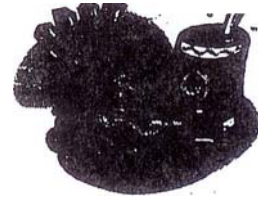


## Restrooms

Applicants will be responsible for providing and paying for additional restrooms for events. Some of these facilities must include a handicap unit and/or wash sink stations. To make arrangements for temporary restrooms (porto lets), contact rental companies that carry portable toilets. Temporary restrooms (porto lets) will be allowed only in designated areas.

## Inspections To Ensure Compliance

City Police, Fire, Public Works, Parks and Recreation, Safety and the State Department of Health shall conduct scheduled and/or unscheduled inspections prior to and/or during the event to monitor and ensure that the applicant and all associated participants have complied with requirements for permit approval.



## Food and Beverage Vending

Only authorized licensed food vendors shall be permitted to operate on City property or facilities during a special event or a City sponsored Event. The following are the guidelines for food and beverage vendors please read and Understand these guidelines. Failure to meet state and local permitting will result in the termination of your permit.

1. Event planners must attach a site plan to show the location of event activities and equipment placement.
2. The applicant is responsible for all vendors having in hand all required occupational licenses and permits and insurance for commercial vendors.
3. Vendors are responsible for complying with all sales tax requirements: The City assumes no responsibility in this regard.
4. Electric and water needs for vendors must be pre-approved by the City prior to vendor mail out. A fee will be assessed for the use of water and electric. The vendor must be self-contained at facilities where water and electric are not available.
5. All vendors must have a **40BC** fire extinguisher with a current state tag showing and a First Aid kit in their booth at all times.
6. Generators are prohibited, unless approved by the Fire Marshall. Restrictions may apply for fueling procedures.
7. All food vendors must have a covering over their preparation and cooking areas.
8. All vendors and event planners must adhere to the Health Department guidelines. Please refer to the guidelines in this booklet.
9. Vendors have a designated time frame in which to set up and tear down their site. A fee of \$100 for every half hour (30 minutes) will be charged to any vendor still on site after the designated time.
10. The applicant will be responsible for site clean-up during and after the event. This includes working with vendors and participants to keep trash picked up and in containers and to clean up spills and other accidents as they occur.

## Arts and Crafts Vendors

1. Arts and crafts vendors are required to show a copy of their Business Tax Certificate.
2. No crafts can be sold that are considered illegal, alcohol, drugs, weapons etc.
3. All arts and crafts vendors, or the event planner, must furnish their own tables, chairs and tents.

## Exhibitors

1. Tables, chairs and tents are the responsibility of all vendors and/or event planner.
2. Exhibitors are prohibited from selling items.
3. Exhibition material may be prohibited due to inappropriate content, image etc.