

**City of Fort Wayne
Board of Park Commissioners
Application for Vendors License**

Food Vending: _____ (Food vending license is not valid without a Board of Health Permit. Not-For-Profit Organizations are exempt but are required to present the Board of Health with their 501c3 documentation.)

Non-Food Vending: _____

Date of Application: _____

Designated Public Park(s): _____

Type of permit: Annual _____ One-Day Individual _____ *One-Day Event (Multiple Vendors) _____

Name of event vending for: _____

Vending Date(s): _____ Vending Hours: _____ AM - _____ PM
(Not before 7:00 a.m. or after 10:50 p.m.)

Specify Item(s) Selling: _____

Name (print): _____ Business Name (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Signature: _____ Phone # _____

Type of Vending Unit: Motorized Vending Vehicle _____ Trailer _____ Stand _____ **Push Cart _____
License Plate # _____

**Push cart - limited to Freimann Square and Courthouse Green only

FEES: One-Day Single Vendor Permit: \$35.00- A permit is required for each vending unit/boat.

Annual: \$280.00 - valid from the date the permit is issued to Dec. 31st of that year. An annual permit allows vending in park(s) specified above at the times specified above. A permit is required for each vending unit.

Annual Push Cart: \$85.00 - valid from the date permit is issued to Dec. 31st of that year. An annual push cart permit allows you to vend in **Freimann Square or Courthouse Green** with a push cart **ONLY** at the times specified above.

Annual Not-For-Profit Organizations: \$170.00 - valid from the date the permit is issued to Dec. 31st of that year. An Annual Not-For-Profit Permit allows vending in park(s) at the times specified above. A permit is required for each vending unit.

NOTE: A copy of organizations 501c3 document is required with application.

PLEASE NO CHECKS! CASH or MONEY ORDER Payable to Ft. Wayne Parks and Recreation Dept. or Credit Card# _____

& Exp. Date _____ (3 digit # on back) _____ (VISA/MC/DISCOVER) and return to 705 E. State Blvd.,
Fort Wayne IN 46805

NOTE: All Annual Permits are reduced 50% if purchased after July 15th.

cc: Facility Scheduler
Mike Gore

Board of Park Commissioners Guidelines for Vendors License

1. **An application must be submitted at least one week prior to the vending date requested;** location; types of items being sold; type of vending unit being used; contact person and name of organization. All above criteria subject to review and approval by appropriate Administrative Staff.
2. Obtain a valid license including payment of current permit fee as established by the Board of Park Commissioners.
3. All sales must be from a stationary location or from an appropriate vending unit confined to a designated Park road and parking area. **Roving solicitation or “hawking” is prohibited.**
4. Sales must be related to or associated with an approved event, activity, or program and must have the approval of the sponsor of such event, activity, or program.
5. No advertising is permitted on park property or premises except that which is contained on and within the appropriate vending unit.
6. Vendors License is non-refundable.
7. I have read the City Ordinances and Prohibited Vending Areas that are attached.
(That is yours to keep.)

****NO DRIVING OR PARKING ON GRASS IN ANY PARK OR PARK STRIP. ****
****DO NOT STOP AND VEND IN ANY “NO STANDING” OR “NO PARKING” AREA. ****

The vendor hereby releases City and Board of Park Commissioners of and from any and all liability for personal injuries suffered by or damages to or loss of any property of vendor, his associates, agents, employees, customer, spectators, and any other persons patronizing vendors' wares.

If a tent is required you must contact the Facility Scheduler at 427-6003 to obtain a tent permit.

All fees are non-refundable.

I have READ and AGREE to the vending guidelines stated above.

Signature: _____

Date: _____

Print Name: _____

Board of Park Commissioners

City Ordinances

Ordinance 97.22 Licensing of Vendors selling FOOD and NON-FOOD ITEMS:

- (A) Every person who vends, sells, or offers for sale from vehicle, tent or table, food, refreshments or goods and services in or upon any public park or park facility shall, before engaging in such business, obtain from the Department (705 E. State Blvd., Fort Wayne, Indiana 46805, 427-6000) a permit to do so.
- (B) The Department may limit the number of any type of permit issued to a quantity sufficient to adequately serve the patrons of parks and park facilities.
- (C) The fees for a yearly vending permit for each motorized vending vehicle, trailer or stand, (defined as a temporary structure, tent, table or group of tables at a single location), for each non-motorized vending vehicle, and for a one-day vending license, to cover a special event, shall be established by the Department. Said fees may provide exemptions for not-for-profit, charitable or religious organizations.
- (D) All permits issued under this section shall be prominently displayed and produced for inspection when requested by a police officer or park employee or representative, are not transferable, and yearly permits expire on December 31st (thirty-first) of the year in which issued.
- (E) The Department shall designate, in writing to each permit holder, the specific times and areas in parks where vending may take place.
- (F) No permit granted under this section shall be construed to entitle any person to vend or sell in any place but in the areas specifically designated, nor to sell items other than those designated in the permit.
- (G) The Department may negotiate and contract with a concessionaire for exclusive rights to vend food and refreshments in certain park facilities where special vending times, quality or style of food and refreshments are required.
- (H) The permit of any person who violates or fails to comply with any provision(s) of this section may be revoked by the Department. (Ord. G-21-04, passed 9-14-04)
- (I) The City reserves the right and privilege to stop and forbid the sale, lease or rent of any commodity or item by the vendor or by any of his employees, which, in the judgement of the City or the Department, is considered unwholesome or detrimental to the health of patrons or the citizens of said City.

Prohibited Vending Areas

**No vending allowed without expressed written consent from
The Parks & Recreation Department and the Event Organizer in the following areas:**

1. Three Rivers Festival – Not allowed within 300 yards of specific location of any Festival event without the written consent of the Three Rivers Festival Inc.
2. Franke Park –
 - BMX Races – Not allowed in Franke Park on the days of BMX activities
 - Foellinger Theatre Complex – Not allowed within 200 yards
 - Franke Day Camp – Not allowed within 200 yards
 - Children’s Zoo – Not allowed within 200 yards including parking lots
3. Headwaters Park – Need to contact Headwaters Park at 425-5745.
4. Courthouse Green – When allowed must be in accordance with specific location guidelines. (Push carts only.)
5. Johnny Appleseed Park - Not allowed within 300 yards of the Johnny Appleseed Campground, or park boundaries.
6. Athletic Facilities (Ball diamonds, Tennis Courts, Soccer Fields, Etc.) – Not allowed within 300 yards of these complexes, or park boundaries without special written permission from Parks & Recreation Dept.
7. Golf Course Clubhouses – Not allowed within 300 yards, or park boundaries.
8. City Owned Buildings/Pavilions – Not allowed within 100 feet of entrances.
9. City Swimming Pools – Not allowed within 300 yards.
10. Promenade Park – No open vending unless approved by Parks & Recreation for special events.
11. Kreager Park / Foster Park West / Tillman Park – Not allowed in the parks on days of scheduled athletic tournament play without special written permission from Parks & Recreation Dept.
12. Community/Special Events – Not allowed within 300 yards or park boundaries without written consent from event organizer/group.
13. River Access Points- When allowed must be in defined spaces in launch areas to prevent any obstruction of parking spaces, boat ramps, etc. Includes Guilden Park, Johnny Appleseed Park, and Shoaff Park.

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NOTE: Prohibited vending areas subject to change without notice.