

PASCAGOULA PARKS & RECREATION

P.O. Drawer 908

Pascagoula, MS 39568

PH (228) 938-2356 FAX (228) 938-2355

VENDOR PERMITS

1. Availability for vendors to set up at the park will be as follows:
 - A. City of Pascagoula Special Event - One Day Vendor
 - B. Monthly Vendor
 - C. One Week Vendor
 - D. One Day Vendor
2. Food items and/or merchandise sales must be approved by the Pascagoula Parks & Recreation Department prior to the issuing of any permit. There will be no duplication of services between vendors.
3. The vendor assumes all liability associated with the sale of the approved items.
4. The vendor agrees to turn in all sales tax collected from the sale of goods to the City of Pascagoula, Parks & Recreation Department at the end of the event period. This may be daily or weekly but no later than each Friday by 5pm.
5. Any damage to the facility is the responsibility of the vendor. There is no parking on the grass and any damage to the facility due to driving on the grass is the responsibility of the vendor.
6. The vendor is responsible for leaving the facility in a clean state. All sales will be confined to the vendor's permitted area. Displays should be kept in a neat and tidy manner.
7. **NO GLASS BOTTLES OR ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES.** Alcoholic beverages are prohibited on all City property and violators will be prosecuted.
8. Vendor must pay fees no later than 72 hours prior to the date of sales unless other arrangements have been approved by the Parks & Recreation Director. Vendors will not receive keys to any facilities. **Refunds will only be given for natural disasters.**
9. All vendors must hold a City of Pascagoula business license.
10. All vendors must hold a MS State Tax Identification number.
11. All vendors must hold a MS State Dept. of Health permit if they are selling food items.
12. Vendors for special events will be considered on an as needed basis.

Fees:

Facility	For Profit	Non-Profit	Based Per
Parks	\$ 40.00	\$ 20.00	Day
	\$200.00	\$100.00	Week
	\$500.00	\$300.00	Month
Special Events	\$150.00	\$ 50.00	Daily

City leagues, with a current facility use agreement on file, who are hosting tournaments may choose their own vendors and charge fees accordingly. The league will be responsible to collect sales tax from the vendor. However, vendors must hold a Pascagoula business license.

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VENDOR PERMIT

Name of Person and Organization Requesting Facility

Street	City	State	Zip
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Home Phone	Work Phone	Cell Phone
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Facility Requested	Date Requested	Time (From-To)
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Items to be sold

Pascagoula Permit #	Dept. of Health Certificate #
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PLEASE READ CAREFULLY BEFORE SIGNING:

1. VENDOR represents that it is fully aware of all of the applicable laws, ordinances and rules pertaining to the use of this property and vendor will fully abide by such laws, rules and ordinances.
2. VENDOR further represents that it will not conduct nor allow to be conducted any improper or unlawful act or deed in or on the premises of the _____ and specifically that it will not violate such laws, rules and ordinances concerning curfew, minor rights, disorderly conduct, alcoholic beverages, or like or similar activities, or deed and in consideration of lease of premises does further indemnify and hold harmless the City of Pascagoula, the Pascagoula Parks & Recreation Dept., its officers, agents, and employees.
3. VENDOR further agrees, if permission is granted, to abide by the rules and regulations of the City and to assume responsibility and liability, and to be answerable for any and all accidents or injuries to persons or damages to property resulting from the use of the facility.

Signature of Responsible Party	Date
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-----OFFICE USE ONLY-----

Date Permit Issued

Vendor Fee Amount	Date Fee Paid	Cash/Check
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Signature of PPRD Representative	Evaluation or Comments
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