



CITY OF EAGLE

Municipal Park Vendor Application
660 E. Civic Ln. Eagle, ID
208-939-6813

Name and DBA of Business:

Address & Contact phone number: (both legal and local) -

List the name(s) of the park you wish to conduct sales of food concessions:
Eagle Sports Complex (facility provided), Guerber Park, Merrill Park, Heritage Park

Description of products to be sold: (this should include the goods to be sold)

Length of time for which the right to do business is desired:

Driver's license number and date of birth:

Idaho Sales Tax Number:

Have you been convicted of a violation of any federal, state or municipal law? If so, state the nature of the offense, date. Also list the punishment and penalty.

MUNICIPAL RESPONSIBILITIES:

- A. The City will provide notification at the beginning of each calendar year to the public that interested parties may acquire municipal park vendor applications at City Hall.
- B. The City may allow, at its discretion, no more than one non-mobile food concessions vendor in each park.
- C. At the last regular Council meeting in March, the City Council will select by lottery, from a list of interested applicants, who the City will enter into negotiations with for the lease of vendor space/facility on municipally owned property. Negotiations may include, at Council's option, a renewal clause which would allow the applicant to bypass the lottery procedure in future years.
- D. The City shall not be responsible for providing potable water or electricity for the non-mobile food concession vendors.

APPLICANT RESPONSIBILITIES:

- A. The selected individual shall meet all vendor requirements established in Eagle City Code 3-4, as well as agree to and sign the lease contract. Fees shall be negotiated at the time of signing.
- B. A valid City of Eagle vendor's permit for municipal parks is contingent upon the applicant obtaining proof of possession of appropriate permits and approvals from the State of Idaho Electrical Bureau and Central District Health. It is the applicant's responsibility to contact

- the State Electrical Bureau and Central District Health and obtain permits or written documentation from these entities declining the need for permits.
- C. The applicant shall provide a Certificate of Liability Insurance naming the City as an additional insured.
 - D. The applicant shall remove trash produced as a result of the existence of their business.
 - E. The applicant shall provide at least one trash receptacle adjacent to their structure for which they shall be responsible for cleaning.
 - F. Each employee working in the concession stand shall be subjected to a background check and required to wear a City issued photo ID while working in the stand.

**FEES & BONDING REQUIREMENTS ASSOCIATED
WITH EAGLE CITY CODE 3-4:**

The fees listed below do not include those which may be negotiated within the lease agreement

Investigation fee: \$25.00 (within the State of Idaho) *Per Eagle City Code 3-4-7 per employee working in the concession stand.*
 \$50.00 (outside the State of Idaho) *Per Eagle City Code 3-4-7 per employee working in the concession stand.*

License fees: \$35.00 semi-annually. *Per Eagle City Code 3-4-8*

Bond requirement:

- Every applicant plying his trade as an individual, shall file with the City Clerk a surety bond, cashier's check or a letter of credit from a bank in the amount of one thousand dollars (\$1,000.00) running to the City. *Per Eagle City Code 3-4-9A*
- Every business firm, company or corporation, which has two or more employees or agents acting in the capacity of vendor, solicitor, canvasser or temporary merchant, shall file with the city Clerk a surety bond covering all such employees or agents and running to the City, or a cashier's check in the amount of one thousand dollars (\$1,000.00) per employee to a maximum of five thousand dollars (\$5,000.00). The surety bond must be one issued by an agent upon which service of process may be made in the State of Idaho. *Per Eagle City Code 3-4-9B*
- *After expiration of a license, the City Clerk shall, upon application of the licensee, return the bond or cashier's check sixty (60) days after receipt of application for return, unless the Clerk has been notified of the pendency of any claim or cause of action by any person upon the bond or cashier's check. Per Eagle City Code 3-4-9D*

By signing I acknowledge that I have read the preceding information that explains the guidelines for the selection process for municipal park vendors.

Signature of Applicant

Date