



Policy 2.12
Effective Date: February 10, 2015
Revised Date:

Craig Ranch Regional Park Vendor Policy

Purpose

To provide a variety of goods and services to park patrons that contribute to the park experience in a clear and consistent manner; maximize the enjoyment of park patrons and food and beverage vendors at the Craig Ranch Regional Park.

Policy

The Neighborhood and Leisure Services Department has established a vendor/mobile vendor policy along with Municipal Code 5.30 (Mobile Vendors) to assist business owners that wish to conduct private business within the Craig Ranch Regional Park and to ensure a positive experience for all users.

Definitions:

Park-Complex: Craig Ranch Regional Park

Vendor: Provider of food, beverage, equipment, etc. Vendor must hold a valid City of North Las Vegas business license, State of Nevada Tax ID, certificate of general liability insurance, a park vendor certificate and all other applicable permits required by the state, city and/or department. Items must be present when selling in Craig Ranch Regional Park and may not be duplicated.

Special Event Vendor: Permit issued for a single day or multiple day use in conjunction with a community event or sports tournament.

Mobile Vendor: Permit issued for a six month period and may only provide concession services at Craig Ranch Regional Park locations. Vendor must be mobile and fully self-contained. Certificate is not valid during special events, sports tournaments or at youth sports leagues where a seasonal vendor is in possession of an active Certificate.

Seasonal Vendor: Certificate issued to youth sports organizations wishing to sell prepackage products for fund-raising purposes. Certificate to be issued for current season at allocated field site, during game/practice only.

Concession Stand Vendor: Approved vendor to lease a permanent on site concession stand for one year period with the option to renew for two additional periods. Power and water included in annual lease fees.

Procedure

A. GENERAL PROCEDURES

1. Visit Craig Ranch Regional Park (CRRP) office at 851 W. Lone Mountain Road or www.cityofnorthlasvegas.com to obtain a vendor application packet.
2. Complete the application and return to the CRRP office with a valid City of North Las Vegas Business License and applicable documents as outlined in section B.3. of this document. Incomplete applications will not be accepted.

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3. Vendor will be placed on the official interest list according to the received time stamped date.
4. All mobile vendors will be required to attend an allocation meeting held in Mid-November.
5. Mobile vendors will be selected based on time stamp and no-product duplication.
6. Specific areas of the park will be available for the time frame of January through June and July through December. Vendors are not guaranteed a specific site.
7. Payment, in full, is required at the time a vendor is selected. This fee is non-transferrable and non-refundable.

Special event vendor applications will be reviewed and selected based on the following and may include specific event requirements:

- a. Product Quality
- b. Uniqueness
- c. Overall Presentation / displays
- d. Customer Service and demand
- e. Served 20,000 + per event
- f. Variety of cuisines
- g. Space requirements
- h. Meets safety standards
- i. No sponsor conflict
- j. References
- k. Health Code violations or record of complaints

Concession Stand vendors will be sought through a formal bid process.

B. VENDOR RULES & REGULATIONS

1. A vendor must obtain a Craig Ranch Regional Park vendor certificate prior to conducting business in the City of North Las Vegas park system. (See Exhibit B)
2. Vendors are required to post a menu that includes all items for sale with fee schedule.
3. Vendor is required to obtain the following documents before a certificate is issued.
 - a. City of North Las Vegas Business License
 - b. State of Nevada Tax Identification Number
 - c. Southern Nevada Health District Health Permits
 - d. A certificate of Comprehensive General Insurance naming the city as co-insured.
 - e. A copy of Commercial Liability Insurance (when applicable)
 - f. Pay in full all applicable fees.
4. Vendor is required to have all original documents listed above in their possession and available for review at all times while on park property.

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5. Vendor is responsible for general maintenance and cleanliness of area. Vendor is required to provide trash receptacles and trash removal.
6. Vendors are responsible for their power and water needs. Special Event Vendors may be excluded.

7. All certificate fees are non-refundable and non-transferable. To replace a lost, stolen or damaged vendor certificate contact the CRRP office.
8. Vendors are subject to Park and Recreation Department rules, regulations and policies. Violations of these rules may result in permit revocation and/or permanent ban (Trespass). Violations may carry additional fines and/or incarceration.
9. Vendor is responsible for the collection and disposal of all waste produced during the course of business (grey water, grease, hot coals, etc.). Dump sites are not available in the park system.
10. Vendor is responsible for any damage they may cause in a park-complex and may be liable for repair/restoration.
11. Vendor vehicle must be in good working order. Noise and air pollution will not be tolerated.
12. Vendor may not use loud speakers and/or amplified sound within the park.
13. Vendor may not distribute literature outside vendor space.

Document Reference

This document will serve as the department's written policy outlining the basic procedures regarding vendors.

Mary Ellen Senner

Department Head Approval

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**Exhibit A
Fee Appendix**

VENDOR TYPE	FEE
Special Event Vendor	Varies (set by event)
Mobile Vendor	\$1,200 per six months
Seasonal Vendor	\$200 per month
Concession Stand Vendor	Varies (by site)
Permit Replacement	\$50

Disclaimer: Fees are subject to change without notice.



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Exhibit B
City of North Las Vegas Parks and Recreation Department
Craig Ranch Regional Park Vendor Application

Business/Organization Name: _____

Applicant's Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell:** _____ **Fax:** _____

E-mail Address: _____ **Website:** _____

Permit Type Requested: _____

Please describe how you plan to sell your product (cart, booth, vehicle, etc) and space needed for setup. Include vehicle dimensions and license plate number.

Please list and/or attach a copy of the menu items and pricing you plan to sell.

Vendors are required to provide the following documents:

- Completed application with menu and pricing
- Copy of City of North Las Vegas Business License
- Certificate of General Liability Insurance
- SNHD Health Permit
- Nevada Tax ID Number

Vendor Signature: _____ **Date:** _____

OFFICE USE ONLY:

Site Location Assignment: _____ **Date** _____