

2017 VENDOR PERMIT INSTRUCTIONS

WHAT REQUIRES A VENDOR PERMIT?

A Vendor Permit must be submitted, processed, payment received and permit approved by the Milwaukee County Parks to conduct business at any location in the park system. A vendor permit is required for the following:

- Charter Boats
- Food & Beverages
- Promotional Events
- Raffle / Silent Auction
- Retail / Merchandise
- Sales / Exchange of Money
- Yoga / Fitness Groups
- Youth Camp

DO NOT ADVERTISE FOR YOUR BUSINESS BEFORE OBTAINING WRITTEN APPROVAL FROM THE MILWAUKEE COUNTY PARKS SPECIAL EVENTS OFFICE

VENDOR PERMIT APPLICATION PROCESS:

APPLICATION SUBMISSION:

Submit the completed Vendor Permit Application to the Milwaukee County Parks Special Events Office for review and approval. Applications must be submitted at least 60 days prior to the first date of business operation. Incomplete applications will not be reviewed. The Vendor Permit Application can be submitted to Ryan Broderick by email at ryan.broderick@milwaukeecountywi.gov, by fax to the Special Events Office at (414) 257-8044, by mail or in-person to the Milwaukee County Parks - Special Events Office, 9480 Watertown Plank Road, Wauwatosa, WI, 53226.

APPLICATION REVIEW:

After receipt of an application, the applicant will be notified via email within a month regarding the status of your application. It is the responsibility of the applicant to submit any amendments and/or revisions to the original application in writing. Submittal of an application does not automatically grant a vendor a permit or confirmation to conduct your business on Milwaukee County Parks property.

FEE SCHEDULE & REQUIREMENTS:

If your Vendor Permit Application is approved, you will receive an email with fee information and requirements to obtain your permit.

Fees:

Vendor permit fees are **non-refundable**. The type of vendor operation and location determines the vendor permit fee.

Certificate of Insurance (COI):

ALL Charter Boats, Fitness/Yoga groups and some other applicants are required to submit a "Certificate of Insurance" in the amount of **\$1,000,000** of general liability coverage naming **Milwaukee County Parks** as an **additional insured** for all dates of vending operation. Milwaukee County Parks must be listed as the **Certificate Holder** with the address listed as 9480 Watertown Plank Road, Wauwatosa, WI 53326. The Vendor Permit will not be issued if a COI has not been received and accepted.

VENDOR PERMIT RULES AND REGULATIONS:

All vendor(s), its employees and guests shall abide by all municipal codes, Milwaukee County Ordinances and rules governing the parks and parkways.

Alcohol Sales:

- A Certificate of Insurance for \$1,000,000 in **general liability** and **liquor liability** is required when liquor is sold and/or served at a public event on Milwaukee County Parks property, naming Milwaukee County Parks as an additional insured party.
- A City or local municipal liquor license is required for alcohol sales. For the City of Milwaukee, please contact (414) 286-2238, <http://city.milwaukee.gov/ObtainLicensesPermit54.htm>. A copy of the license must be submitted to the Special Event's Office.

Amenities: Milwaukee County Parks does not provide amenities such as portable restrooms, sound systems, stages, banquet tables, chairs, tents, and/or canopies. Milwaukee County Parks does not have a list of preferred vendors. Events are free to work with vendors of their choice.

Amplified Sound: Vendor must be approved by the Milwaukee County Parks Department to have amplified sound in any Milwaukee County Park. The City of Milwaukee is the only municipality that requires a Noise Variance Permit. Please call (414) 286-3280 or visit <http://city.milwaukee.gov/NoiseVariances3711.htm#.VIXP5HbnYdW> to apply for your Noise Variance Permit. It is the responsibility of the vendor to provide electrical requirements needed to support its operations.

Clean-up/Damage to Park Property:

- Permit holder is responsible for the daily pickup, collection and removal of all garbage and litter from the permitted site and surrounding areas, which is due to the vendor's operations. All garbage collection and removal must be to the satisfaction of Milwaukee County Parks. Permit holder will be billed for any additional cleanup (\$50.00 per employee per hour).
- The use of confetti is prohibited.
- Permit holder is responsible for any actual documented physical damage to the Milwaukee County Parks property caused by its operations, employees, agents, representatives, and guests.

Grilling: Grilling must be confined to enclosed metal containers. Hot coals must be cooled or doused with water after use and must be disposed of in designated coal containers. Disposing of coals on grass, at the base of a tree or at any other location is strictly prohibited.

Inclement Weather: No rain dates will be issued. Refunds will not be granted for inclement weather.

Indemnification: The permit holder agrees at all times during the existence of this permit to indemnify Milwaukee County for, and hold it harmless from all liability, claims and demands on account of personal injuries, property damage and loss of any kind whatsoever, including workers' compensation claims, which arise out of or are in any manner connected to this permit, based on any injury, damage or loss being caused by any wrongful, intentional, or negligent acts or omissions of the permit holder, its agents or employees. Permit holder shall, at its own expense, investigate all claims and demands, attend to their settlement or disposition, defend all actions based thereon and pay all charges of attorneys and other costs and expenses arising from any such injury, damage or loss, claim, demand or action.

Permits: Permits are not assignable and/or transferable. A copy of the permit must be present and on-site for inspection.

Sales:

- If you are selling on Milwaukee County Parks property without a Vendor Permit, you are subject to a fine and confiscation of your products and equipment.
- A City or local municipal license may also be required. A copy of the municipal license must be submitted to the Special Events Office. For the City of Milwaukee, please contact (414) 286-2238, <http://city.milwaukee.gov/ObtainLicensesPermit54.htm>.
- Milwaukee County Parks reserves the right to operate its own concession operations at any time and any location during any or all events held in on Milwaukee County Parks property.

Signage: **Spray painting and spray chalk is prohibited.** Milwaukee County Parks must approve the placement and installation of all signage on Milwaukee County Parks property.

Special Events: Seasonal vendors cannot sell during any special events, including July 3rd and July 4th celebrations unless approved by the Milwaukee County Parks Department.

Termination:

- Milwaukee County Parks in its sole discretion may grant, deny, revoke or suspend any permit, at any time and for any reason. Cancellation of the permit for cause will result in forfeiture of all fees. For cause means if the terms of the application are misrepresented, violated or when public safety is threatened.
- The Vendor Permit is subject to all local municipal and County ordinances in addition to all rules and regulations governing parks and parkways, and can be terminated at any time at the sole discretion of local law enforcement authorities, when public safety is threatened.

Vehicles: Vehicles are prohibited from driving on grass, athletic fields, park walkways and trails. If permission is granted for driving on grass, it will be stated on the vendor permit. Vehicle passes that have been provided to the permit holder must be displayed in each permitted vehicle. Any damage caused by any trucks or other vehicles is the responsibility of the permit holder.



2017 VENDOR PERMIT APPLICATION

APPLICANT INFORMATION:

Business Name _____ Name of Applicant _____
Street Address _____ City, State, Zip _____
Daytime Phone _____ Evening Phone _____
Cell Phone _____ Email _____

PERMIT INFORMATION:

Check all the boxes below that pertain to your vendor request on Milwaukee County Parks property. If the choices listed are not applicable, please describe your vendor operation in the "Other" box section below.

- | | | |
|---|--|---|
| <input type="checkbox"/> Charter Boats | <input type="checkbox"/> Raffle / Silent Auction | <input type="checkbox"/> Yoga / Fitness Groups |
| <input type="checkbox"/> Food & Beverages | <input type="checkbox"/> Retail / Merchandise | <input type="checkbox"/> Youth Camps |
| <input type="checkbox"/> Promotional Events | <input type="checkbox"/> Sales / Exchange of Money | <input type="checkbox"/> Other (<i>describe</i>): |
-

PROPOSED OPERATIONS:

Event Date(s) _____ Day(s) of the Week (*Monday-Sunday*) _____
Requested Park _____ Location in Park _____
Start Time(s) _____ AM PM Ending Time(s) _____ AM PM

Check the products you are requesting to offer or sell:

- | | | |
|---------------------------|--|---|
| • Food | <input type="checkbox"/> NO <input type="checkbox"/> YES | <input type="checkbox"/> Other (<i>describe</i>): |
| • Non-Alcoholic Beverages | <input type="checkbox"/> NO <input type="checkbox"/> YES | |
| • Alcoholic Beverages | <input type="checkbox"/> NO <input type="checkbox"/> YES | |
| • Merchandise | <input type="checkbox"/> NO <input type="checkbox"/> YES | |

Provide a list or menu of items you wish to sell below:

VEHICLES:

Vehicles are prohibited from driving on grass, athletic fields, park walkways and trails. Any damage caused by any trucks or other vehicles is the responsibility of the permit holder.

- Type of vehicle(s) you propose to operate _____
- Number of vehicles do you propose to operate _____
- Will you request special parking needs or vehicular access? NO YES

Describe special parking needs or vehicular access:

AMPLIFIED SOUND:

Amplified Sound cannot begin before 8:00 AM including sound checks.

Are you requesting permission to have amplified sound? NO YES

Hours of amplification (*including sound check*):

- Start time _____ AM PM
- End time _____ AM PM

The City of Milwaukee is the only municipality that requires a **Noise Variance Permit**. Please call (414) 286-3280 or visit <http://city.milwaukee.gov/NoiseVariances3711.htm#.VIXPZXbnYdV> to apply for your Noise Variance Permit.

Amplified sound must be directed away from residences. Amplified sound must comply with Section 47.022, Noise, of Chapter 47 of the Milwaukee County Ordinances. It is the responsibility of the Event Organizer to provide electrical power to support the event. Amplified sound must comply with Section 47.022, Noise, of Chapter 47 of the Milwaukee County Ordinances. Amplified sound must be directed away from residences. It is the responsibility of the vendor to provide electrical requirements to support its operations.

Indemnification:

The permit holder agrees at all times during the existence of this permit to indemnify Milwaukee County for, and hold it harmless from all liability, claims and demands on account of personal injuries, property damage and loss of any kind whatsoever, including workers' compensation claims, which arise out of or are in any manner connected to this permit, based on any injury, damage or loss being caused by any wrongful, intentional, or negligent acts or omissions of the permit holder, its agents or employees. Permit holder shall, at its own expense, investigate all claims and demands, attend to their settlement or disposition, defend all actions based thereon and pay all charges of attorneys and other costs and expenses arising from any such injury, damage or loss, claim, demand or action.

SIGNATURE:

The permit holder named above will be responsible for the conduct of the group and for the condition of the reserved area. This permit is subject to all municipal codes and Milwaukee County Ordinances (S. 47.04, 47.16, 47.28, 63.01, 63.02) in addition to all rules and regulations governing parks and parkways. The applicant agrees that, while using the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, national origin or handicap.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and agree to abide by them.

Name of Applicant _____

I AGREE THAT THE ENTRY OF MY FULL NAME BELOW CONSTITUTES AN ELECTRONIC SIGNATURE

Signature _____ Date _____

Electronic Signature Accepted