

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

For each park you operate in, there is a \$75.00 per permit fee. Additionally, there is a monthly concessions fee specific to each park. All payments are non-refundable.

		Peak Season Memorial Day Weekend-Labor Day Weekend	Full Season May 1-September 30
Fees: Food Vending	Monthly Rates	Pro-Rated Peak Season Cost	Full Season Cost
Tier 1-Alki Beach Park, Matthews Beach Park	\$600 Peak \$100 Off-Peak	\$2134	\$3000
Tier 2-Lowery C. "Pop" Mounger Pool, Bergen Place, Madison Beach Park, Magnuson Park	\$300 Peak \$75 Off-Peak	\$1067	\$1500
Tier 3- Carkeek, Cal Anderson, City Hall Park, Freeway Park, Jefferson Park, Lake Union Park, Lincoln Park, Lower Woodland Playfield, Mount Baker Beach Park, Pritchard Beach Park, North Acres Park, Seward Park, Volunteer Park, Other	\$150 Peak \$50 Peak	\$533	\$750

Leasehold Excise Tax also applies to park concessions. The current WA State Leasehold Excise Tax rate is 12.84% and this amount will be added to your concession fee amount.

**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 operational season of Memorial Day-Labor Day weekend in some locations and based on park 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.** 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 included on the invoice.

### What do I need to conduct a concessionaire business at Seattle Parks and Recreation?

- ② **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.
- ② **Commercial General Liability Insurance:** Each concessionaire will need Commercial General Liability Insurance coverage in the amount of \$1 million dollars/\$2 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 2026. (Refer to page 3 for more information).
- ② **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.
- ② **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>,

Looking for information on how to start a food truck business? Helpful resources can be found at the City's Office of Economic Development site:  
<http://www.seattle.gov/economicdevelopment/business-owners/start-a-business/restaurants/mobile-food-businesses>.

### What types of items can I sell?

Hot food, sandwiches, ice cream, shaved ice, popcorn, beverages, coffee, etc. Unique, healthy, and innovative items tend to sell well in the park.

### Which parks can I conduct business in?

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.

**Interested in Westlake Park or Occidental Park? Please call the Downtown Seattle Association: (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 Food Concession Permit application to apply. You must attach a site plan detailing your proposed location.

We do not permit seasonal food concessions at Washington Arboretum Park, Waterfront Park, Discovery Park, Green Lake Park, Gas Works Park, Madrona Beach 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 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.

### **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.

All commercial activity (including food vending) conducted at a Seattle park site must be permitted through Seattle Parks and Recreation.

### **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, call 911. A report should also be made to the

Park Concessions Coordinator so that a copy may be furnished to Seattle Parks Security staff.

**Is there someone to help me if I stop by the Contracts 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.