



parks · recreation · cultural services

## 2019 PARK VENDOR APPLICATION

### VENDOR INFORMATION

- Vendor will pay a per cart vendor fee of: \$20 for two hours; \$40 for four hours; \$60 for six hours; \$80 for 8 hours; \$300 for one month
- 72 hours' notice is required to obtain a permit. **Application received less than 72 hours in advance will not be accepted.**
- Vendor must provide proof of the following licenses/inspections:
  - **State of Colorado Sales Tax License** – Colorado Department of Revenue, 4420 Austin Bluffs Parkway, Colorado Springs, CO 80918, (303) 866-3711
  - **City of Colorado Springs Sales Tax License** – City Sales Tax Office, 30 S. Nevada, Suite 203, Colorado Springs, CO 80903, (719) 385-5903
  - **City of Colorado Springs Mobile Food Unit License** (if selling food) – City Clerk's Office, 30 S. Nevada, Suite 101, (719) 385-5901
  - **State of Colorado License to Operate a Retail Food Establishment** (if selling food) – El Paso County Public Health, 1675 West Garden of the Gods Road, Suite 2044, Colorado Springs, CO 80907, (719) 578-3199
  - **Health Inspection Report** (if selling food) - El Paso County Public Health, 1675 West Garden of the Gods Road, Suite 2044, Colorado Springs, CO 80907, (719) 578-3199
- Vendor must carry liability insurance in the amount of \$1 million and provide a certificate of insurance which names the City of Colorado Springs as additional insured by including the following verbiage in the "description of operations" section: **The City of Colorado Springs, its elected officials, employees and volunteers, are included as additional insured with respect to the policies required by the Special Events Permit.** The address for the Certificate Holder must be: The City of Colorado Springs, 30 S Nevada, Colorado Springs, CO 80903

### VENDOR RULES & REGULATIONS

- Vendor must provide a trash receptacle, dispose of own litter and clean area properly
- Vendor's name shall be displayed on all vending equipment, including trash receptacles
- Vendor carts/vehicles should be located in parking lots/paved surfaces; Vehicles are prohibited from driving and/or parking on grass
- Vending permits are not valid when there is a Special Event Permit issued for the park. To vend during special events you must contact the Event Promoter/Permit-Holder directly, or stay 300 feet away from the event boundary.

**Submit completed application and supporting documents to:**

CITY OF COLORADO SPRINGS  
PARKS, RECREATION & CULTURAL SERVICES  
1401 Recreation Way  
Colorado Springs, CO 80905  
Phone: (719) 385-5940  
E-Mail: [events@coloradosprings.gov](mailto:events@coloradosprings.gov)

## VENDOR INFORMATION

**Business/Organization Name:**

**Contact\*:**

*\*Contact will be the Vending Permit-Holder*

**Street Address:**

**City:**

**State:**

**Zip:**

**E-Mail:**

**Daytime Phone:**

**Cell Phone:**

## PERMIT INFORMATION

**Park Requested:**

**Date(s) of Permit:**

**Start Time:**

**End Time:**

**Total Permit Fee:**

## SECTION 16 – AFFIDAVIT OF APPLICATION

It is agreed by the undersigned that all conditions of this permit shall be met. Violation of any one of the conditions shall be basis for revocation of the permit.

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

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

### APPLICATION CHECKLIST:

- Application - Signed and Dated
- Colorado Sales Tax License
- City of Colorado Springs Sales Tax License
- City of Colorado Springs Mobile Food Vendor License
- State of Colorado License to Operate a Retail Food Establishment
- El Paso County Public Health Inspection Report
- Certificate of General Liability Insurance

### OFFICE USE ONLY

Permit # \_\_\_\_\_ Issue Date: \_\_\_\_\_ Confirmation Date: \_\_\_\_\_ Payment Type \_\_\_\_\_