



VENDOR PERMIT APPLICATION

SPECIAL EVENTS/TOURNAMENTS

MOUNT VERNON PARKS & RECREATION

1717 South 13th Street

Mount Vernon, WA 98274

(360) 336-6215 | mvparks@mountvernonwa.gov

EVENT NAME _____

EVENT LOCATION _____

EVENT DATE(S) _____

VENDOR APPLICANT INFORMATION

BUSINESS NAME: _____

BUSINESS OWNER: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

AUTHORIZED REP: _____

EMAIL ADDRESS: _____

PHONE 1: _____

PHONE 2: _____

DESCRIPTION OF MOBILE OPERATION

MY OPERATION

INCLUDES SALES OF Food Merchandise Services

DESCRIBE

PRIMARY

MOBILE UNIT(S):

(Check all that apply)

MOBILE UNIT IS:

LENGTH

x

WIDTH

Tent with side(s) _____ x _____

Canopy without sides _____ x _____

Food Cart/Kiosk _____ x _____

Food Truck _____ x _____

Food Trailer _____ x _____

Other, Describe: _____ x _____

DESCRIPTION:

DIMENSIONS (Length X Width)

DESCRIBE OTHER STRUCTURES or VEHICLES THAT WILL BE SETUP WITHIN YOUR BOOTH SPACE:

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BRIEFLY DESCRIBE OPERATION'S ITEMS/PRODUCTS:

OTHER REQUESTS OR INFORMATION:

FOOD PREPARATION

DESCRIBE APPLIANCES USED FOR FOOD PREP:

CHECK ALL THAT APPLY:

- All Items are pre-packaged and not prepared onsite.
- A generator will be used. Make/Model: _____
- A propane/LPG tank will be used. Size: _____
- A BBQ Grill will be used. Make/Model: _____
- A Coleman-style cook stove will be used. Describe: _____
- My operation includes cooking with grease or oil. Type: _____
- Hookup to City electricity is needed. Max watts needed? _____
- Hookup to City water is needed. Purpose: _____
- A current fire extinguisher with a minimum size/rating of 2A10BC (or Type K if cooking with grease/oil) will be easily accessible in my mobile unit.

PERMITS & CERTIFICATES

(Food Vendors)

CHECK ALL THAT APPLY:

- My Skagit County Health Permit is current for mobile food operations.
- Application for my Skagit County Health Permit was submitted on: _____
- My mobile operation does not require a Health Permit from Skagit County.
- My Labor & Industries certification tag for mobile food operations is current.
- Application for Labor & Industries certification was submitted on: _____
- My mobile operation does not require Labor & Industries inspection certification.
- My mobile operation has passed a Region 3 Inspection in the current calendar year and I will provide copy of the inspection report with my Vendor Permit Application.

AGREEMENT and INDEMNIFICATION

I, the applicant, agree and understand that it is my responsibility to oversee all contractors, vendors or parties affiliated with my vending operation and to insure compliance with all policies, rules, regulations, guidelines and ordinances of the State of Washington and the City of Mount Vernon. I understand that any violations may result in immediate revocation of the permit. I understand that the permit is non-transferable and, if approved, must be displayed throughout the event duration. I further agree to defend, to indemnify and to hold and save the City of Mount Vernon, its elected officials, appointed officers, employees, and agents harmless from and against all liability, claims, suits, damages, costs, losses and expenses, including expenses of litigation which includes attorney fees, in any manner resulting from, arising out of or connected with any loss or damage to any act or omission of the user or any officer, agent, employee, guest or visitor in or about the facilities during the event to be held. By hereby affixing my signature, I certify that I am the owner of the above named business or an authorized representative of the owner.

➤Signature of Applicant: _____ Date: _____

FOR CITY USE ONLY

Received by: _____ Date: _____ Date sent to Fire Marshal: _____

Payment Received: _____

APPROVED by Fire Marshal

Bill Event Organizer

NOT Approved by Fire Marshal

Remarks:

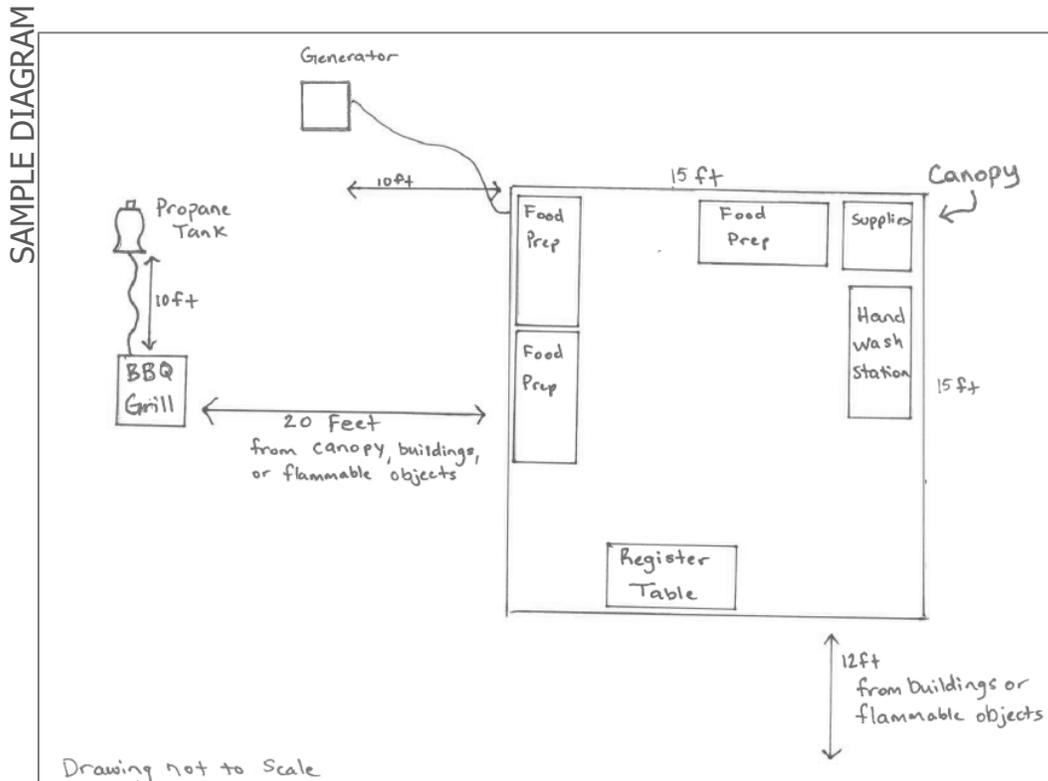
SUBMITTAL OF VENDOR PERMIT APPLICATION

Return your completed permit application TO THE EVENT ORGANIZER. The City of Mount Vernon will accept applications from the Event Organizer only. The Event Organizer is required to submit all applications from their invited vendors to the City **at least 30 days** prior to event's start date. Be sure to return your application to the Event Organizer with enough time for the deadline to be met.

Food Vendors must submit a diagram reflecting their mobile set up during operation. The diagram must reflect the minimum setbacks for the following, where applicable:

Mobile Operations cooking from Food Trucks or Trailers	Minimum Setback
Between food truck/trailer with cooking appliances and canopy/tent.....	20'
Between food trucks/trailers with cooking appliances and their storage units or vehicles.....	15'
Between food truck/trailer and LPG tank.....	0' if under 500gal
Between food truck/trailer and generators.....	0'

Mobile Operations cooking from a Canopy or Tent	
Between canopies/tents using cooking appliances.....	20'
Between canopies/tents' cooking appliances and utility storage units.....	20'
	10' from LPG tank
Between canopies/tents and LPG tanks.....	10' if under 500gal
Between canopies/tents and generators.....	20'
(Generator must be fenced/cordoned from public access)	



FIRE MARSHAL REVIEW and INSPECTION

All applications will be reviewed by the Mount Vernon Fire Marshal. Your permit application to participate in the event is not considered approved until confirmed by the Fire Marshal.

It is imperative that your communications with the Fire Marshal be timely and prompt if you are contacted for inspection of your operation. Vendors in possession of a current Region 3 Inspection Certificate should be sure to submit a copy with their application as this may save you the time of re-inspection. Please see the adjacent sample certificate.

LABOR AND INDUSTRIES INSPECTION

All food vendors operating from a unit built on a permanent chassis which includes electrical, plumbing, or gas piping must have a current inspection permit issued by Washington State Labor & Industries posted on their mobile unit. For more information, contact Labor & Industries at 360-902-5218 or visit www.lni.wa.gov/TradesLicensing/FAS/FoodTruckTrailer/.

RECYCLING

Washington State law requires a recycling program at any "...official gathering and sports facility in communities where recycling services are available." The law states that vendors who sell beverages in single-use aluminum, glass, or plastic bottles or cans are responsible for providing the recycling program at events. Please visit the Washington State Department of Ecology's website for complete information regarding the law, www.ecy.wa.gov (RCW 70.93.093) or phone 1-800-RECYCLE.

INSURANCE

A Certificate of Liability Insurance and an Endorsement page naming the Event Organizer as Insured must be received by the City at least 30 days prior to your event start date. The documentation must meet the following minimum requirements:

A. Certificate of Insurance

- a. The Additional Insured/Certificate Holder* must be listed as

City of Mount Vernon
910 Cleveland Avenue
Mount Vernon, WA 98273

*Do not list specific Departments, facilities, or staff members as Additional Insured/Certificate Holders

Region 3
(Skagit ~ Whatcom ~ Island)
Fire and Life Safety Inspection
Mobile Vendors and Special Events

Inspection Date: _____		Event Location: _____	
Company Name: _____		Contact: _____	
Company Address: _____		Contact Phone: _____	
Email: _____		After Hours Phone: _____	
Vehicle License: _____		State: _____ Department: _____	

INSPECTION FINDINGS:	PASS	FAIL
Labor and Industry certification tag	<input type="checkbox"/>	<input type="checkbox"/>
Region 3 inspection occurred within the last 12 months	<input type="checkbox"/>	<input type="checkbox"/>
Permit obtained for event	<input type="checkbox"/>	<input type="checkbox"/>
Hood system current within service period	<input type="checkbox"/>	<input type="checkbox"/>
Appliances under hood are in line with nozzles	<input type="checkbox"/>	<input type="checkbox"/>
Manual pull station(s) are accessible	<input type="checkbox"/>	<input type="checkbox"/>
Appliances in good operating condition	<input type="checkbox"/>	<input type="checkbox"/>
Hood grease build-up <input type="checkbox"/> Light <input type="checkbox"/> Medium <input type="checkbox"/> Heavy	<input type="checkbox"/>	<input type="checkbox"/>
Hood ventilation system is operational	<input type="checkbox"/>	<input type="checkbox"/>
Type K fire extinguisher within service period	<input type="checkbox"/>	<input type="checkbox"/>
Type K fire extinguisher accessible	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher 2A:10BC where required within service period	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher accessible	<input type="checkbox"/>	<input type="checkbox"/>
Electrical outlets and switches in good operating condition	<input type="checkbox"/>	<input type="checkbox"/>
Electrical extension cords where approved, proper size and condition	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle electrical service cord in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Access to electrical panel	<input type="checkbox"/>	<input type="checkbox"/>
Breakers labeled	<input type="checkbox"/>	<input type="checkbox"/>
Compressed fuel tank(s) properly secured	<input type="checkbox"/>	<input type="checkbox"/>
Compressed fuel lines/valves accessible and operable	<input type="checkbox"/>	<input type="checkbox"/>
Generator in good operating condition	<input type="checkbox"/>	<input type="checkbox"/>
Egress path is clear	<input type="checkbox"/>	<input type="checkbox"/>
Combustible materials in order	<input type="checkbox"/>	<input type="checkbox"/>
Pressurized cylinders in space are properly secured	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTION COMMENTS:	RE-INSPECTION REQUIRED	YES	NO

Inspector Name _____ Responsible Party Name _____ Date _____
 Inspector Signature _____ Responsible Party Signature _____

- b. Description of Operations/Additional Remarks must include the statement:
- c. Minimum Thresholds of Coverage:
 - i. Commercial General Liability Insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
 - ii. Automobile Liability Insurance shall be written with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

B. Endorsement

- a. An Endorsement using ISO Form GC 20 26 or coverage at least as broad must accompany the Certificate of Insurance.
- b. Additional Insured must be listed as:
 - City of Mount Vernon
 - 910 Cleveland Avenue
 - Mount Vernon, WA 98273
- c. The Insured's policy number must be referenced on the Endorsement.

❖ Please note: Liquor Liability Insurance is also required with the policy if alcohol will be included in your event plans.

➤ **Insurance and Endorsement must be received at least 14 days prior to event start date.**

Exhibit A

SPECIAL EVENT FEES				
*Application Fee is Non-Refundable				
Application				
Standard Event Permit	\$50 60+ days prior to event	\$100 59 days or less prior to event	Event applications submitted 29 days or less prior to event date may not be accepted.	
Low Impact Event Permit	\$35 30+ days prior to event	\$50 29 days or less prior to event	Event applications submitted 13 days or less prior to event date may not be accepted.	
Vendor Permit				
Vendor Application	\$75* 10' x 10' Space	\$125* 10' x 20' Space	\$165* 10' x 30' Space	*Utilities Not Included
Vendor Utility Fee	\$20 p/day	Use of City electricity and/or water		
*Vendor Fee waived if vendor is part of a non-City Sponsored Event				
Stage				
Edgewater park	\$500 p/day	Edgewater rental will include; stage, large grass area & ball fields, and parking lots		