



## Seattle Parks and Recreation Frequently Asked Questions Non-Food Concessions 2020

### Do I Need a Permit for Commercial Use of Park Land?

Yes. All commercial activity conducted in a Seattle park site must be permitted through Seattle Parks and Recreation. Vendors applying for a non-food concession permit must provide a service opportunity that complements Seattle Park's mission of healthy parks, healthy people, and strong communities. Examples of commercial use under the terms of this permit: Stand Up Paddleboard or kayak rentals, henna or face-painting, and bicycle rentals. Concession applications will not be accepted for marketing or promotional activities in City of Seattle parks. Additionally, SPR does not generally permit sales of commercial goods or merchandise at parks unless as part of a special event.

### How much does it cost to conduct business at Seattle Parks and Recreation?

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.

	Peak Season Memorial Day Weekend- Labor Day Weekend	Peak Full Season May 1- September 30	
Fees: Non-Food Vending	Pro-Rated Peak Season Cost	Full Season Cost	Monthly Rates
Tier 1-Waterfront Park*, Victor Steinbrueck, Occidental**, Westlake**	\$2134	\$3000	\$600 Peak \$250 Off-Peak***
Tier 2-Alki Beach Park, Adams Boat Launch	\$2134	\$3000	\$600 Peak \$100 Off-Peak
Tier 3- Golden Gardens Park, Magnuson Park	\$1067	\$1500	\$300 Peak \$100 Off-Peak
Tier 4-City Hall Park, Carkeek Park, Delridge Playground, Denny Park, Jefferson Park, Lincoln Park, Lower Woodland Playfield, Madison Beach Park, Mount Baker Beach Park, Pritchard Beach Park, North Acres Park, Seward Park, Volunteer Park, <b>Other</b>	\$444	\$625	\$125 Peak \$75 Off-Peak

\*In 2020, Waterfront Park is administered by the Friends of the Waterfront. For park program inquiries: [jordan@friendsofwaterfrontseattle.org](mailto:jordan@friendsofwaterfrontseattle.org)

\*\*Unavailable. 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 concessionaire business 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. A copy of your current license must be on file at the Concessions and Contracts Office before the start of your business activity. Online information and contact information can be found at: <http://www.seattle.gov/licenses/get-a-business-license>, or by calling (206) 684-8484.
- **General Liability Insurance:** Each concessionaire will need 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.
- **WA State Patrol Background Check:** You and your staff must all pass 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. Please ask the Concession Coordinator for a link to the background check page.

### 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 your 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 to you 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.

### What types of items can I vend with this permit?

Stand Up Paddleboard or kayak rentals, henna or face-painting, and bicycle rentals for example. Most park locations do not have storage available.

### Which parks can I conduct business in?

There are a variety of park sites from which to choose. A list can be found in the Request for Proposal Packet. We do not offer storage or electricity at most sites.

- Interested in Westlake Park or Occidental Park? Contact (206) 613-3210

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

Please submit a proposal with your business plan. You may use the Concession Permit application to apply. You must attach a site plan detailing your proposed location.

### **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. It also excludes blanket additional insured wordings that refer to written agreements or contracts, because 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 is illegal. Please report illegally activity to the Concession Coordinator. A report will be made to Seattle Parks Security staff and the Seattle Police Department, if needed.

### **Is there someone to help me if I stop by the Contracts and Concessions office without an appointment?**

You must make an appointment to meet with concession staff as there is not always someone in the office. Please email [amy.hamaker@seattle.gov](mailto:amy.hamaker@seattle.gov) or call (206) 684-0902.