



144 Wilson Ave, Pocatello, ID 83201
208-234-6232

CONDITIONS OF THE SPECIAL EVENTS/CONCESSION PERMIT

- 1) Any individual, group, business entity or organization engaged in the “sale of”, “collection of a donation in exchange for” food, beverage, or any other merchandise or service OR the promotion of any group, business entity or organization at a public place or park within the City limits must obtain a permit from the City of Pocatello. The application for the permit can be obtained through the Pocatello Parks & Recreation Department.
- 2) **Special events** are required to complete a Special Event Application and pay all applicable fees. Coordinators of such events are required to collect the following from EACH vendor participating in their event:
 - The COMPLETED Concession Permit Application
 - Proof of Public Liability Insurance (**see #8**)
 - Permit License OR Exception* from Southeast Idaho Public Health (**if applicable, see #5**)
 - Proof of Non-Profit Status (**if applicable, see #6**)
 - Recycling Plan (**must be explained on each application, see #11**)
 - All applicable **FEES** (**see #19**)

Once Coordinators have collected all of the items above from their vendors they need to bring them to the Park and Recreation Department office, M-F between the hours of 9:00a.m.–3:00p.m., located at 144 Wilson Ave., Pocatello, ID., for review and approval, **PRIOR TO THEIR EVENT** (**see #3 below**)

*Temporary, Low Risk Establishments or Fraternal/Benevolent/Charitable Organizations selling or giving away food and/or beverages are **REQUIRED** to obtain an Exception form.
- 3) Completed applications, including all applicable, additional documents (see #2) and required fees (see #18) must be submitted to the Parks & Recreation Department office a **minimum of ten (10) days prior** to the scheduled first day of sale or event.
 - a. Applications and all applicable documents for events in a park or public place, that require City Council approval must be submitted a **minimum of twenty (20) days prior** to the scheduled first day of sale. Permit fees for City Council approved events must be paid to the City prior to the issuance of a permit.
- 4) Public parks where licensed sales may be allowed shall be limited to **NOP Park, Hawthorne Park, O.K. Ward, Bonneville Park, Raymond Park, and Simplot Square**. Special events where licensed sales may be allowed may include Spinderella, Old Town Street Festival, Environmental Fair, and sports tournaments. **Vendor sales in any public place or park other than those described above must be approved in advance by the Parks & Recreation Director.**

- 5) Vendors attending Special Events and Individual Concession Vendors are responsible and required to meet all applicable city, state, and federal laws and regulations, including district health department regulations. They are also responsible for acquiring all necessary permits for food and beverage preparation.
 - a. Applicant must provide documentation from the Southeastern Idaho Public Health (1901 Alvin Ricken Dr., Pocatello) with the application if food/beverages are to be sold.
 - b. Health Department Contact: (208) 239-5272 please call for additional information regarding the Public Health permits.
 - c. **Copies of all such Health Department permits or exceptions must be provided to the City prior to the issuance of a permit.**

NOTE: All food and/or beverage sales require a permit or an exception from Public Health. Restaurants/food service business are required to obtain a Temporary License for sales outside their establishment (Full service license is not valid for this purpose). All other vendor applicants selling, giving away, or collection donation for food and/or beverages, including Low Risk Establishments and Fraternal/Benevolent/Charitable organizations are required to obtain an Exception form.

- 6) Applicants with Non-Profit status are required to provide the City a copy of proof of Non-Profit status.
- 7) Applicant is responsible to complete **ST-124 – Idaho Sales Tax Declaration** (Idaho State Tax Commission).
- 8) **INSURANCE REQUIREMENTS:**
 - a. Applicant is required to provide the City a copy of proof of public liability insurance coverage in the **minimum amount of one million (\$1,000,000) combined single limit, naming the “City of Pocatello” as an additional insured** and requiring thirty (30) day notice to the City prior to termination.
 - b. Applicants using **vehicles to vend concessions** must ALSO provide the City a copy of proof of vehicle insurance coverage in the **minimum amount of five hundred thousand (\$500,000), PER VEHICLE being used**, prior to issuance of a Permit.
- 9) Licensed vendors shall carry Workman’s Compensation Insurance as required under Idaho law, if applicable. **Applicants must include proof of such insurance.**
- 10) Permits shall be non-transferable and non-assignable.
- 11) **TRASH/RECYCLING REQUIREMENTS:**
 - a. All food and beverage concession units must have a conveniently accessible trash container capable of holding all trash and garbage generated by the operation of the concession.
 - b. Concessionaire must also provide, **on their application**, a recycling plan indicating what, if any, recyclable materials will be generated by the business and how those recyclable materials will be collected and processed.
- 12) Food and beverage concessionaires shall not use City utilities or property including but not limited to picnic tables, benches, electrical power, or garbage, trash, or recycling containers, without written permission from the Parks and Recreation Director and payment of appropriate fees.

- 13) Mobile concessions and mobile concession vehicles are **not allowed on the turf areas of parks** or public places without special permission from the Parks and Recreation Director.
- 14) Vendor sales occurring in parks shall only be conducted during posted park hours, unless otherwise approved by the Parks and Recreation Director.
- 15) Permits allowing vendor sales from non-mobile concessions shall be exclusive to that specific location, and no other permit vendor sales of similar product shall be granted for that location for the same period.
- 16) Mobile concessions (ie: stands, carts, trailers, vehicles or otherwise) shall not be located in areas where clear pedestrian passage on a public sidewalk is less than five feet wide, within any street corner area or area in which there is a crosswalk, on any portion of a sidewalk crossed by a public or private driveway or within ten (10) feet of either side of said driveway, or in any area which would obstruct the movement or visibility of vehicles using the street or public right of way.
- 17) Mobile concessions with amplified sound to attract customers are exempt from City Code 9.16.080 which prohibits loud noise from vehicle speakers. However, the amplified sound to attract customers can only be used from 10:00 a.m. to 9:00 p.m.
- 18) Due to COVID-19: Event coordinators may be subject to providing an Approved Event Safety Operation Plan.
- 19) Approved fees for commercial activities in parks and other public places, effective October 1, 2019 are as follows:

Mobile Concession/Mobile Concession Vehicle

	<u>Non Profit</u>	<u>For Profit</u>
Per Day or Per Day of Event	\$10	\$35
Per Season (6 months max)	\$35 per month	\$120 per month

Non-Mobile Concession

	<u>Non Profit</u>	<u>For Profit</u>
Per Day or Per Day of Event	\$10	\$35
Per Season (6 months max)	\$35 per month	\$120 per month

Special Events

# of People Attending Event:	<u>Under 50</u>	<u>50-100</u>	<u>Over 100</u>
<u>NON Profit</u> Sp Event Permit Primary Sponsor	\$15	\$25	\$50
<u>FOR Profit</u> Sp Event Permit Primary Sponsor	\$30	\$60	\$120

Independent vendors at a special event which has a primary sponsor shall be subject to the regular rate schedule. **The primary sponsor of the event is responsible for obtaining and/or providing the special event permit, all vendor permits, event and vendor insurance coverage, as well as collection and payment of fees (to include applicable vendor fees).**

SPECIAL EVENT REMINDER: Coordinators are also responsible for picking up and keeping on file or distributing to their vendors, all approved Concession Permits, from the Park and Recreation Department office, M-F between the hours of 9:00a.m.–3:00p.m., located at 144 Wilson Ave., Pocatello, Idaho, **PRIOR TO THEIR EVENT.**

For any additional information regarding concession permits, call the Parks & Recreation office at (208) 234-6232.