



Sylvia Tucker Memorial Park
 12641 E. US Highway 190
 Kempner, Texas 76539
 (512) 932-2180
 Submit your application by email:
 citysec@embarqmail.com

City of Kempner Sylvia Tucker Memorial Park Temporary Concession Application

This constitutes a request for permit approval by the City. If approved, this will constitute a permit for park use.
 Please complete all boxes.

Incomplete applications will not be reviewed and will require resubmittal of a complete application

APPLICANT AND COMPANY INFORMATION

Contact Name:	_____ , Title of the Person....		
Company or Organization Name:	_____ , a Choose a state. Choose Organization Type (the "Company")		
Billing Address:	_____	State: Choose State	Zip: _____
Mobile #:	_____	Emergency #:	_____
Email address:	_____		
Company website or social media account(s):	_____		

PERMIT TYPE REQUEST (X ONE)

Single Day (\$50) <input type="checkbox"/>	Temporary (< 6 months, \$500/) <input type="checkbox"/>
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Please list the **date(s)** you wish to be in the park below:

Date:	Hours:	Date:	Hours:

**You may list additional dates/hours with an attachment.*

Notice of Requirements:

- **Health Department Permit:** A health permit will be required before the time of contract execution and final permit release for permits with food/beverage sales.
- **State of Texas Sales and Use Tax Permit (tax id):** Texas tax law requires organizations to collect tax on most of sales of taxable items. <https://comptroller.texas.gov/taxes/sales//>
- **Insurance:** A Certificate of Insurance listing the City of Kempner as additional insured (general and auto liability coverages) is required.



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Requested Park Information:

Park Name:	
Preferred Location within Park:	
First alternative location within Park:	
Second alternative location within Park:	
Second Park (if 1 st choice is not available):	
Does each location meet the American's with Disabilities Act requirements?	

Concession Device Information and Images:

Detailed Description of Stand, Trailer or Kiosk:	
Utility Needs: (specify electrical & water needs)	

Images of Stand, Trailer or Kiosk:

The City requires representative images of the proposed concession device, food truck, cart or kiosk. Three (3) clear color photos of the concession device are required.

Options to provide images:

1. **Insert** digital images into the application, or
2. **Attach** printed, or digital copies to the completed application, or
3. **Provide a website URL (link)** below which has clear color images of the proposed concession. Website images:



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Impact Considerations:

Please describe how the concession may affect the following:

Traffic/Parking Impact/Safety	
Vendor plan to mitigate traffic and parking in the area?	
Vendor messaging deployed to customers, and by what means/mechanisms?	
Parking Management and Messaging Strategies for Customers	
Pedestrian/Bicycle Traffic Messaging	
Public Safety How will the requestor message public safety requirements and laws to customers?	
Environment and Sustainability	
How will the requestor handle waste, litter and recycling?	
How will the vendor handle items such as oils, grease, and grey water?	
Vendor plan to minimize waste and unnecessary packaging:	
Trash and Recycling	
What is the requestor's plan to mitigate and remove trash and recycling from vessels/renters?	
Do other concessions operate in the area?	If yes, list:



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Key Park Code, Rules and Best Practices:

- Use bulk if possible versus individually packaged condiments, utensils and drinking straws, picnic packs, such as the combined plastic wrapped fork, knife, napkin and pepper/salt.
- Plan menu items which are hand held, or have minimal eating requirements.
- Remove all items from packaging, cellophane and the like (except for those required by law to be sealed) BEFORE presenting item to consumer.
- Have permit with you on site at all times.

Signature and Agreement:

I certify that the information contained in this approval request is true and correct to the best of my knowledge, and that I am authorized to act on behalf of the Company listed in the request.

I have also read, understand, and I am willing to comply with the concession policies and procedures set by the City of Kempner. Company acknowledges that each park and concession is subject to general park rules and regulations as currently exist and as may be adopted administratively or by ordinance by the City of Kempner and agrees to abide by these rules, regulations and requirements.

IF the request is approved, the Company shall comply with, and shall require its contractors, agents, invitees, guests, volunteers, and patrons of the attraction or function for which the Company plans to use the Facility to comply with all federal, state and local laws and regulations, and with all applicable City policies, rules and procedures.

IF the request is approved, the Company shall not bring or permit its contractors, agents, invitees, guests, volunteers, and patrons of the attraction or function for which the Company plans to use the Facility to bring or keep anything on City property that may adversely affect the Facility. The Company shall not bring or allow its contractors, agents, invitees, guests, volunteers, and patrons of the attraction or function for which the Company plans to use the Facility to bring any items onto the property, or place any decorations or other items on the Facility that may damage any portion of the Facility, including but not limited to trees, grounds, or plant life, without the prior written consent of the Parks and Recreation Department Director. The City reserves the right at any time and at its sole discretion to require the Company to remove from the Facility any furniture, fixtures, wiring, exhibits, or other items brought onto the Facility by the Company. The Company shall immediately remove any item upon City's request.



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Damage to City Property. Concession holder must pay for all costs required to repair or replace City property, which is damaged by concession holder, its officers, employees, agents, invitees, guests, volunteers, or patrons.

Indemnification. IF the request is approved, Company shall indemnify, save, and hold harmless the City, its officers, employees, agents, licensees, and invitees any and all liability, damages, losses, claims, demands, and actions of any nature, due to personal injury (including, without limitation, workers' compensation and death claims), or property loss or damage of any kind which arises or is claimed to arise out of or is in any manner connected with the use of the City property or the presence on the City property of Production Company, its contractors, agents, invitees, guests, volunteers, and patrons of the attraction or function for which Production Company plans to use the Facility.

[Click here to enter a date.](#)

Signature of Applicant

Date



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Sole Proprietors Workers' Compensation Insurance Requirement

NOTE - This letter can be used by a sole proprietor who will complete the entire job by himself with no employees or subcontractors. The letter shall be written on the contractor's letterhead and be submitted with the certificate of insurance indicating coverage for all other lines of insurance required by the City of Austin.

APPLICANT INSTRUCTIONS

1. Copy and paste the text onto your company/organization letterhead.
2. Sign and date.
3. Scan, or print and return with the application packet.

Date (Month Day, Year)

Sole Proprietor's Letterhead Here

This statement is being submitted in lieu of a certificate of insurance for the workers' compensation insurance coverage required by the City of Austin. I am a sole proprietor with no employees. (Name of activity) _____ will be completed by myself without employees or subcontracted assistance.

I understand that if I hire anyone as an employee I will purchase Workers' Compensation Insurance coverage for the required limits and provide a certificate of insurance indicating this coverage immediately. If I hire a subcontractor I will provide the City of Austin with the required proof of insurance for Workers' Compensation for each subcontractor. I understand that Workers' Compensation is required of all subcontractors.

Applicant Printed Name

Applicant Signature

Date



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FOR OFFICE USE ONLY

City Hall Review:

Approved

Denied

Mayor's Signature

Printed Name

Date