Park Concession Guide and Permit Application

City of Wenatchee
Parks, Recreation and Cultural Services
1350 McKittrick Street, PO Box 519
Wenatchee, Washington 98807
www.wenatcheewa.gov

WELCOME!

This guide was prepared to help vendors navigate through the permitting process to help ensure the success of their concession and time in the park and reduce adverse impacts to the parks and the surrounding neighborhoods.

Submitting a concession permit application does not reserve, hold or guarantee dates or parks, nor imply any approval of the proposed concept.

We are happy to meet with you and help you complete the application or answer any questions you may have to help make your experience positive!

ALL ABOUT CONCESSIONS

DO I NEED A PERMIT?

Any person or business wishing to sell or offer for sale, any food, beverages or merchandise or conduct a service, camp, program or instructional clinic in any city owned park or recreation facility is required to first obtain a permit.

A separate permit is required for each park area requested.

TYPES OF PERMITS

SHORT-TERM

Short-term permits are for a single season concession. The permit process is completed through the application process and using the application form described in this guide.

LONG-TERM

Long-term concessions extend beyond the standard season and may include a more permanent or semi-permanent structure. This type of concession is awarded annually on a competitive basis through a request for proposals process as openings become available. In most cases, long-term concessions are granted for a five-year period through a facility use agreement that is reviewed by the Arts, Recreation and Parks Commission.

SPECIAL EVENTS

Vendor booths are typically found during park special events. Those vendors are permitted directly through the Special Event Permit process and coordinated through the event organizer. Park concessions authorized through the park concession permit process are not be allowed to sell during permitted special events and events, unless written authorization is provided by the event organizers. (Examples: Apple Blossom Festival, City Concerts and Movies in the Park, Fiestas Mexicanas, etc.).

SHORT-TERM CONCESSION FREQUENCY AND DURATION

To help limit the adverse impacts on neighborhoods surrounding park areas, the following policies apply to the frequency and duration of concessions.

- The short-term concession season is defined as May 1 through October 15.
- Vendors are required to set up and take down and remove their booth daily with the exception of permanent or semi-permanent concessions as approved through a separate facility use agreement.
- The days and hours of operation will be determined by the City.

PERMIT PROCESS AND APPLICATION DEADLINES

THE CONCESSION PERMIT PROCESS

The concession permit process provides a coordinated approach to the planning, review, and on-site management of the concession.

By applying for a concession permit, you and your representatives agree to the following:

- To have the sole responsibility at all times during the operation of your concession;

- To be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the proposed concession and its related activities which include, but not limited to the provisions of the City of Wenatchee Municipal Code, other city documents, permits, requirements and/or correspondence.

- You and your representatives also agree to accept the park in “as is” condition.

- That you will not discriminate against any person because of his or her race, national origin, ancestry, color, sex, religious creed, physical disability, mental disability, medical condition, or mental status.

Permit applications are accepted beginning January 2 of each year.

PERMIT REVIEW

Applications are reviewed on a first come, first served basis.

The City reviews all requests and makes decisions to allow or not allow concessions based on the following criteria:

- Products being sold or services provided must be complementary the needs of park users or function of the park area.
- The health, safety and risk to participants, the community and the City including but not limited to fire hazards, traffic and vision obstructions, pedestrian movement and other safety hazards.
- The proposed concession provides a direct benefit to the community.
- History of the vendor/concession.
- Approvals and support by other agencies.

- Consideration provided to the day and date of the operation to avoid conflicts with other activities.
- Failure to submit the completed application packet within adequate time.
- If the application contains material misrepresentation or fraudulent information.
- If the applicant has an outstanding financial balance owed to the City.
- If the applicant cannot comply with applicable local, state, and federal license requirements.

The City of Wenatchee will also review the proposed location within the park that the vendor will be selling, the price being charged and the product being sold.

The City of Wenatchee reserves the right to allow more than one vendor per park, more than one of the same type of vendor and also to limit the number of concessionaires.

Permit approval may be conditioned upon complying with mitigation measures concerning, time, place, and manner of the concession, provision of additional liability insurance, sanitary facilities, food or alcohol permits or other requirements as deemed necessary by the City of Wenatchee to protect the safety of persons and property.

The City of Wenatchee reserves the right to deny approval of the permit application or cancel an approved permit for cause at any time.

Approved permits may not be sold, assigned or transferred to another person without the prior written consent of the City.

COORDINATION MEETINGS AND INSPECTIONS

Depending upon the scope and size of the concession, coordination meetings with City staff and other agencies may be required.

Additional site inspections are required before operations may begin for certain types of vendors outlined later in this document.

CANCELLATION

If the applicant cancels the concession permit:

- More than 7 days before the scheduled start of business there will be a full refund issued less the processing fee.
- Less than 7 days before the scheduled start of business, no refunds will be made.

If the City cancels your permit:

- Due to natural catastrophe or other dangerous natural conditions to participants, full refunds will be issued or the concession may be rescheduled to another date as available.
- Due to unsafe conditions created by event participants or failure to adhere to conditions, no refunds will be made.

FEES AND CHARGES

Payment of all concession fees shall be made within five (5) business days of the date the application is approved. Payment may be made by cash or checks, payable to the City of Wenatchee. Permit fees are reviewed and adjusted on a regular basis by the Arts, Recreation and Parks Commission and are designed to cover all direct and indirect costs associated with the allowance of the concession.

1. Activities sponsored by non-profit organizations in which 50% or more of the participants reside in the City of Wenatchee shall be exempt from any fees. These organizations must provide proof of civic, educational, athletic benefits to Wenatchee residents to be considered in this category.

2. Activities sponsored by other organizations that do not meet the residency requirements and all other users shall be charged the regular permit fee.

3. The vendor shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of the concession permit; including, but not limited to, sales, income and leasehold excise tax.

PERMIT FEES:

Concession Permit Fee: $100.00

Concession Operation Fee: $25.00/week of operation

Cleaning Fees:

If additional cleaning is required by the City following your use it is billed at $160.00/hour. Repair of damage is billed on a time and materials basis. Charges for extra cleanup required to restore the park to its original condition or to repair damage to the park caused by the concession will be billed to the vendor. It shall be paid within 30 days.

Electrical Permit Fee:

The electrical permit fee is required for vendors utilizing generators, spider boxes and electricity. The permit fees are paid directly to the State Department Labor and Industries.

Vendor License Fees:

City vendor licensing is administered through the State of Washington. The license may be obtained at: http://bls.dor.wa.gov/.

Park Operations and Maintenance:

The call out service fee for park maintenance is $50.00/hour with a minimum call out of two hours for issues occurring outside of regular business hours.

CONCESSION REQUIREMENTS

This section contains specific information about some of the additional information that may need to be addressed when planning the concession.

ADDITIONAL PERMITS AND FEES

Depending upon the nature and scope of the proposed concession, additional permits may be required. These may include, but not be limited to: Chelan Douglas Health District, music license agreements through BMI, ASCAP, SEASAC or others, electrical permits and inspections through State Labor & Industries, Inflatable Play Equipment Permit, Alcoholic Beverage Area Permit, City Sign Permits, Right of Way Permits and others.

If your concession will require additional permitting you will be required to provide copies of the approved permits with your application.

ALCOHOLIC BEVERAGES

Alcoholic Beverage Area Regulations were created to address requests for alcohol use in association with events being held in City park areas where City Ordinance bans the consumption and sale of alcohol without an approved Special Event Permit. The Parks, Recreation and Cultural Services Department will accept applications for Alcoholic Beverage Areas in Memorial Park Centennial Park and Lincoln Park.

Only registered, nonprofit organizations will be considered for approval. These are groups organized and operated for charitable, religious, social, political, educational, civic, fraternal, athletic, or benevolent purposes.

In addition to completing a Special Event Permit application, organizations seeking permission to serve alcoholic beverages in a City park must also complete the Alcoholic Beverage Area Permit Application, provide all requested information, pay all associated fees and obtain a Special Occasion Permit from the Washington State Liquor and Cannabis Board (WSLCB). The permit holder is responsible for compliance with all Washington State and City of Wenatchee laws.

AMPLIFIED SOUND

Concessions that utilize live or recorded music are responsible for obtaining license agreements from ASCAP, BMI and SESAC as the playing or performing music is protected by U.S. copyright laws. If the concession utilizes music then copies of the license agreements event must be attached to the permit application.

If the concession involves the use of amplified sound equipment then the name and contact information of the person in charge of the sound in the park during the

event must be provided with the application. Any amplified sound must adhere to Wenatchee Municipal Code requirements. In general, any loud speaker, public address system, sound amplifier or similar device to attract the attention of the public will not be allowed.

ANIMALS

Animals have the potential to cause damage to park areas and pose a variety of risks to participants. If animals are a part of the proposed concession, then provide a description of the animals involved including quantity and also indicate on the site map where they are proposed to be located.

CONCESSION MAP

A map is required with the concession permit application to show the overall layout of the concession. The map must be legible, include dimensions and be on a minimum of 8.5" x 11" paper. All of the proposed activities and elements of the event must be shown including, but not be limited to: Locations of tents, food vendors, grease bins, staging, fencing, restrooms, hand washing stations, inflatable play equipment, animals, trash and recycling collection. Base maps of the park areas are available by request.

In some instances, the City will assign vendor locations within the park area. In these instances, an overall map is not required however specific detail about the concession is still needed depending upon the type of vendor.

Alcoholic Beverage Areas (beer gardens, wine tastings etc.) require additional detail. Requirements may be found in the Alcoholic Beverage Area Permit Application.

ELECTRICAL SERVICE

All concessions must provide their own power source.

Concession utilizing electrical services, including the use of generators and self-contained food vehicles are required to obtain approved permitting and inspections from the State Department of Labor and Industries prior to the concession opening to the public. Power sources provided by the vendor shall be self-contained and comply with the National Electrical Code.

Generators must be separated from temporary structures, tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing, enclosure or other approved means. Secondary containment is required for all flammable/hazardous materials storage in excess of 20 gallons including generators. Spill kits/absorbent materials are required to be staged at all generators/fuel storage locations. Any spills, leaks, or drips associated with generators or other event equipment must be cleaned up immediately.

If the concession includes the use of additional electricity then provide a description of the type of proposed power use and if generators are used, provide a fueling and spill response plan.

Show locations of all electrical equipment and utilities such as generators, outlets, spider boxes, cord covers for all pathway crossings on the site plan including the fuel storage location. Include a copy of the State Labor and Industries Permit.

GARBAGE/RECYCLING

The City of Wenatchee provides the existing park trash receptacles for general park use. Trash collection and disposal and the supply of any additional trash bags and receptacles/dumpsters are the responsibility of the vendor.

In the case that food and beverages are being sold, State law requires that vendors selling beverages in single-use aluminum or plastic bottles or cans provide recycling.

Applicants are required to provide a trash control and recycling plan that describes the methods of trash and recycling collection.

The vendor is responsible for leaving the park better than the original condition creating a beneficial impact on the Wenatchee community and establish a good reputation for future uses.

Any additional cleanup costs, when incurred by the City staff, will also be billed to the concession.

INFLATABLE PLAY EQUIPMENT

Inflatable Play Equipment Regulations were created to address the use of bounce houses, inflatable slides and other air-filled structures in City park areas. While these structures are fun, they can pose a danger if used improperly and damage park areas.

Concessions proposing to use inflatable play equipment must adhere to the inflatable use policies and attach as signed Inflatable Equipment Regulations Form.

INSURANCE

Proof of liability insurance is required. The minimum limits include $1,000,000 for each occurrence and $2,000,000 general aggregate in US dollars. The City may require higher limits if deemed necessary. The insurance company must be located and licensed to do business in the United States. The Insured Name on the certificate must be identical to the Legal Entity name listed on the permit application. The City of Wenatchee, including its officers, officials, employees, and volunteers must be named as additional insured. Additional insured endorsement, form CG 2026, must be attached to the certificate. This is required before the permit can be issued. A copy of the certificate must me attached to the concession permit application.

Additional coverage is required for events with alcoholic beverages. Coverage requirements are contained in the Alcoholic Beverage Area Permit Application.

PARK RULES AND REGULATIONS

Along with Federal, State and local laws, the park rules and regulations are in effect. It is the responsibility of the vendor to review, adhere to and understand the rules governing the use of City owned park areas. The park rules and regulations may be found on the City website, Parks, Recreation and Cultural Services Department and are adopted in WMC Chapter 6A.18. The rules include items ranging from park hours and camping to parking, animals and destruction of property.

RESTROOMS/HAND WASHING STATIONS

Some park areas do not have restrooms and some park restrooms are only open seasonally. For this reason, vendors may be required to supply portable restrooms and hand washing stations for their concession.

The Americans With Disabilities Act (ADA) requires that at least 25% of the total number of portable restrooms provided must be ADA accessible.

The location of the portable restrooms must be indicated on the site map and placement of the restrooms on site must be coordinated with Park Maintenance staff prior to delivery. Restrooms must be placed on level ground away from vehicle traffic. They may not be placed on sidewalks and must be a minimum of 20 feet away from storm drains.

Restrooms must be maintained in a clean and sanitary manner at all times.

SET UP – CLEAN UP

The applicant is responsible for coordinating all concession set up activities with City personnel to help minimize damage to park infrastructure. Dates, times and set-up activities must be provided in the application. The City may specify the load and unload times if needed.

The vendor is responsible for cleaning the concession area and beyond if additional areas are also impacted by properly collecting and disposing of all waste, and returning the area to the condition it was found prior to use.

If pressure washing of paved surfaces is needed, ensure pressure wash wastewater disposal requirements are followed. More information may be found in the stormwater protection section of this document and by contacting the City of Wenatchee Environmental Services Department at (509) 888-3235.

SIGNS

Signs are not permitted at any vending location except for non-illuminated signs that are attached to the stand and do not exceed nine (9) square feet in size. Only signs posting prices or identifying the name of the product or the name of the vendor are allowed.

STORMWATER PROTECTION

Water can flow from your concession through storm drains directly to the river without any treatment. Stormwater can pick up pollutants such as oil, trash, grease and spilled food left behind. **Do not dump any liquids or other materials outside.** Materials that are no longer contained in a pipe, tank, or other container are considered to be "threatened discharges" to stormwater unless they are actively being cleaned up. Direct flow of pollutants, as well as threatened discharges to storm drains, gutters, or waterways are illegal. The vendor may be liable for any stormwater violations. These violations could result in fines.

Wenatchee Valley Stormwater Program

Wenatchee • East Wenatchee
Chelan County • Douglas County

TEMPORARY STRUCTURES

Vendors and concessionaires in City park areas are required to adhere to City business license, temporary structure, storm water and other regulations. Concession stands shall meet the criteria listed below, based on the current International Fire Code and local ordinances and pass inspections prior to opening for business. Additional permitting from the Chelan Douglas Health District may be required depending upon the items being sold.

Sponsors of multiple vendor or special events such as Washington State Apple Blossom Festival, Fiestas Mexicanas, street fairs, and other similar events whose participants are required to obtain a temporary/itinerant vendor's license, shall make application for a master license on behalf of the event participants. All licensing information required for each individual event participant along with the current fee shall be paid to the City Finance Department (301 Yakima Street) by the sponsor of the event at the time the license application is submitted. The master license application is due a minimum of five days prior to the event.

- If the proposed concession includes the use of canopies, then the canopy requirements listed below apply.

- If the concession includes the sale of food or beverages then provide a copy of the Chelan Douglas Health District Permit.

- If the concession includes the use of food or beverage vehicles (taco trucks etc.) then

provide a copy of the State L and I Permit for each vehicle. Vehicles are subject to State inspections and requirements.

GENERAL CANOPY REQUIREMENTS

Provide a sketch of each tent layout depicting the location of stoves and appliances, access, cylinders, storage, tables, safety equipment, and sales exchange area for Fire Code Official approval. Show dimensions.

Separations between concessions shall be 5 feet for trailers and stands with hood suppression systems, 10 feet for tents with limited cooking or warming operations, and 20 feet between any tents with cooking operations that produce grease laden vapors or have deep fat fryers. In mix stands the larger separation shall apply.

Each concession is required to have an owner or manager on scene during cooking operations in charge and capable of overseeing all safety requirements.

FIRE EXTINGUISHERS

A minimum of one (1) fire extinguisher with a rating of not less than 2-A 10 BC shall be provided.

Each deep-fat fryer requires an extinguisher with a K-rating within a 30 ft. travel distance.

Extinguishers must have proof of service within the last year and shall be tagged by a certified extinguisher company.

Extinguishers must be hung or secured in the concession area in a visible place.

LPG TANKS

All propane and compressed natural gas cylinders shall be located outside tents and food booths. Cylinders, in use or stored, shall be secured from falling or being knocked over, be located a minimum of 5 feet from cooking and heating appliances, and be located in areas not accessible to the public.

Cooking and heating appliances, hoses and connectors shall be approved for use with LPG. Handles, knobs and control valves shall be in good working condition. Faulty cooking appliances, hoses and connectors shall be removed from service immediately.

Propane fueled appliances (cooking and heating) shall be equipped with two shutoff valves – one located on the storage cylinder and one located on the appliance.

The maximum cylinder size shall not exceed 100 lbs LP-Gas capacity (25 gal). Additional storage shall be off site, in an area not accessible to the public, and approved by the Fire Code Official. Provide a description of the location.

All cylinder connections shall be tested for leaks daily and on bottle exchange. A detector or liquid solution like soap and water or Windex that produces bubbles to indicate leaks may be used.

Cooking appliances shall be shut down immediately whenever there is a smell of LPG and an investigation shall be performed to determine the source of the leak. If the origin of the leak cannot be determined call 911 and request Fire Department assistance.

TENTS, CANOPIES, AND TEMPORARY MEMBRANCE STRUCTURES

Tents, canopies and food booths shall be made of fire resistive or flame-retardant material. Proof of fire resistive or flame-retardant state shall be available for inspection on site.

COMMERCIAL FOOD HEAT-PROCESSING EQUIPMENT

Cooking and heating appliances, hoses and connections shall be in accordance with NFPA 58 and approved by the Fire Code Official.

Deep-fat fryers shall be provided with an approved fire suppression system bearing a current inspection label or have form fitting metal covers and be approved by the Fire Code Official.

Deep-fat fryers require an extinguisher with a K-rating within 30 feet of travel distance.

A minimum of 16 inches of separation is required between deep fat fryers and open flame appliances or a minimum of an eight-inch-tall metal or glass barrier the full length of the fryer basin.

When vents or flues are used, all portions of the tent or membrane structure shall not be less than 12 inches from the flue or vent.

Open flame or other devices emitting flame, fire, or heat utilizing sold fuels like charcoal or wood are not allowed inside a tent or under a canopy. Adequate space (Fire Code Official approval required if less than 20 feet) must be allowed between the BBQ and a tent.

Cooking appliances inside tent structures shall have a 5-foot separation from all side walls all sides or boundary of their tent or provide a physical heat shield 5 to 6 feet tall. This material may be metal, hardi board, sheetrock over plywood, or noncombustible material, but not fabric and be so placed to provide a barrier behind the fryer or stove and access or exposure from public space. Cooking appliances must have 5 feet of clearance to combustible storage. Ventilation shall be considered and an air space left open above this barrier.

ELECTRICAL EQUIPMENT

Electrical equipment and installation shall comply with the Electrical Code.

Temporary cords shall be arranged to avoid tripping hazards.

Extension cords must be 12 gauge with a ground.

Multi tap extension cords must be of the circuit protected type.

ADDITIONAL INFORMATION FOR FOOD VENDORS AND CONESSIONS

Concessionaire shall not leave any stand unattended.

Memorial Park is the only facility that has a gray water/wash water disposal location.

Wash water, gray water and used oil must never be dumped on the ground or poured down a storm drain.

If grease bins are provided for used cooking oil they must be shown on the site map.

Vendors must have absorbent materials on hand in case of a spill.

Oil, grease or food scraps must never be poured down restroom drains or deposited into toilets.

Beverages must not be dispensed in glass containers, but in cans or paper or plastic cups.

VEHICLES

City Code 6A.18.060 prohibits vehicles from driving or parking in park areas except during special circumstances to limit damage to turf, soil, and underground utilities and reduce the risk to pedestrians.

The vendor is responsible for the cost of repairs due to vehicles in the park. There are no guarantees that vehicles will be allowed to occupy areas other than designated parking spaces.

City of Wenatchee Parks, Recreation and Cultural Services Department
PO Box 519, Wenatchee Washington 98807 ● (509) 888-3284 ● www.wenatcheewa.gov

Concession Application

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

Name:_____Today's Date:_____
Organization/Business:_____
Address:_____ City:_____ Zip:_____
Phone: Day _____Evening_____Email:_____

Commercial Business:_____ Non Profit:_____(attach copy of proof)

Past experience with concession operation or similar business:_____
_____
_____

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

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

Concession must be self-contained. Water and electricity is not available.

Park location preference:

- ☐ Lincoln Park
- ☐ Locomotive Park
- ☐ Memorial Park
- ☐ Saddle Rock
- ☐ Washington Park
- ☐ Pioneer Park
- ☐ Kiwanis Methow Park
- ☐ Rotary Park
- ☐ Centennial Park
- ☐ Hale Park

Specific location requested in park:_____

Date(s) of operation:_____Time of operation:_____

Additional information (attach additional pages as needed:_____
_____
_____
_____
_____
_____
_____

OFFICE USE:
Date:_____ Amount Paid:_____

- ☐ Insurance
- ☐ Health Department Permit
- ☐ Vendor License
- ☐ Other_____

Permit Issued Date:_____ Routed for Inspections:_____