



*CITY OF TUCSON  
PARKS AND RECREATION*

**Subject: Monthly Vendor Permits**

<b>Number: 3.1-05</b>
Date Issued: 11/2000
Reviewed: 3/2023
Revised: 12/2021

A handwritten signature in black ink, appearing to be "A. H.", written over a horizontal line.

Purpose: To establish rules and procedures regarding issuance of Monthly Vendor Permits in City parks.

**I. Regulations**

- A. Vendor units must be self-contained or pushcart in nature.
  - 1. All vehicular or trailer units must remain in the parking lots.
  - 2. Water and electricity are not provided.
  - 3. All units are subject to inspection by Parks and Recreation staff to ensure they are of an acceptable size and weight.
- B. All permit fees are non-refundable and non-transferable.
- C. Vendors are limited to one per park.
- D. Permit may not be duplicated and can only be posted on one vehicle/cart.
- E. Food vendors must present these documents.
  - 1. Current City of Tucson business license.
  - 2. Current City of Tucson Ice Cream Truck business license (only for ice cream truck vendors).
  - 3. Current Pima County Health Permit.
  - 4. Certificate of Insurance naming the "City of Tucson, PO Box 27210, Tucson, AZ 85726-7210" as Certificate Holder with the following coverages ([see example](#)):
    - a. General Liability in the amount of \$2 million, \$4 million general aggregate.
    - b. The City of Tucson and its appointed and elected officials, directors, officers, employees, and volunteers are endorsed under General Liability and auto as Additional Insured.
    - c. Waiver of Subrogation in favor of the City of Tucson.
  - 5. Automobile Liability in the amount of \$1 million, combined single limit; copies of automobile insurance cards are not acceptable (only for vehicular or trailer units).
  - 6. Vehicle registration and vehicle plate number (only for vehicular or trailer units).
  - 7. The expiration date for all documents must be later than the last day of the permit to be issued.
  - 8. Vendors must have these documents in their possession while on park property.
- F. Exclusions
  - 1. Permit is NOT valid during special events held in any City Park unless approved prior by parks and recreation administration.
  - 2. Vendors are not permitted to sell at any organized youth activities conducted in City parks if the youth organization has an active Seasonal Youth Concession Vendor with a permit on the premises.

**II. Monthly Vendor Permit for Gene C. Reid Park (Vendor Permit Regional).**

- A. Issued one month at a time.
  - 1. \$200/month.
- B. Reid Park Application and Lottery Process.

1. For Gene C. Reid Park vendors are selected in a Lottery System, drawn on the first Monday in December.
2. Department sends a letter in November to the vendors on the interested vendor list notifying them of the date for the lottery day and requirements. (S:Drive > Administration > Front Counter > Monthly Vendor Permits>Ice Cream Vendor Contact Log).
3. Vendors must submit all paperwork, described above (see I. Regulations), a week prior to the lottery date. Failure to provide all listed documents at the time of the lottery will prohibit participation in lottery day.
4. Department approves them for lottery day.
5. Lottery day is held in-person at Parks Administration on first Monday in December.
  - a. Arrive at 8:30 a.m. (doors close at 8:45 a.m.).
  - b. Lottery begins.
  - c. A vendor's name will be drawn per month based on how many vendors attend the lottery day.
  - d. Once all vendor's have received a month, the drawing will take place again for additional months.
  - e. If there are additional months left in the year that do not allow for equal distribution of permits, an additional lottery drawing will be held to decide which vendors will get those months.
  - f. Vendors are given paperwork stating the months they have been selected for (see page 3).
6. Vendors must pay at least one week prior to the month they have been selected to vend and are issued their permit.
  - a. Staff will ensure that all paperwork expiration dates are still valid through the length of the permit.
  - b. Staff notifies Parks Safety CSO's of who the monthly approved vendor will be by sending them the vendor permit and license plate number.

### III. All other parks.

- A. Issued one month at a time.
- B. \$100/month/park (Vendor Permit District) or \$200/month/regional park (Vendor Permit Regional)
- C. Application Process for Parks without an active Youth League Concession Vendor Permits.
  1. Vendors apply in-person at Parks Administration.
  2. Staff ensures there is no active Youth League Concession Vendor Permit at that park.
  3. Vendors must submit all paperwork described above (see I. Regulations).
  4. Vendors come month to month to pay and obtain their specified date/location.
- D. Application Process for Parks with Active Youth League Concessions Vendor Permit.
  1. Permits will not be approved at parks with an active Youth League Concession Stand Vendor Permit unless there is a special request.
    - a. Vendor must request to meet with the Sports Unit and Recreation Manager to discuss special request.
    - b. Approved on case-by-case basis.



LOTTERY NO: \_\_\_\_\_

**Parks and Recreation Monthly Vendor Permit Lottery**  
**900 S. Randolph Way**  
**Date of lottery: \_\_\_\_\_**

**Your Selected Permit Months:**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Business License No.:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Ice Cream Vendor Bus. Lic. No.:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Health Permit No.:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Certificate of Insurance:**

\* **General Liability**      Yes   No      **Expiration Date:** \_\_\_\_\_  
    (\$1 Million)

\* **Additional Insured**      Yes   No

\* **Waiver of Subrogation**      Yes   No

\* **Automobile Liability**      Yes   No      **Expiration Date:** \_\_\_\_\_  
    (\$1 Million)

**Arizona Vehicle Registration:**      Yes   No

**Expiration Date:** \_\_\_\_\_

**Vehicle License Plate No.:** \_\_\_\_\_

*One Vendor at Reid Park - Permit Cost: \$200/Month*