



City of Billings
Parks, Recreation and Public Lands Department



CONCESSIONS APPLICATION

(Read Conditions of the Concessions Permit before completing this form.)

Today's Date: _____

Name: _____

Organization: _____

Address: _____

Phone: Days _____ Evenings _____

2nd Contact Person _____ Phone _____

Past experience with concession operation or similar business:

Type of concession stand to be used (photo or drawing): _____

Detailed listing of items to be sold and pricing (please specify): _____

Electrical equipment to be used: (Note: Electricity is NOT available or adequate at most Park sites.)

Special requirements: _____

Concession location preference: (park) _____

Specific location in park: _____

Date(s) of operation: _____

Time of operation: _____

Concessionaires plan of action to reduce impact of garbage and trash collection in park:



City of Billings
Parks, Recreation and Public Lands Department



CONCESSIONS PERMIT

Please keep a copy of this signed permit with you at your site and visible at all times.
Completed by Parks and Recreation staff.

Name of Concession: _____
 Type of Concession: _____
 Site: _____
 Deposit Fee: _____ Date Due: _____ Date Paid: _____
 Electricity: (Add \$10 per month or \$2 per day) _____
 Fees Due: _____
 Date(s) Due: _____
 Fees Paid: Amount: _____ Date: _____

Please attach the following documents:

_____ Written approval from County Health. Permit # _____
 _____ City business license or Non-profit # _____
 _____ Copy of general/professional liability insurance for food service.
 A minimum of \$750,000/claim and \$1,500,000/occurrence
 Insurance Company _____
 _____ Workers Compensation Number _____

Other: _____

Valid @: _____

Valid dates & times: _____

SIGNATURES

I have read and understand the Conditions of the Concessions Permit. I will abide by the guidelines of the agreement, follow State and Local requirements, meet fee requirements, and provide quality service to park patrons.

_____ Approved

Concessionaire: _____ Date: _____
 Parks and Recreation Staff: _____ Date: _____

_____ Denied



City of Billings
Parks, Recreation and Public Lands Department



CONDITIONS **OF THE CONCESSIONS PERMIT**

- 1) The concessionaire is responsible and required to obtain all licenses and permits required by Federal, State, County and Municipal Government. A copy of your license, approval from the County Health Department and your Workman's Compensation I.D. is required before issuance of a concessions permit.
- 2) The concessionaire is responsible for carrying an insurance policy that will cover liability of his/her concession operation while conducting business. Minimum amounts include \$750,000/claim and \$1,500,000/occurrence. The City of Billings must be listed as an additional insured.
- 3) The Parks, Recreation and Public Lands Department will provide water when and where available for your concession operation. Electricity is available at some sites for \$10/month or \$2/day. The concessionaire must provide his or her own electrical cords, water hoses, etc. The PRPL Department is not responsible for losses due to electrical or water failure. Electrical and water usage shall not interfere with our normal park use, shelter reservation or other pre-arranged activity.
- 4) The concessionaire is responsible for picking up garbage generated from their concession and is required to follow their proposed plan of action, which is stated on their application.
- 5) Any temporary or permanent improvement or building must have prior approval of the PRPL Director. Any permanent improvement or building will become property of the City of Billings upon termination of the concession contract. The Director may grant fee waivers for permanent improvements made to a facility. Prior arrangements and documentation supporting the amount spent for improvements would be required for any possible fee waivers.
- 6) The concessionaire will be responsible for any and all damages that occur to Parks and Recreation facilities due to concessionaire negligence or willful action.
- 7) The PRPL Department shall have the right to request the removal of any concession personnel that the Department feels is not acting in the best interest of the general public.
- 8) The concessionaire shall pay a damage/security deposit of \$500 at the time the agreement and permit is signed. This fee will be returned at the end of the year or event if all requirements of the contract are met. If the damage deposit is used, the balance over or under \$500 must be paid to the city in order to continue operation. The damage deposit must be available for repair of damages at all times. The City of Billings will deposit the check and will issue a refund (within 10 business days) upon satisfactory compliance.

- 9) The PRPL Department reserves the right to allow more than one, and limit the number of concessionaires at a facility.
- 10) Permitted concessionaires will not be allowed to sell their concessions at special events, used as fund-raisers for non-profit organizations, unless authorized to do so by the event organizers. (Examples: Saturday Live and Symphony in the Park at Pioneer; Mexican Fiesta at South Park; Big Sky State Games, etc.)
- 11) Additional advertising in the park or other means of drawing attention to operation is not allowed. Examples would be additional signage, music, or solicitation using pamphlets.
- 12) Concessions must be managed in a professional manner.
- 13) The fee for selling concessions in public parks is non-refundable.

PENALTIES

The Billings Parks, Recreation and Public Lands Department will present written notification of any problems or regulations that are not being met. The concessionaire will have one week to make the necessary changes to their concessions operations.

If the changes are not made, the Billings Parks and Recreation Department shall reserve the right to:

1. Keep the deposit and require another deposit to continue operation of the concession.
- Or**
2. Give written notification that the permit will be terminated within fourteen (14) days and concessionaire to pay for any damages.

Any appeals must be made in writing and directed to the Parks, Recreation and Public Lands Director.

ENFORCEMENT

Individuals, groups or organizations managing concessions in City Parks, selling or issuing alcohol, using facilities without proper agreements, breaking Park policies regarding use of any facilities may be ticketed by police and may be assessed a fine per city ordinance, plus pay the appropriate fees. Additional occurrences or the inability to pay a rental or permit fee will result in forfeiture of use of any Park facility.