



City of Bowie

15901 Fred Robinson Way
Bowie, Maryland 20716

CONCESSION FACILITY STAND AND MOBILE CONCESSIONAIRES PERMIT RULES AND APPLICATION FOR CITY OF BOWIE PARKS & PROPERTIES

Except at City-sponsored or City-authorized special events, neither food products nor other items may be sold to members of the general public in City parks without a valid concession permit. The following permits can be applied for through the City:

- ◆ **Concession Facility Permit:** This permit applies to the use of the Blacksox Park for the purpose of selling City approved concessions.
- ◆ **Park Concession Stand Permit:** This permit allows a group or individual to set up a temporary concession stand for the purpose of selling City approved concessions in City parks or on City property.
- ◆ **Mobile Concessionaires Permit*:** This permit is issued on an annual basis to the owner of a mobile concession vehicle, permitting them to sell City approved concessions in City of Bowie parks, excluding Allen Pond Park.
- ◆ **Allen Pond Park Mobile Concession Permit*:** This permit is issued on an annual basis to a mobile concession vehicle (one ice cream truck and one food truck) owner, permitting them to exclusively sell City approved concessions within Allen Pond Park.
 - Sealed bids will be accepted around the 1st Monday in February of each year and must be submitted using the official Bid Submission Form. Bids must be delivered to window #1 at Bowie City Hall, 15901 Fred Robinson Way, Bowie, MD 20716. Please be sure the envelope is labeled Allen Pond Park Mobile Concession Permit (ATTN: Bryan Hagin).

**Also requires a City of Bowie Solicitor's Permit issued by the City Code Enforcement Division. This permit can be obtained from window #3 in the lobby at Bowie City Hall. For information call 301-809-3008.*

The City will issue a limited number of such permits and those permits will be restricted to:

1. The sale of non-perishable items associated with a special event, subject to prior approval of individual items by the City, may withhold approval in its sole discretion, pursuant to a single-event Park Concession Stand Permit.
2. The sale of ready-to-eat snack food products or other items approved for sale by the Prince George's County Health Department (a) by Concessionaires from a permanent concession facility owned by the City at Blacksox Park, pursuant to a Concession Facility Permit issued on either a daily or annual basis; (b) by stationary Park Concession Stand Permit associated with the organizers of authorized events from a temporary booth or stand provided by the Concessionaire pursuant to a Park Concession Stand Permit; (c) a Mobile Concessionaires (such as ice cream trucks), in City Parks only pursuant to a Mobile Concessionaires Permit or the Allen Pond Park Mobile Concession Permit.

The issuance of a Park Concession Stand Permit, Mobile Concessionaires Permit, or Allen Pond Park Mobile Concession Permit does not grant permission to the permit holder use of the Blacksox Park, Church Road Park, or Whitemarsh Park Concession Stand.

All Concession Facility, Park Concession Stand, Mobile Concessionaires Permit or Allen Pond Park Mobile Concession Permit holders must comply with all federal, state and local laws and regulations, including Prince George's County Health Department regulations and any other laws and regulations regarding the sale of food or other products, and any City laws, regulations and posted notices.

Mobile Concessionaires are 1) restricted from selling items in Blacksox Park, Church Road Park, or Whitemarsh Park when the concession facility within the park is open, 2) restricted from selling items in a City park when a sports event is scheduled and the field user has a park concession permit, 3) restricted from selling concessions in any City park during any City sponsored Special Event, and comply with all provisions of the Maryland Vehicles Laws and the regulations of the Maryland Motor Vehicle Administration, including the Maryland Vehicle Safety Inspection standards. *A Mobile Concessionaires Permit may be revoked by the City if the City determines that the permit holder's vehicle does not meet*

said standards. The City may deny a permit to an applicant if the applicant has, during the term of a prior permit, failed to correct a condition that violates any federal, state or local law or regulation after being notified by the City of the violation.

The Allen Pond Park Mobile Concessionaire is 1) restricted from selling items in all City parks, other than Allen Pond Park; and will comply with all provisions of the Maryland Vehicle Laws and the regulations of the Maryland Motor Vehicle Administration, including the Maryland Vehicle Safety Inspection standards. The Permit may be revoked by the City if the City determines that the permit holder's vehicle does not meet said standards. The City may deny a permit to an application if the applicant has, during the term of a prior permit, failed to correct a condition that violates any federal, state or local law or regulation after being notified by the City of the violation.

PERMIT DISPLAY

For stationary Park Concessions and Concession Facility Permit holders, the permit must be affixed to the exterior front of the stand or facility from which items are sold, in plain view of patrons of the concession. For all other permits, the permit must be displayed in the front windshield on the passenger side of the concession vehicle so that it is visible from the outside. The City reserves the right to revoke this permit at any time and for any reason, without prior notification, if in the sole judgment of the City, such termination is in the best interest of the City. This permit is issued only to the entity named on the permit application and accompanying payment receipt and may not be transferred to any other entity.

PERMIT REVOCATION

The City retains the right to revoke any concessions permit at any time for due cause and will provide a minimum of 7 days written notice when possible.

INSURANCE REQUIREMENTS

All "concession" permit holders shall provide to the City certificates of insurance evidencing insurance coverage of the following types (as required) and amounts before any permits will be issued. On each policy, applicant will name the City of Bowie as an Additional Insured.

- A. Comprehensive General Liability Insurance
 - 1) Personal injury and bodily injury insurance with a limit of \$1,000,000 each occurrence and \$2,000,000 aggregate, where insurance aggregates apply.
 - 2) Property damage liability insurance with limits of \$250,000 each occurrence and \$500,000 aggregate, where insurance aggregates apply.
- B. In the case of "mobile" concessionaires, Automobile Liability Insurance
 - 1) Bodily injury liability with limits of \$1,000,000 each person and \$1,000,000 each accident.
 - 2) Property damage liability with a limit of \$50,000 each accident.
- C. Workers' Compensation Insurance
 - 1) Vendors shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers' Compensation Insurance. If your organization/business has opted out of this requirement, the applicant is required to provide documentation of such.

REGULATIONS

General Conditions

- Concession Facility and Park Concession Stand Permit Holders

Holder of this permit are permitted to sell authorized items from the location(s) identified on the permit during regular park hours and during the dates and times indicated on the permit. Permit holders are not permitted in City parks during City-sponsored special events, unless the concessionaire has obtained a specific vendor permit for the specific special events. If the permit holder is in doubt as to whether sales are permitted at any particular time, the permit holder shall contact the Park Ranger on duty (240) 508-3881.
- Mobile Concessionaires Permit Holders

Holders of this permit are authorized to sell concessions within all City parks, except Allen Pond Park, unless they possess the *Allen Pond Park Mobile Concessions Permit* issued by the City, and only during regular park hours (8:00 a.m. – dusk, or until field lights are turned off) and within the dates indicated on the issued permit. In addition, permit holders are not permitted to sell in City parks during City-sponsored special events, unless the concessionaire has obtained a specific vendor permit for the specific special event. Mobile Concessionaires are not permitted to sell in Blacksox Park, Church Road Park, or Whitemarsh Park during times when the

concession facility is open or in City parks during City-sponsored special events, unless the concessionaire has obtained a specific vendor permit for the specific special event. Mobile Concessionaires are required to park in City designated parking spaces identified as "Parking for Approved Vehicles Only, Permit Required." Parking in or selling from a non-designated space will result in the revocation of the concession permit and the loss of all remaining fees paid.

- **Allen Pond Park Mobile Concessions Permit**

The holder of these permits is authorized to sell concessions within Allen Pond Park only, and only during regular park hours (8:00 a.m. – dusk, or until field lights are turned off) and within the dates indicated on the issues permit. In addition, the permit holder may only park their vehicle:

- 1) on the concrete pad adjacent to the Allen Pond Park Boathouse or 2) in a parking location identified with a sign stating, "Parking for Approved Vehicles Only, Permit Required."
 - a. A combination to the interior access gate will be provided to the permit holder, allowing them unassisted access, Monday - Friday, to the parking pad adjacent to the Allen Pond Park Boathouse. On Saturday, Sunday, and Holidays the vendor is required to obtain an assisted escort to the parking pad by contacting the Park Ranger on duty (240) 508-3881. This will help to ensure the safety of park patrons. The vehicle shall utilize their hazard lights at all times while in motion and when traveling along interior park pathways. When parking adjacent to the Allen Pond Park Boathouse, a 2-hour minimum stay is requested, so as to prevent continual travel along the park pathway.

- **Audible Sounds by Mobile Concessionaires**

Vendors are prohibited from continually producing audible sounds (ringing of bells, music, etc.) intended to draw attention to their presence until parked in the space designated for their vehicle. At no time is the playing of any type of amplified music/sound permitted. Ringing of bells shall not continue for a period more than two minutes and shall not be repeated after the initial two-minute bell-ringing period, except for a single additional period of two minutes occurring no more than fifteen minutes before the Vendor's departure; provided, however, that bell-ringing is prohibited entirely during periods when the amphitheater is in use.

- **Refuse Disposal**

For Park Concession Stand Permit holders, it is the responsibility of the permit holder to provide adequate refuse containers at concession stand site(s) and to properly dispose of all refuse. The City is not responsible for providing a final disposal site.

For Park Concession Facility Permit holders, it is the responsibility of the permit holder to provide adequate refuse containers at concession facility site and to properly dispose of all refuse. The City provides limited fixed refuse containers at the facility, however additional containers should be provided by the permit holder as necessary. All refuse shall be placed in permit holder supplied trash bags, securely tied, and placed adjacent to refuse containers at the end of the day or at termination of permit. In most cases, 55-gallon trash bags are necessary.

- **Park Concession Stand Set-Up**

Park Concession Permit holders are restricted to one (1) free-standing canopy, not to exceed 10' X 10' in size and must be located at the site specified on the permit. Please note that the use of ground spikes is not permitted so the canopy must be weighted by sufficient means to prevent it from lifting off the ground in the event of high winds. It is the responsibility of the permit holder to supply all equipment necessary to operate concessions. Electricity is **not** supplied but the use of portable generators is allowed on a *case by case* basis with prior City approval.

CITY OF BOWIE CONCESSION APPLICATION

Concession Facility
 Daily *Annual*

Park Concession Stand

Mobile Concessionaires

Allen Pond Park Mobile Concession

Approved items to be sold (*only items approved by the City may be sold*):

Permit Date(s)

Location of Concession Stand(s)

Permit Expiration

- For Annual Concession Facility Permits, Mobile Concessionaires Permits, and Allen Pond Park Mobile Concession Permits, the permit expires on March 31. Permits will not automatically renew, and a new application must be submitted annually.
- For Park Concession Stand Permit and Concession Facility Permit (daily), permits are valid only during dates and times indicated on the permit.

Additional Restrictions/Comments

I have read and understand the terms of this Permit. I am authorized to act on behalf of the Permit holder named below and to bind the Permit holder to the terms hereof, acknowledging that the Permit holder's acceptance of these Regulations is a material condition of the City of Bowie's grant of this Permit.

Applicant Name

Event Sponsor (if applicable)

Applicant Address

Contact Phone Number for Applicant

Business Name

E-mail Address of Applicant

Signature of Applicant

Date

FOR OFFICE USE ONLY

Approving City Authority Signature

Issuance Date