



**Broward County Board of County Commissioners
Parks and Recreation Division**

SPECIAL EVENT VENDOR APPLICATION

Submit completed application to: **Broward County Parks and Recreation Division** ParksVendors@Broward.org
 c/o Parks Vendors **Phone: 954-357-8164**
 950 N.W. 38th St. **Fax: 954-357-8156**
 Oakland Park, FL 33309

Allow five (5) business days for processing from date of receipt.
 Applications are for event only.

Event Name: _____ Event Location: _____ Event Date: _____

VENDOR OWNER INFORMATION	
Company Name	
Doing Business As (DBA)	
Company Address	
Company City, State, Zip	
Contact Name	
Business Phone	
Cell Phone	
Fax	
Email	
Business Website	
Type of Business (Check all that apply to your company, not to subcontractors)	<input type="checkbox"/> Animal Education <input type="checkbox"/> Bounce House / Party Rentals <input type="checkbox"/> Caterer / Food Truck <input type="checkbox"/> Audio & Video, DJ / Photographer <input type="checkbox"/> Performer / Entertainer <input type="checkbox"/> Florist / Decorations <input type="checkbox"/> Event Planner <input type="checkbox"/> Games <input type="checkbox"/> Tents / Tables, chairs / Linens <input type="checkbox"/> Other

SECTION 1: AUTHORIZED AMUSEMENT APPARATUS AND RIDES

	<u>Date</u>	<u>Vendor Initials</u>	<u>Requirements</u>
1.A			<p>The following amusement apparatus and amusement rides are permitted within Broward County Parks and Recreation Division (“Division”) sites.</p> <ul style="list-style-type: none"> Bounce Houses/Inflatables up to 30 feet in height Climbing Wall Reverse-Bungee Trampolines Kiddie Rides - limit 3 per event, defined as an amusement ride designed primarily for use by patrons up to 12 years of age (Reference: Section 616.242, Florida Statutes, as may be amended from time to time). <p><u>NO WATER APPARATUS OF ANY KIND PERMITTED.</u></p> <p>Other apparatus may be prohibited at the discretion of the Division.</p>
1.B			<p>Vendor agrees to comply with all State of Florida Bureau of Fair Rides inspection standards as listed at http://www.freshfromflorida.com/Divisions-Offices/Consumer-Services/Business-Services/Fair-Rides including an affixed USAID plate and decal.</p>
1.C			<p>The Division reserves the right to prohibit or limit the number of amusement apparatus and/or amusement rides based on location (i.e., space at pavilions, special events areas, park, etc.) and may also limit the number of times per year events can be held at a particular park. The Division may designate the area(s) or location(s) where amusement apparatus and amusement rides are permitted.</p>
1.D			<p>Vendor is responsible for following manufacturers’ guidelines with regard to weather.</p>
1.E			<p>Vendor shall <i>provide an attendant, age 18 or older,</i> at all amusement apparatus and/or amusement rides. Attendant must have valid photo identification, wear distinctive attire, and be alert, actively monitoring apparatus at all times.</p>
1.F			<p>Vendor shall obtain and retain proof of State of Florida Inspection for each individual amusement apparatus and kiddie ride.</p>

SECTION 2: ADA COMPLIANCE

	<u>Date</u>	<u>Vendor Initials</u>	<u>Requirements</u>
2.A			<p>For private rentals/events that are not open to the public or advertised to the general public, the Vendor will be responsible for providing modifications, accommodations, and auxiliary aids and/or services that may be requested by or necessary for its guests/invited attendees.</p>
2.B			<p>For rentals/events that are open to the public, the Vendor shall comply with Title I and Title II of the Americans with Disabilities Act (ADA) in the course of providing any services, programs, and/or activities regarding nondiscrimination on the basis of disability, and all applicable regulations, guidelines, and standards.</p>

SECTION 3: SOUND LEVELS

	<u>Date</u>	<u>Vendor Initials</u>	<u>Requirements</u>
3.			<p>All noise, music, and sounds must be kept to an acceptable level that does not jeopardize the public’s health, welfare or safety, or degrade the quality of life of park users and the community. An acceptable level of public noise, music, and sound will be determined by the Broward County Parks and Recreation Division Director or designee. <u>NOTE:</u> Not all parks allow amplified sound.</p>

SECTION 4: “AS WAS” CONDITION

	<u>Date</u>	<u>Vendor Initials</u>	<u>Requirements</u>
4.			Vendor agrees to return event site to Broward County Parks and Recreation Division in an "as was" condition. Vendor shall be responsible for repair or cost of repairs for damage to the event site caused by the Vendor and/or its subcontractors before and during the event, and until fully vacated (including, but not limited to turf and vegetation, facilities, irrigation, electrical, water, etc.).

SECTION 5: EVENT NOTIFICATION AND PARK ACCESS

	<u>Date</u>	<u>Vendor Initials</u>	<u>Requirements</u>
5.			Special Event Vendors are responsible for securing park access document from Event Permittee/Promoter. The park has the authority to refuse access to vendors without written documentation.

SECTION 6: SUBCONTRACTING AND SOLICITING

	<u>Date</u>	<u>Vendor Initials</u>	<u>Requirements</u>
6.A			Subcontracting permitted only to Registered Broward County Vendors.
6.B			Vendor may not solicit wares to other park patrons on the day of the event.

SECTION 7: FDLE SEXUAL OFFENDER/PREDATOR CHECK

	<u>Date</u>	<u>Vendor Initials</u>	<u>Requirements</u>
7.			Vendor must ensure that its employees, volunteers, and independent contractors, are not listed on the FDLE Sexual Offender/Predator database, located at www.fdle.state.fl.us or on the United States Department of Justice, National Sex Offender Public Website located at www.nsopw.gov . Submit Vendor Criminal Background Screening Affidavit.

SECTION 8: INSURANCE/LICENSE

	<u>Date</u>	<u>Vendor Initials</u>	<u>Requirements</u>
8.A			Certificate of Insurance must have Broward County named as an additional insured and as a Certificate Holder with the address of 950 N.W. 38 th Street, Oakland Park, FL 33309. Submit Certificate of Insurance.
8.B			Current Comprehensive General Liability Policy: Minimum \$500,000 [except for clowns and deejays] Refer to <u>current insurance requirements</u> for proper limits. When applicable, minimum \$500,000 products liability for all food vendors. When applicable, additional minimum \$500,000 liquor liability for beer and wine.
8.C			Certificate of Insurance must be signed by insurance company's authorized representative.
8.D			Florida Statute 440.055, any employer with four or more employees must have Workers' Compensation insurance.
8.E			Vendor to obtain and maintain a Broward County Local Business tax receipt and respective Municipal Business license.

SECTION 9: OWNER ACKNOWLEDGEMENT (VENDOR TO SIGN)

I do hereby knowingly, freely, and voluntarily assume all liability for any damage or injury that may		
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	<p>occur as a result of my and/or my representative's participation as a Vendor in event(s) to be held at a Broward County park and agree to release, waive, discharge, and covenant not to sue Broward County, its officers, agents, employees, and volunteers (all for the purposes herein referred to as the "Releasees") from any liability or claims for damage or injury that may be sustained by me or a third party directly or indirectly in conjunction with, or arising out of, my or my company's participation in the event(s), where caused in whole or in part by the negligence of Broward County or the Releasees.</p> <p>I, further agree to indemnify and hold harmless the Releasees with respect to any and all liability including all fees, costs, expenses, and attorney's fees, resulting from losses sustained by third parties, arising out of my actions or alleged actions of my company, its officers, agents, and employees, in connection with participation as a Vendor at the event(s). I do hereby grant full permission to Broward County to use photographs, videotapes, recordings, and any other record of the activity for any legitimate purpose whatsoever.</p> <p>Vendor acknowledges that a violation of a Broward County Ordinance and/or Administrative Code provision may result in the revocation of this application and the ability to conduct business within Broward County Parks and Recreation Division areas for a period of one (1) calendar year from date of notification.</p>		
DATE	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">(PRINT NAME)</td> <td style="width: 50%; text-align: center;">(SIGNATURE)</td> </tr> </table>	(PRINT NAME)	(SIGNATURE)
(PRINT NAME)	(SIGNATURE)		

SECTION 10: SIGNATURE OF APPROVAL (COUNTY USE ONLY)			
Director or Designee	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">(PRINT NAME)</td> <td style="width: 50%; text-align: center;">(SIGNATURE)</td> </tr> </table>	(PRINT NAME)	(SIGNATURE)
(PRINT NAME)	(SIGNATURE)		
DATE			