



CITY OF EAGLE

660 East Civic Lane
Eagle, Idaho 83616
(208) 939-6813

MUNICIPAL PARK VENDOR APPLICATION

APPLICANT INFORMATION

Applicant Name: _____ Phone: _____

Applicant Address: _____

Driver's License Number: _____ State: _____

Business Name: _____

DBA of Business: _____

E-Mail Address: _____

Mailing Address: _____

Employer Tax Identification Number: _____

Have you been convicted of a violation of any federal, state or municipal law? If so, state the nature of the offense, date, penalty, and in what State the offense occurred:

DESCRIPTION OF OPERATIONS

Goods and services to be sold: _____

Dates and hours of operation: _____

Location of operation you wish to conduct sales of food concessions (Guerber Park, Heritage Park, Merrill Park, Ada/Eagle Sports Complex): _____

APPLICANT RESPONSIBILITIES

- 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.
- 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



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the need for permits.

- The applicant shall provide a Certificate of Liability Insurance naming the City as an additional insured.
- The applicant shall provide at least one trash receptacle adjacent to their structure for which they shall be responsible for cleaning.
- The applicant applying for a Municipal Park Vendor application will be required to obtain a background check.

BOND REQUIREMENT

Every applicant applying 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. (Eagle City Code 3-4-9A)

- Every business, firm, company or corporation, 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 issued by an agent upon which service of process may be made in the State of Idaho. (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. (Eagle City Code 3-4-9D)

FEES

If selected, the following fees will apply:

Lease agreement fees shall be negotiated within the lease agreement

License Fee and Investigation Fee: \$137.00 (Includes \$37.00 ISP Fee)

ISP will charge an additional \$10.00 to process fingerprints onsite.

Signature of Applicant _____ Date: _____

STAFF USE ONLY

Receipt # _____

Total Fees: _____