



Parks & Recreation

Special Event Vendor Requirements

Vendor Requirements

Vendors that wish to operate within City of Longview buildings or parks must follow the requirement outlined in this document.

Vendors include:

- Food and beverage concessions;
- Sale of retail merchandise;
- Other service-based concession.

Vendor requirements apply to single one-time event or day applicants and not ongoing concessions. The park vendor program is designed to allow Special Event Rental applicants the ability to enhance their programs and to help attract additional park users.

Requirements:

The following requirements must be met prior to receiving permission to allow vendors at special events.

Application Submission: Complete and submit the Special Event Application, which must include a detailed description of vendor activities, to the City of Longview Parks and Recreation Department for review and approval thirty (30) days prior to event date.

Supporting documents include:

1. The sponsoring agency must submit a complete list of proposed vendors, location, items or services to be sold, date, and hours of operation to include same day set up and take down;

Application Review: After receipt of the application and supporting documentation, applicants will be notified regarding the status of the application. The following requirements must be met prior to the event date:

1. The Facility Coordinator will review the submitted vendor information and determine what additional documentation will be required prior to approving vendors in City parks and facilities. Additional documentation may include, but are not limited to:
 - a. Food Permit;
 - b. Food Handler Permit;
 - c. Washington State Business License
 - d. City of Longview Business License;
 - e. Certificate of Insurance;
 - f. Inflatable Play Equipment Permit;
 - g. City of Longview Fire Department Fire Permit,
2. Payment of a one-time, per event, Vendor Application fee*;
 \$25 Non-profit *sponsoring* agency
 \$100 For-profit *sponsoring* agency

*The City of Longview reserves the right to waive or reduce charges for use by local community organizations. Request must be made in the form of a formal letter requesting a fee waiver or reduction, and are to the discretion of the Parks & Recreation Director.

PLEASE NOTE:

- Vendors must be self-contained and self-sufficient.
- Vendors are responsible for pick up, collection, and removal of all recycling, garbage, and litter from the permitted site and surrounding areas which are due to the vendor's operation.
- Amplified Sound is prohibited without prior written approval from the City of Longview Parks and Recreation Department.
- Vendors will be held liable for damage to park property and will be responsible for the cost of repair or replacement resulting from vending activities.
- No signage may be placed away from the self-contained unit without prior approval.
- Vehicles are prohibited from driving on park property to include grass, athletic fields, park walkways, or trails without prior approval from the City of Longview Parks and Recreation department.
- This permit allows the vendor to operate only on the day and within the times approved on the permit and no other time.
- Vendors may be required to meet with Parks and Recreation staff on location prior to approval.
- Applicants may be denied or given an alternate date if a City of Longview sponsored event is already planned on the proposed date and at the same location.
- Bounce houses are not permitted on park property. An Inflatable Play Equipment Permit is required for inflatable play equipment.
- No gas, coal, charcoal, or similar portable cooking equipment is permitted inside or outside of the vendor unit without prior written approval from the Parks and Recreation Department and unless a fire permit has been issued.
- No tobacco, marijuana, or alcoholic beverages may be sold or used/consumed in the park.
- No Styrofoam or glass containers may be used to serve products.