



INSTRUCTIONS FOR CONCESSION/VENDOR AGREEMENT

Please submit completed application, supplemental material, and fees at least three (3) weeks prior to the date sales will begin.

1. A completed application (**PLEASE TYPE OR PRINT**) for each person who will sell product must be submitted with the following:
 - a. 1 (one) – 2" x 2" head and shoulder color picture for each person
 - b. \$40.00 Non-refundable Application Fee
 - c. A copy of your Michigan Sales Tax License, if applicable.
 - d. A copy of your Health Department Permit, if applicable
2. The Genesee County Parks & Recreation Commission accepts cash, checks, or credit cards. Checks should be made payable to the Genesee County Parks and Recreation Commission.
3. Mail or deliver completed application to: Beth Schrader; Genesee County Parks & Recreation Commission; 5045 Stanley Road; Flint, MI 48506
4. Office Hours: Monday-Friday, 8:00 am-5:00 pm.
5. Upon completion of the background investigation by the Genesee County Parks & Recreation Commission Ranger Division, the application will be forwarded to the Director of the County Parks for signature.
6. From the Director of the County Parks, the application will be forwarded to the Recreation Programs and Grant Officer who will notify the applicant of approval/disapproval within two (2) weeks of application.
7. If approved, payment of the License fee must be made at the time the Concession/Vendor agreement is submitted. Fees are as follows and must be paid in full by check, cash, or credit card.
 - a. \$45.00 per day per site
 - b. \$55.00 per week per site
 - c. \$70.00 per month per site
 - d. \$180.00 annually per site (expires December 31st of each year)
8. Approved applicant will be issued an identification badge that is to be carried/worn at all times while on Genesee County Parks and Recreation Commission property.
9. Approved applicant must supply a copy of the insurance certificate naming the Genesee County Parks and Recreation Commission and the County of Genesee as additional insured on the Comprehensive General Liability, Employer's Liability and Products and Completed Operations Insurance as required by signing the Concession/Vendor Agreement.

ADDITIONAL INFORMATION

Food Sales: **Only** pre-packaged food or drink may be sold without completing a Temporary Food Service License available from the Genesee County Health Department.

Choosing multiple sites will result in separate fees.

The Concession/Vendor Agreement does not include the use of Commission buildings.

Applications can be denied by the Genesee County Parks and Recreation Commission. Reasons may include, but are not limited to the following:

- False statements made as part of the application process
- Non-payment of fees
- Revocation of a previous license
- Conviction of a crime
- Too many applications for the same facility during the same time period

Agreement may be terminated by the Genesee County Parks and Recreation Commission. Reasons may include, but are not limited to the following:

- Behavior that is adverse to the protection of the public health, safety or welfare of the Genesee County Parks and Recreation Commission or park patrons
- Special Events sponsored by the Genesee County Parks and Recreation Commission or any other organization requesting no outside vendor presence

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- Failure to wear or display the identification badge prominently.

Concessionaires must immediately and peacefully depart from the premises when requested to do so by Genesee County Parks and Recreation Commission or Law Enforcement officials.

The identification badge remains the property of the Genesee County Parks and Recreation Commission and must be surrendered upon request.



Concession Application

Requirements to be met for consideration of a Concession Permit:

- Submit the completed Concession Application & Required Documents MINIMUM 3 weeks prior to the date sales will begin.
- **Required Documents to submit with Concession Application:**
 - Copy of your valid Drivers License
 - Copy of your Michigan Sales Tax License
 - Copy of your Health Department Permit
- **Final approval contingent upon successful criminal background check and/or drivers license check.**

Applicant Information:

Name: (First) _____ (Middle) _____ (Last) _____

Address: _____ City/State _____ Zip _____

Phone: (_____) _____ - _____ Email: _____

Business Information:

Business Name: _____ Nature of Business: _____

Employed By: _____ Contact Person # (_____) _____ - _____

Address: _____ City/State _____ Zip _____

Vehicle to be used: Color _____ Year _____ Make _____ Model _____

Vehicle Length: _____ License Plate _____ State _____

Power Requirements: _____ Water Requirements: _____

Product to be sold: _____

Where is the product manufactured? _____

Where is the product stored? _____

Check the Genesee County Parks property where proposed activity will take place:

- Bluebell Beach
 Buttercup Beach
 Clover Beach
 Bluegill Boat Launch
 Walleye Pike Boat Launch
 Wolverine Campground
 Crossroads Village
 Other/Event: _____

Select the fee structure associated with the proposed location and dates:

- \$180 annually per site
 \$70 per month per site
 \$55 per week per site
 \$45 per day per site

Payment will be collected **AFTER final approval of application.*

Signature: _____ Date: _____

Submit All To: parkswbteam@gcparks.org -OR- 5045 E Stanley Rd, Flint, MI 48506

Questions? 810.736.7100 -OR- parkswbteam@gcparks.org