



RIFLE PARKS

VENDING POLICY 2022

- a) Any vendor or organization desiring to distribute food or merchandise, for charge, or donation in any Rifle Park, shall first obtain a Parks Vending Permit or approval from the City of Rifle Parks and Recreation Department.
- b) A vendor shall complete the required vending permit application available from the City of Rifle Recreation Department by March 4th. (Organizations seeking permission for a single event must apply for permission at least 14 days prior to the event and will be allowed only one event (up to 3 days for that event) per year).
- c) Payment of the vendor permit fee is required at submission of the vending permit application to the Recreation Department and a permit fee shall be paid for each park in which the vendor seeks a permit.
- d) The annual permit fee shall be \$50.00 and shall not be pro-rated. A Rifle Parks Vending Permit shall be valid for one year, from April 1st through March 31st of the following year.
- e) A vending permit entitles a vendor to an exclusive vending location for each park in which a permit is obtained. Vendors may not vend from sites other than their approved exclusive location. Vendors may request a specific location but all vending locations are subject to approval by the Parks and Recreation Director or designee. Locations with electrical connections are limited and vary by park. An additional annual charge of \$50 will be assessed at the time of permit application if a vendor requests a location with electrical connection. Due to limited availability of such locations, the additional charge will apply whether or not the vendor uses the electrical connection. A vendor shall not connect to any City electrical service without approval and payment of the additional electrical connection fee.
- f) A single vendor shall hold no more than one vendor permit per park.
- g) The number of permits available per park is limited as follows and is subject to change based upon the determination of the Parks and Recreation Director:
 - **Centennial Park:** 3
 - **Deerfield Park:** 2
 - **Rifle Mountain Park:** 2
 - **Davidson Park:** 1
 - **Civic Plaza:** 1
 - **Remote Control Park:** 1

- h) The size of a vendor's trailer, cart, mobile vending unit, or temporary structure and type of vending may be restricted or prohibited depending on the park and/or desired vending location within the park.
- i) All vending related equipment and temporary structures must be removed from the vending location daily. No on-site storage will be allowed.
- j) All permitted vendors shall comply with all applicable City, State and Federal laws and regulations and will be required to furnish a copy of their Rifle Sales Tax Permit, workers compensation insurance (if applicable) and, for food vendors, appropriate health inspections/permits.
- k) All permitted vendors shall provide a certificate of insurance with the following information: \$1,000,000.00 combined single coverage indemnifying the City of Rifle. Insurance documents must list the City of Rifle as additionally insured as follows: "Additionally insured; City of Rifle, its officers, officials and employees." Insurance will be required prior to receiving a Rifle Parks Vending Permit.
- l) Permits must be applied for annually, by published dates, and are not transferable.
- m) Permits may be revoked by the City at any time, for any reason, without notice or reimbursement of fees.
- n) Permitted vendors shall only operate during the days and times the park is open to the public.
- o) Trash related to the vendors must be picked up by vendor before leaving the premises.
- p) Vending by school groups related to hosting High School Sports at Deerfield Regional Park, may, at the city's discretion, be allowed to operate the Cooper Field Concession stand and/or the Skinner Field Concession stand during RHS baseball and RHS softball regular and post season games. Concession booth sales at Cooper Field and Skinner Field are limited to packaged snacks and bottled or canned drinks. No cooked food or food cooking is permitted.
- q) User groups may, at the discretion of the Parks and Recreation Director or designee, vend food for 1 event (maximum 3 day event), per season. Requests must be made with no less than 14 days advance notice to the Parks and Recreation Department.
- r) Permitted public Special Events on City of Rifle or Rifle Parks property may result in the City offering additional limited-term vending permits and locations and/or allow non-profit and civic groups to vend in Rifle Parks free of charge without a vending permit. A City Sales Tax License or proof of non-profit status will be required from each Special Event vendor.
- s) Determination of permitted vendors will be based on, resume/record of vendor, proposal of the vendor, number of vendors vs. number of spaces, appropriateness of the item or type of food being vended, as well as other related factors at the time of application.

