



2002 Creek Crossing  
 Colorado Springs, CO 80906  
 (719) 520-6375  
 (719) 520-6389 Fax

Vendor Permit #

# Vendor Permit Request

1. Please fill out this form completely.
2. Please read rules, regulations, permit procedure and use policy on the back of this request.
3. Vendor permits are issued only in conjunction with an approved organized event.
4. Fees and requirements once request is approved:

- **\$40.00 Non-profit (\$60.00 Commercial) permit fee per day**
- **\$100.00 Refundable damage deposit**
- **Insurance certificate**
- **Copy of State Sales Tax License**
- **Copy of City Sales Tax License (if applicable)**
- **Copy of License and Inspection from the Health Department (if Food is involved)**

Business Name:		Owner/Operator's Name:	
Address, City, State, Zip:			
Phone Number:		E-mail:	
Name of event you will be operating in conjunction with:			
Vending date(s):		Park:	
Do you need electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you need water? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>(The Parks Division cannot guarantee availability of electricity or water)</i>			
What types of items will be sold or what service will be provided:			

*I have read and agree to comply with the rules, regulations, permit procedure and use policy as established by El Paso County through El Paso County Parks.*

Signature of Applicant:	Date:
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Department Use Only:

Received:	Fees Received:	Dam. Dep. Received:	Insurance Received:	State Sales Tax License:	City Sales Tax License:	Health Dept:
	Check #:	Check #:				
	\$	\$				

## Rules, Regulations, and Permit Procedure

1. Vendor permits may be issued for commercial activity during county-approved events only. Vendor permits may be issued for the sales of merchandise or food.
2. Vendors are required to obtain and show proof of liability insurance with a \$1 million combined single limit and shall include El Paso County as an additional insured on the certificate.
3. Vendor permits for prepared food sales will only be issued to licensed and inspected mobile units or push carts in accordance with the El Paso County Health Department.
4. Vendors may set-up only in areas designated by El Paso County Parks.
5. Declaration as to products to be sold shall be stated on the Vendor Permit Request. Once a vendor permit is issued for a specific purpose, it may not be used for any other purpose without the express approval of the Director of the Parks Division.
6. All articles brought onto park property, placed on display, or offered for sale, must be property of the vendor. They are placed there at the risk and expense of the owner.
7. El Paso County Parks reserves the right, without limitations, to restrict the use of lights, microphones, demonstrators or giveaways, which in the sole judgment of the Director of Parks and Leisure Services detract from the overall appearance of the area and/or interfere with traffic flows or neighboring exhibitors.
8. Advertising by means of posters, handbills, flyers, etc. on buildings, trees, posts, parked vehicles or other places is not permitted, nor will anyone be permitted to distribute advertising material outside of their assigned space. No SOLICITATION for sales or political support outside of the designated booth area is permitted. Violators may be expelled from the park property.
9. Willful violation of these rules may result in loss of the vendor permit. No refund of vendor permit fee will be authorized under such circumstances.
10. El Paso County Parks reserves the right to cancel any or all contracts with vendors.
11. If vehicles are an integral part of your display and the vehicle fits in your space it may be allowed, and the vehicle must remain in the booth space for the duration of the event and may not be removed.
12. Declaration of food items to be served by the Food Vendor shall be stated on the Vendor Permit Request form. Once the vendor permit is issued for the specific menu, any other food items may not be served without the express approval of El Paso County Parks.
13. All garbage and refuse must be secured in plastic bags and removed from park property. The 5' space immediately surrounding the concession booth must be kept clean by the user of the concession.
14. Each food vendor is responsible for the proper disposal of all waste products particularly cooking oil and animal fats. Cooking oil and animal fats cannot be disposed on park property.
15. Vendors will be charged \$40 (non-profit) and \$60 (commercial) per day per unit. The fees are due with the vendor permit request.
16. A damage deposit in the amount of \$100 is due by separate check and will be returned if no damage is done to our facilities or any clean-up is required.