



Business Vendor Application and Agreement

I. BUSINESS VENDOR APPLICATION

- A. Location Sehmel Homestead Park
- B. Event Family Fun Fest – July 31st 2021
- C. Vendor Staff Name _____
- D. Company Name _____
- E. Vendor Address _____
- F. Phone _____
- G. Email _____
- H. Business License # _____
- I. Website Address _____
- J. Day of Event Contact _____
- K. Day of Event Contact Phone _____
- L. Nature/Category of Business _____

Check items you will be handing out:

- i) Informational Handouts
- ii) Promotional Item Handouts
- iii) Physical Activity- Highly Recommended (Section II.C may apply)
- iv) Food (Section II.C and II.D may apply)

Event Specifics and Deadlines

1. Event Name: Family Fun Fest
 - i. Description: A free community event featuring live music, hands on activities, bouncy houses, and a movie starting at dusk.
 - ii. Estimated Attendance: 1500-2000 people.
2. Location: Sehmel Homestead Park- Fields 1&2
3. Date of Event: July 31st, 2021: 4pm-9pm
4. Set Up Time: 12:00pm
5. Take Down Time: 9:00pm
6. Event Fee **\$75**
 - a. Businesses willing to provide volunteers to assist in the event may have fees waived in return for volunteering.
 - b. **Organizations/Agency exempt from Event Fee:**
 - i. Fire Department
 - ii. Police Department
 - iii. Library
 - iv. Health Department
 - v. Peninsula Public School District
 - vi. PenMet Parks Sponsors
 - vii. Small Non-profits (must have 501C3) with annual operating income less than \$2,000,000.

II. AGREEMENT

A. PAYMENT

1. The Event Fee is due at signing of agreement.
2. No refund will be provided in the event of a no show by vendors.
3. Credit Card payment preferred. Link for payment will be sent by event coordinator.

B. PERMITS: Vendors must obtain the required permits from the following entities and provide copies 7 days prior to event if serving any food.

1. Tacoma-Pierce County Health Department
Vendor is required to obtain the necessary temporary food permit through the Tacoma-Pierce County Health Department
<https://www.tpchd.org/healthy-places/food-safety/temporary-events>
or email/call Amanda Peters: apeters@tpchd.org, 253.798.7677.

C. INSURANCE

A Certificate of Insurance in the amount of \$1,000,000 general liability, \$2,000,000 general aggregate and naming PenMet Parks as additional insured may be required and due on file at PenMet Parks no less than 7 days prior to the event depending on the activity performed. PenMet Parks does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities/parks by the applicant, its members, or those attending the event. Depending on the service you are providing, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with District policy, *name the District as an additional insured on the policy*, and be responsible for obtaining said insurance.

D. INDEMNIFICATION:

Depending on the service you are providing, you agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the District. After reviewing this application, the District will determine whether you must indemnify the District and its agents.

E. MISCELLANEOUS:

1. Vendors must be self-sufficient. PenMet Parks is not able to provide access to utilities.
2. Business vendors must stay on designated path when driving into and out of the park, in accordance with load-in/load-out directions. These will be provided to you one week before the event.
3. Weight all tents, no staking allowed.
4. PenMet Parks are smoke free – please refrain from smoking in the park.

Signature below acknowledges all the tenants of agreement.

Vendor Staff Name

Date

Vendor Company Name

Special Events Coordinator Signature

Date

III. VENDOR SPECIFICS

How Large of a canopy/tent will you be using for this event?

8x8 _____

10x10 _____

10x20 _____

20x20 _____

What activity will you be providing at your booth?

Other Details:
