 IF the request is approved, the Company shall not bring or permit its contractors, agents, invitees, guests, volunteers, and patrons of the attraction or function for which the Company plans to use the Facility to bring or keep anything on City property that may adversely affect the Facility. The Company shall not bring or allow its contractors, agents, invitees, guests, volunteers, and patrons of the attraction or function for which the Company plans to use the Facility to bring any items onto the property, or place any decorations or other items on the Facility that may damage any portion of the Facility, including but not limited to trees, grounds, or plant life, without the prior written consent of the Parks and Recreation Department Director. The City reserves the right at any time and at its sole discretion to require the Company to remove from the Facility any animals, furniture, fixtures, wiring, exhibits, or other items brought onto the Facility by the Company. The Company shall immediately remove any item upon City’s request.

**Damage to City Property.** Concession holder must pay for all costs required to repair or replace City property, which is damaged by concession holder, its officers, employees, agents, invitees, guests, volunteers, or patrons.

**Indemnification.** IF the request is approved, Company shall indemnify, save, and hold harmless the City, its officers, employees, agents, licensees, and invitees any and all liability, damages, losses, claims, demands, and actions of any nature, due to personal injury (including, without limitation, workers' compensation and death claims), or property loss or damage of any kind which arises or is claimed to arise out of or is in any manner connected with the use of the City property or the presence on the City property of Production Company, its contractors, agents, invitees, guests, volunteers, and patrons of the attraction or function for which Production Company plans to use the Facility.

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| --- | --- |
|   | Click here to enter a date. |
| Signature of Applicant  | Date |
|  |  |

**COMMERCIAL USE AND CONCESSION - STANDARDS OF OPERATION**

Understanding that parks are a valuable resource for a large population who have diverse methods of recreation the purpose of this program is to balance the public’s ability to recreate while engaging visitors through professional instruction or experience.

As a permit holder using City of Austin parkland I will:

Business Operation:

* Clearly display identifiable business/organization name and staff through signage, uniform shirt, hat, or other
* Clearly display business contact information for patron feedback.
* Clearly display all required City of Austin permits.
* Commercial Activity location, stand, vehicle, trailer, and/or push cart must be clean and in operational condition without visible damage or defects.

Public Interaction:

* Have a valid permit from the City of Austin Parks and Recreation Department and carry and/or display these credentials during business operations.
* Train employees in non-discrimination practices and standards to assure that no person be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the grounds of race, color, sex, age, disability or national origin.
* Follow ADA guidelines to provide and maintain access for people with disabilities.
* Follow the rules and City ordinances at park spaces and offer courtesy to park users
* Offer courtesy to others who are recreating in the parks.
* Provide a safe and quality experience to park patrons.
* Ensure respect for public property and the property of residents and other businesses.

I understand the listed Standards of Operation and will ensure compliance. I understand that two (2) warning notifications will be given regarding the above written standards. Upon three (3) notifications the permit will be revoked.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR PARD OFFICE USE ONLY**

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**Parks and Recreation Department Review:**

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|[ ]  Approved |[ ]  Denied |

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 Site’s Supervisor/ Printed Name Date

 Division Manager Signature

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|[ ]  Approved |[ ]  Denied |

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 Event Manager Signature Printed Name Date