



PERMIT # _____

◀ See Page 3 for Required Application Submittal Materials ▶

APPLICANT INFORMATION

1. Applicant/Agent Name:			
2. Name of business:			
3. Business Web Site:			
4. Applicant Mailing Address-Street:	City:	State:	Zip:
5. Applicant/Agent Phone & Contact Information:	Daytime Phone:		Fax:
	Cell Phone:		Email:
	Evening Phone:		Other:
6. Vendor Contact Person: Please print name below:	Daytime Phone:		Fax:
	Cell Phone:		Email:
	Evening Phone:		Other:

VENDOR OPERATIONS

7. Legal Name of Vendor:		
8. Describe in detail the nature of the concession: (Attach additional sheets if information exceeds space available to completely describe all activities being conducted.)		
9. Address/Location(s): (Provide all public and private locations. Attach additional sheets if necessary.)		
10. Set Up Date/Time: (e.g., tables, tents, chairs, etc.)	Date(s):	Time:
11. Anticipated Date(s) and Hours of Operation:	Date(s):	Hours:

SUBMITTAL REQUIREMENTS

The following materials must be submitted with this application form:

- A. Mobile Vending Unit Addendum Application**
- B. Clear and legible site plan or map that includes-**
 - Vehicle ingress
 - Location of vending unit, tables, generators, propane tanks or other accessories
 - Name of park, street, or other location with surrounding streets
 - Parking
 - Parcel lines, buildings, and other features
- C. Health District Permit**
- D. Photo of vending unit and accessories**
- E. Current vehicle registration**
- F. Proof of public liability insurance (at least \$500,000 for injuries, \$25,000 for damages)**
- G. Application fee**



PUBLIC PROPERTY USE APPLICATION

The City of Lake Stevens allows entities to sell approved food items in City Parks, approved right-of-way locations, or other public property that enhance the recreational experience and utilize existing assets.

By entering into this Public Property Use Agreement, the private entity, hereinafter called the "Vendor" and the City of Lake Stevens, hereinafter called the "City" agree to the following terms and conditions:

1. The Vendor is authorized to provide prepared food, pre-packaged food, non-alcoholic beverages and other pre-approved food items for sale to the general public at reasonable prices, unless prior approval is granted from affected agencies including but not limited to the city and Snohomish Health District.
2. That approved vending site will only be used as a site to provide prepared meals, snacks, beverages or approved items and services and the Vendor agrees to not let or sublet the whole or any part of the concession or assign this agreement or any interest within the property described.
3. Vendors shall not stock, offer to sell or sell any tobacco, tobacco products or any souvenirs, counter toys, pictures or items considered novelties.
4. Vendors shall not distribute, hand out or offer any leaflets, brochures or literature of any kind.
5. All personal property kept at the mobile vending unit shall be at their own risk. The City will not be held liable for, in any manner or account, of any loss or damage sustained by action of fire, water, elements, theft or any third party.
6. The Vendor will be responsible for all litter clean up.
7. Vendor operating hours are from 8:30 a.m. until dusk within parks. Hours of operation for vendors within the right of way are 7:00 a.m. to 11:00 p.m. No exceptions will be made without prior written approval from the Planning and Community Development Director or his/her designee. Vendor operating hours during a special event will be reflected in the Concession Agreement.
8. The Vendor is responsible for paying all taxes, wages and other costs associated with the sale and distribution of items from the vending unit.
9. The Vendor shall ensure those that work at the vending unit are at least fourteen (14) years old. There must be one adult supervisor for every two minors; adult supervisors must be at least eighteen (18) years old.
10. As Vendors will be operating in parks where youth and children are present, the Vendor is required to undergo and pass a Washington State Patrol background check. The background check will be completed, and results provided to the City no less than fourteen (14) days prior to the date of contract.
11. All Vendors shall comply with all City of Lake Stevens rules and regulations. If at any time any members of the business behave inappropriately or in a manner that conflicts with any laws, park codes, or rules and regulations outlined in this contract, they will be asked to leave, and this contract will be terminated.

I, the undersigned, accept responsibility for this organization and/or group's compliance with all the above conditions, and further state that I have the authority to make application for this group and/or organization. The undersigned further states that the group and/or organization will observe all rules and regulations established herein for this contract and will comply with any and all applicable federal, state or local statutes, ordinances or regulations that may or may not be outlined in this permit. The undersigned understands that failure to do so is grounds for immediate termination of this contract.

Indemnification/Hold Harmless

Vendor shall defend, indemnify, and hold harmless the City of Lake Stevens, its officers, officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury and/or death of any person, or for loss or damage to property, which arises out of the Vendor's operations or use of the Vending Site, or from conduct of the Vendor's business, or from any activity, work done, permitted or suffered by the Vendor in or about the Vendor Site, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Vendor Name _____ Phone _____

Vendor Signature _____ Date _____

Business Name _____



1812 Main Street
PO Box 257
Lake Stevens, WA 98258 (425) 622-9400

PUBLIC PROPERTY USE APPLICATION

Tax ID _____

Mailing Address _____

For Official Use Only:

Damage Deposit: _____ Certificate of Liability _____ Background Check _____

Signature: _____ Confirmation Sent _____

CONTACT INFORMATION

Permit Center

Address: 1812 Main Street
PO Box 257
Lake Stevens, WA 98258

Phone: (425) 622-9400

Public Works

Address: 1812 Main Street
PO Box 257
Lake Stevens, WA 98258

Phone: (425) 622-9444

Police Department

Address: 2211 Grade Road
Lake Stevens, WA 98258

Non-Emergency

Phone: (425) 622-9401

Fire Department

Address: 1825 South Lake Stevens Road
Lake Stevens, WA 98258

Non-Emergency

Phone: (425) 486-1217