

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Vendor Agreement
POLICY NUMBER: 1070
ADOPTED: October 11, 2007
REVIEWED: March 3, 2015
AMENDED: June 10, 2020

1070.10 It is the intent of the Board of Directors to make District parks and facilities convenient, available and affordable for District residents and visitors. The Board of Directors recognizes that there exists a desire by the public and the community to have various types of “for profit” vendors offering their services to the benefit of residents and visitors alike. This policy sets forth the requirements for a “for profit” vendor to use certain areas of the District’s park facilities.

1070.20 “For profit” vendors desiring to offer their services/goods on District property must comply with the following requirements:

1. Vendors must fill out a User Permit application.
2. Vendors must enter into a written agreement with the District, in a form provided by the District, prior to commencing operation.
3. Vendors must pay the normal cleaning deposit required to obtain a User Permit.
4. Vendors must pay all fees for the use of District property in advance of such use.
5. Vendors shall provide the minimum insurance amounts required by the District’s Park Ordinance.
6. Vendor Agreements shall be for a maximum duration of one year, unless authorized by the District’s Board of Directors.
7. Vendors shall not use areas and facilities that are rented by other users unless specifically included in that user’s User Permit.

1070.30 All vendor agreements are subject to the General Manager’s approval and the General Manager is authorized to enter into all such vendor agreements. Vendors not approved by the General Manager shall have the right to appeal the decision to the Park and Recreation Committee and then the full Board of Directors at their next regular meeting.

1070.40 Vendor fees are as follows:

1. Daily Fee: \$25
2. Weekly Fee: \$100
3. Monthly Fee: \$250

1070.50 Vendors sponsored during special events will not be required to enter into a Vendor Agreement or fill out a User Permit, under the following circumstances:.

1. Event sponsors/promoters complete a User Permit application for facility rental, pay all fees and deposits, and provide minimum insurance amounts.
2. Event sponsors/promoters shall include all vendors on their User Permit. If vendors are unknown, event sponsors/promoters shall indicated the anticipated number and type of vendors.
3. For purposes of the District, all vendors shall be covered under the event sponsor/promoter's insurance policy. Event sponsor/promoters may wish to enter into separate agreements with vendors, but the District will ultimately hold the event sponsor/promoter liable for all damages and other liability related to their event.