

**Armed Forces Day Hero Appreciation Celebration
Vendor Rental Permit**

The City of Amarillo hereby grants _____ (hereinafter call the "Licensee") represented by _____, permission to use the facilities as outlined subject to the Terms and Conditions of this agreement contained herein and attached hereto all of which form part of this agreement.

Type of Activity: Armed Forces Day Hero Appreciation Celebration John Stiff Park, Vendor Space ____

Conditions of Use: 1). Health Permit required for food sales and vendor booth must be able to pass an Environmental Health Department inspection. 2). Vendor rental fee(s) has been paid. Fee: Licensee is to pay \$25 for the date a Vendor Space is reserving. The fee is due no less than 10 business days prior to the event date. 3). VENDORS ARE ONLY ALLOWED TO ACCEPT CASH AT THIS EVENT. The Hero Appreciation Celebration has a sponsorship with Happy State Bank. In order for the Hero Appreciation Celebration event to have a sponsorship with Happy State Bank, we are allowing them to bring an ATM. We are required to let all our vendors know they can only accept cash. This will be advertised ahead of time as well. Customers that do not bring cash with them are able to get cash from the Happy State Bank ATM, which will be located close to your booths.

Dates of Reserved Space for: Armed Forces Day Hero Appreciation Celebration Event: _____

Cancellation Policy: The Parks and Recreation Department reserves the right to cancel this agreement due to unforeseen circumstances, safety issues or conflicts in scheduling. Decisions by the Parks and Recreation Special Events Coordinator to cancel due to severe weather will be made no earlier than 8:00 a.m. the day of the event. If Parks and Recreation has to cancel or reschedule a \$25 refund to the Licensee will be issued.

Refund Policy: Cancellation(s) by the Licensee less than 10 business days prior to the event date(s), will not be refunded. Cancellations prior to 10 business days will be refunded with an administrative fee of \$10. Approved refunds may take up to 20 days to process depending upon original form of payment.

By accepting the agreement in this reservation process, the Licensee shall be bound by all park rules and regulations and all applicable ordinances as though the same were inserted in this agreement. Licensee is to have a printed copy of this permit in booth during the event.

LICENSEE:

CITY OF AMARILLO

Printed Name

By: _____

Signed Name

Date

Date

Severe Weather Cancellation Policy

In the event of rain or other severe weather, it is understood that the performer's equipment is expensive and weather sensitive. If a rain out is to occur, the decision is to be made no earlier than 8:00 a.m. the day of the event. The vendors are requested to show as usual to determine whether a rain out will occur. The decision will be made jointly by the vendors and the Special Events Coordinator. Cancellations are strongly discouraged, as publicity has been sent out weeks in advance.

If an emergency arises, please notify the Special Event Coordinator, at least seven (7) days prior to your event date so a replacement can be located. See contact information below.

Special Event Coordinator
Amarillo Parks & Recreation
601 S. E. 7th, Room 201
Amarillo, TX 79105

Phone: (806) 378-9034 Cell: (806) 671-2309 Fax: (806) 378-3021

I have read the Severe Weather Cancellation Policy and agree to abide by the stated terms, and understand that failing to follow the policies may result in loss of any future performance dates for the Armed Forces Day Hero Celebration.

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Email: _____

Vendor Name: _____

Armed Forces Day Hero Appreciation Celebration July 2020

General Park Rules to be posted at each Armed Forces Day Hero Appreciation Celebration event:

- No glass containers are allowed in City of Amarillo parks.
- Motorized vehicles are not allowed on the grass or park walkways with the exception of Armed Forces Day Hero Celebration permitted vendors who have an assigned space.
- Animals must be on a leash at all times.
- Audience members are asked to stay away from the stage and stage apron area.
- Parks and Recreation is not responsible for unattended chairs, blankets, and other items left in the park.
- Dispose of trash in waste disposal containers and help keep your park clean.
- Firearms are strictly prohibited except as allowed by state law.

Contracted Bands performing at Armed Forces Day Hero Appreciation Celebration event:

- Bands will be allowed to have a maximum of two vehicles to unload their equipment during their 15 set up period. They will then park in designated parking areas. Site map will be included.
- No alcohol is to be on stage or used during the band's performance.
- No glass containers are allowed in City of Amarillo parks and therefore are prohibited on the stage.
- No smoking or e-cigarettes/inhaled vapor devices are to be used on stage or during the band's performance.
- A brief introduction and announcements by the Special Events Coordinator will begin each Armed Forces Day Hero Celebration performance.
- A 10-minute break is reserved at the discretion of the Special Events Coordinator for Parks and Recreation Staff to make announcements and/or a short presentation. Bands may use this time for an intermission and/or performance break.
- A solicitation by the performing band from the stage is prohibited at the Armed Forces Day Hero Celebration event. Bands can apply and pay a fee prior to the event date for a vendor spot in order to sell merchandise.
- Bands are responsible for keeping the stage area clean during their performance and removing all of their items at the close of the event.
- Dispose of trash in waste disposal containers and help keep your park clean.
- Firearms are strictly prohibited except as allowed by state law.

Vendors with appropriate permits and assigned spaces at Armed Forces Day Hero Appreciation Celebration event:

- Must park in designated area as assigned by the Special Event Coordinator.
- No alcohol is to be in the vendor's booth or in use by the vendor or vendor's employees/volunteers while at the Armed Forces Day Hero Celebration event.
- No glass containers are allowed in City of Amarillo parks.
- All vendors must comply with the Health department's rules and regulations and have appropriate permit. A copy of the vendor's current health department permit is to be on file with the Special Events Coordinator.
- Electricity is not provided by the City of Amarillo at the Armed Forces Day Hero Celebration event for vendors. Vendors will need to provide a generator if electricity is needed by the vendor.
- No cooking oils or grease pans are to be dumped into trash cans or dumpsters in the park. Such items are to be disposed of in accordance with city, state and federal laws.
- Tent vendors must be professional in appearance. Requirements include a 10'x10' canopy or 'pop-up' shade structure that is secured by stakes or concrete buckets/bags. Stakes are to avoid the park's irrigation system! All tables must have a tablecloth and skirting draped to the floor on three sides. All booths must display professional signage which identifies the business/organization and any product(s) and pricing. Health Department permits are required for food sales and the current permit must be on file with the Special Events Coordinator.
- Vendors are required to stay within assigned and marked spaces. Speakers are permitted but must not be so loud as to distract from the scheduled entertainment on the stage.
- Vendors may not obstruct walkways with chairs, tables, signs, etc.
- Vendors are responsible for keeping their booth area clean during the event and removing all of their items at the close of the event.
- Dispose of trash in waste disposal containers and help keep your park clean.
- Firearms are strictly prohibited except as allowed by state law.