



## WHAT IS A SEASONAL CONCESSION?

Each year, vendors apply to operate seasonal concessions in City of Seattle Parks. Opportunities vary, with some sites appropriate for carts, food trucks and other self-contained businesses. Proposed businesses must align with Seattle Park's mission of healthy parks, healthy people, and strong communities. All commercial activity conducted on Seattle Parks and Recreation property must be permitted through Seattle Parks and Recreation.

- Concession applications will not be accepted for marketing or promotional activities in City of Seattle parks.
- SPR does not generally permit sales of commercial goods or merchandise at parks unless as part of a special event.
- Most locations do not have storage or electricity available. Seattle Parks will not authorize the creation of storage space or structures to support a proposed business model.

## HOW DO I APPLY?

Refer to the 2022 [Request for Proposal](#) for site descriptions and information about the application process.

- Concession permits are awarded through a competitive evaluation process called the Request for Proposal (RFP). Successful proposals must demonstrate the ability to provide healthy, innovative, affordable, safe and reliable services to park patrons while paying reasonable concession fees.
- Late applicants for parks will be evaluated if space is available on a first-come first-served basis.

Seattle Parks Permitting	Examples:	Park Locations/Information
Seasonal Concession <b>Non-Food Vending</b>	Stand-Up Paddle Board, Kayak Rentals, Henna, Face-Painting  Sales of merchandise or marketing NOT permitted.	Location varies. Applicant must submit a site plan. The proposed operation must not impact park use or interfere with safety.
Seasonal Concession <b>Food Vending</b>	Carts, Food Trucks, Ice Cream Bicycles  Hot food, sandwiches, ice cream, shaved ice, popcorn, beverages, coffee, etc. Unique, healthy, and innovative items tend to sell well in the park.	See the 2022 Request for Proposal for site descriptions. <a href="http://www.seattle.gov/parks/seasonalconcessions">www.seattle.gov/parks/seasonalconcessions</a>
<b>Other types of permits</b>		
Commercial Use Permit <b>Fitness/Educational Ongoing Classes</b>	Boot camps, nature classes, yoga classes, educational programming.  10 hours per week or less/no more than 35 participants	Apply for a commercial use activity permit: <a href="http://www.seattle.gov/parks/about-us/do-business-with-us/partnership-opportunities/commercial-use-permits-activity/recreation-">http://www.seattle.gov/parks/about-us/do-business-with-us/partnership-opportunities/commercial-use-permits-activity/recreation-</a>
Park Use Permit <b>Marketing/Promotional One-Time Events</b>	Advertising a product or business	<a href="https://www.seattle.gov/parks/reserve/outdoor-event-permits">https://www.seattle.gov/parks/reserve/outdoor-event-permits</a>



## WHAT FEES ARE ASSOCIATED WITH SEASONAL CONCESSION VENDING?

For each park you operate in, there is a \$75.00 permit fee. Additionally, there is a monthly concessions fee specific to each park. Leasehold Excise Tax also applies to park concessions. The current WA State Leasehold Excise Tax rate is 12.84% of gross sales.

Fees: Seasonal Concession Vending	Peak Season Memorial Day Weekend- Labor Day Weekend	Peak Full Season May 1-September 30
	Monthly Rates	
Tier 1-Alki Beach Park, Adams Boat Launch, Matthews Beach Park, Waterfront Park*, Victor Steinbrueck Park (Non-Food Only), Occidental Park**, Westlake Park**	\$600 Peak/Per Month \$100 Off-Peak***	
Tier 2- Bergen Place, Golden Gardens Park (Non-Food Only), Madison Beach Park, Magnuson Park, Lowery C. "Pop" Mounger Pool,	\$300 Peak/Per Month \$75 Off-Peak	
Tier 3- Cal Anderson Park, Carkeek Park, Delridge Playground, Denny Park, Freeway Park, Jefferson Park, Lake Union Park, Lincoln Park, Lower Woodland Playfield, Mount Baker Beach Park, North Acres Park, Pritchard Beach Park, Seward Park, Stan Sayres Park, Volunteer Park, Other	\$150 Peak/Per Month \$75 Off-Peak	

\*In 2022, Waterfront Park is administered by the Friends of the Waterfront. For park program inquiries: [info@waterfrontparkseattle.org](mailto:info@waterfrontparkseattle.org). Interested in Westlake Park or Occidental Park? Contact (206) 613-3210

\*\*Unavailable through this process. Please contact the Downtown Seattle Association at (206) 613-3210 for more information about vending opportunities at these locations.

\*\*\*Off-Peak Vending Rate is in effect for vending during period October-April

## What do I need to conduct a seasonal concession at Seattle Parks and Recreation?

- ❑ **A City of Seattle Business License:** To conduct business at the city of Seattle you will need to obtain a City of Seattle business license. Online information and contact information can be found at: <http://www.seattle.gov/licenses/get-a-business-license>, or by calling 206 684-8484.
- ❑ **Commercial General Liability Insurance:** Each concessionaire will need Commercial General Liability Insurance coverage in the amount of \$1 million dollars/\$2 million aggregate before the start of your business activity. You are required to provide Seattle Parks with a certificate of insurance (COI) naming the City of Seattle as an additional insured on endorsement form CG 20 26. (Refer to page 4 for more information).
- ❑ **WA State Patrol Background Check:** If you are working with youth, you will be required to complete a WA State Background check before the start of your business activity. The process is **free** and conducted by Seattle Parks and Recreation Human Resources staff.
- ❑ **Health Permit:** If you plan to sell food you must obtain all applicable permits from the Health Department. <http://www.kingcounty.gov/healthservices/health/ehs/foodsafety.aspx>. It is your responsibility to obtain all necessary permits and understand what is required. Seattle Parks does not issue health permits



## WHAT IS A CERTIFICATE OF INSURANCE (COI) AND ENDORSEMENT PAGE?

Seattle Parks and Recreation requires Certificate of Liability Insurance for vending in parks. The process will involve **2** documents, the **Certificate of Insurance (COI)** and the **endorsement** page naming the City of Seattle as an additional insured. There are specific requirements and you will want to forward SPR's [insurance information](#) to your carrier for review.

**What is an endorsement page?** The City of Seattle must be an additional insured with a CG 20 12 or CG 20 26 additional insured endorsement or an appropriate blanket additional insured endorsement or ISO GC 2012 equivalent. The additional insured endorsement must reflect the City's role as a governmental entity issuing a permit. This excludes the CG 20 09, CG 20 10 and CG 20 33 forms, because the permit applicant isn't performing any work for the City. **Seasonal permits are not agreements or contracts. The additional insured endorsement or blanket policy wordings must be attached to the certificate, or the insurance will not be approved.**

## WHAT IS THE DIFFERENCE BETWEEN A SPECIAL EVENT, SPORTS FIELD AND CONCESSION PERMIT

- **Special Events:** Special Use Permits are required if: 1) Any amplified sound is planned. 2) Any equipment is brought into a park. 3) The event is publicly advertised. 4) Your gathering will impact normal public use of the park. For more information on public use permits, please contact our special events unit at: <http://www.seattle.gov/parks/reserve/park-use-permits> or call 206 684-4080. •
- **Athletic Field use:** Seattle Parks and Recreation has 200+ athletic fields suitable for seasonal, occasional and tournament play for sports such as, but not limited to; softball, baseball, soccer, football, ultimate, lacrosse and more. For more information, contact our field scheduling office at: <http://www.seattle.gov/parks/reserve/sports-field-reservations> or call 206 684- 4077.
- **Concessions permits:** A Concession permit allows the concessionaire to conduct business on City of Seattle Parks and Recreation property for an established time frame.
- **Day Camp Permit:** Permits are required to operate a daytime program offering supervised and registered activities that are open to the public. More information: <https://www.seattle.gov/parks/reserve/day-camp-permits>

## CAN I CONDUCT BUSINESS IN THE PARK WHEN THERE ARE SPECIAL EVENTS HAPPENING?

No. There are specific dates when annual or community events take place in Seattle parks, such as Seafair, art fairs, festivals, etc. The event organizers hold the permit to the park site for the event dates and have precedence. In some cases, you may be able to arrange to vend at an event by working directly with the organizer. Separate fees may apply. [www.seattle.gov/special-events-office/calendar](http://www.seattle.gov/special-events-office/calendar) contains a list of Major Special Events and locations. Check back frequently as this list can change.

## Can I vend off-peak? What if I want to begin May 1st? Vend until September 30?

Yes, you may elect to vend outside the peak season of based on availability. Please note the proposed dates of operation on your application. You will pay the full season rate from May 1 to September 30. If you vend between October -April, you will pay the off-peak rate.



## How Do I Make Payment? Will I receive payment reminders?

Payment is due **in advance**. You have two payment options from which to choose:

**Pay in full at the time of permitting.** An invoice will be provided, and you will submit one payment directly to City Treasury to include:

1. Permit fee of \$75 per park;
2. Concession Use Fees;
3. Leasehold Tax.

**Pay in advance on the first of each month.** You will receive invoices as follows:

1. Permit fee of \$75 per park to City Treasury at the time of permit issuance;
2. Monthly payment. You will be billed on the first of each month. Payments are due by the tenth of each month. You will be responsible for submitting your payment in a timely manner. Late fees and charges apply if your payment is not received by the due date. Leasehold tax will be included on the invoice.

## Which parks can I conduct business in?

Seasonal Vending Type	Locations
Food Vending	There are a variety of park sites from which to choose. A comprehensive list can be found in the Request for Proposal Packet. Most sites do not have electricity, storage, or parking. Please visit the park site before submitting your request to understand what is available. Many locations are appropriate for small cart vending only. SPR will not add power, water to your site, nor will SPR allow construction or storage.
Non-Food Vending	Varies. Applicant must submit a site plan. Operation cannot impact general park use or interfere with safety. Most park locations do not have storage or electricity, nor will it be added.

## What if the park I am interested in is not on the list?

There are restrictions at many locations so please email the Seattle Parks Concession Coordinator at [sprconcessions@seattle.gov](mailto:sprconcessions@seattle.gov) before submitting your application. Please submit a clear site plan detailing your proposed location and impacts to the park. If there are impacts to park users or safety, note how you mitigate or address the impacts.

We do not permit seasonal food concessions at several locations including but not limited to Victor Steinbrueck Park, Washington Arboretum Park, Waterfront Park, Discovery Park, Green Lake Park, and Golden Gardens Park.

## Do you give priority to previous concessionaires?

No, previous concessionaires do not have a historical use advantage over new concessionaires.

## What is the difference between a City of Seattle street vending permit and Seattle Parks and Recreation permit?

City of Seattle street vending takes place on City of Seattle streets, such as the street in front of Amazon in South Lake Union or on the streets near Century link field. More information on SDOT street vending can be found at: [http://www.seattle.gov/transportation/stuse\\_vend.htm](http://www.seattle.gov/transportation/stuse_vend.htm), or call 206 684-5267.



## What is the Insurance Requirement?

Seattle Parks and Recreation requires Certificate of Liability Insurance for vending in parks. The process will involve 2 documents, the **Certificate of Insurance (COI)** and the **endorsement** page naming the City of Seattle as an additional insured. This is a specific requirement and you will want to forward SPR's [insurance information](#) to your carrier for review. **What is an endorsement page?** The City of Seattle must be an additional insured with a CG 20 12 or CG 20 26 additional insured endorsement or an appropriate blanket additional insured endorsement or ISO GC 2012 equivalent. The additional insured endorsement must reflect the City's role as a governmental entity issuing a permit. This excludes the CG 20 09, CG 20 10 and CG 20 33 forms, because the permit applicant isn't performing any work for the City. Seasonal permits are not agreements or contracts. The additional insured endorsement or blanket policy wordings must be attached to the certificate, or the insurance will not be approved.

## Can I vend in the park when there are special events happening?

No. There are specific dates when annual events take place in Seattle parks, such as Seafair events, Blue Angels, art fairs, festivals, community events, etc. The event organizers hold the permit to the park site and have precedence on those dates. You may ask the organizer how to vend at their event, otherwise the park will not be available for concessionaire activities.

## What if I see a vendor in the park that doesn't have a permit?

Operating a business in the park or on any city property without a permit or agreement to do so is illegal. If you see illegal activity in a park or facility, please contact the Seattle Police Department. Non-urgent calls should be referred to the police non-emergency line (206) 625-5011. A report should also be made to the Park Concessions Coordinator so that a copy may be furnished to Seattle Parks Security staff.

## What if I need language assistance?

If you require assistance or language translation, please email with your phone number and the specific language for which you require translation services.