



Mobile Vendor Permit Guidelines

General Information:

Any vendor participating in a permit program must submit a registration/application, provide proof of insurance and/or any licenses as required, a minimum of 7 business days prior to initial use. PRNR reserves the right to cancel any permit in which a vendor fails to meet mandatory criteria, such as maintaining necessary permits and licenses, non-compliance with rules, regulations and/or permit guidelines, operating outside of permitted time, lack of payment or any other reason deemed necessary by staff. If deemed in the best interest of the County or in support of a program/special event, the Director or designee may authorize additional days and/or hours beyond limits specified. The intent of the program is to provide additional services to citizens and visitors that enhances their experience and supports local small businesses while maintaining and managing the resources within the designated parks.

Documentation:

- a. Vendors are to submit a Mobile Vending Permit (MVP) application, and all required documentation to County staff.
- b. All permit types require the following documentation as part of the application process:
 - i. Proof of current General Liability insurance in the minimum amount of \$500,000 per occurrence.
 - ii. Copy of Sarasota County Business License
- c. Mobile Vending – Food/Drink vendors require additional documentation which includes:
 - i. Copy of State Business License (DBPR or Dept. of Agriculture, Food Safety)
 - ii. Solid Waste Removal Plan
 - iii. Complete menu including pricing information
- d. Additional documentation may be required based on type of goods or service proposed.
- e. Once the permit application is approved, prior to a reservation being issued, the policy must list Sarasota County as additionally insured. The certificate holder must be listed as Sarasota County Government Attn: PRNR; 1660 Ringling Blvd, 5th Floor, Sarasota, FL 34236.

Requirements:

- a. Vendors must operate within defined vendor area. If park usage or operations are impacting the defined vendor area, the vendor may shift to a nearby location within reason as long as park operations are not impacted.
- b. Vendors are responsible to clean up after themselves, their employees, and customers.
- c. The vendor area(s) and surrounding park area(s) must remain clean, hazard-free, and safe at all times.
- d. Vendors may not operate outside of normal park hours.
- e. Vendors are not to interfere with the use and/or enjoyment of any Sarasota County park and/or beach by the general public.
- f. Vendors may not sell alcoholic beverages.
- g. In addition to MVP procedures and guidelines, vendors must abide by all posted park and county facility rules and must not interfere with normal park operations.
- h. Sarasota County PRNR does not provide a weather monitoring system or associated alerts/advisories to park users. The determination to be outdoors during adverse weather conditions rests solely with park users. Lightning and other weather-related phenomena are known hazards, and everyone has a responsibility to monitor their environment.
- i. All mobile vending units must comply with all applicable Local, State and Federal laws and/or ordinances.
- j. Vendors are prohibited from:
 - i. Canvassing with any brochures, flyers, or other promotional literature, verbal callouts and giveaways.
 - ii. Displaying signs, banners, or other advertisements for the purpose of soliciting business off site. Logos and signs painted on or attached to vehicle bodies are permissible, provided they are permanently affixed to said vehicle. Vendors may also display an A-frame sign withing the designated vending area. Frame size no larger than 46.375"H x 27"W x 3"D.

Equipment:

- a. Vendors may not leave a vehicle, cart, or any other point of sale items unattended or overnight.
- b. May not operate an electric generator in any mobile food vehicle site where electric is available.
- c. When compatible, may play music at a reasonable level and should not be amplified outside of the general vendor area with minimal impact to park visitors.
- d. All mobile vending units and additional equipment must always remain in good, safe and operable condition.
- e. All MVP Program vendors must display their issued permit in an easily visible location with the wording on the permit unobstructed. Permits must remain visible during the entire reservation.

Reservation Process:

- a. Once a MVP application has been approved, reservations for mobile vending will be issued upon availability for specific PRNR locations designated for such a purpose.
- b. All reservations issued are only valid for the locations and dates identified on the reservation permit.
- c. Reservations provide use of a designated space within a park in three (3) hour blocks of time up to six (6) hours per day, per permitted location. Vending opportunities will only be scheduled in three (3) hour increments, non-proratable.
- d. Vendors may only reserve up to three (3) days in a week (Monday – Sunday) per park location. Vendors may request additional permit(s) at additional park locations subject to limits specified, staff review and approval.
- e. Reservations can be made via PRNR Central Reservations via 941-861-PARK (7275), ParksOnline@scgov.net, or by calling the onsite park manager.
- f. Upon application approval, future reservations requests must be made at least three (3) business days in advance of requested dates.
- g. All payments must be made in advance of the reservation start date. PRNR accepts cash, credit cards or checks made payable to PRNR.
- h. To receive a refund, notice of cancellation by approved applicants must be submitted in writing a minimum of five (5) business days prior to the reservation date. Refunds will not be issued for inclement weather or faulty vendor equipment. To reschedule a reservation, a request must be submitting in writing a minimum of one (1) business day prior to the reservation date.
- i. PRNR may cancel any permit, in which a vendor fails to meet mandatory criteria, such as obtaining or maintaining necessary permits and licenses, non-compliance to rules and regulations and lack of payment.
- j. In the event of an emergency, natural disaster, maintenance issue or priority uses, Sarasota County has the right to cancel permits, reassign the use of space, and/or facilities to meet community needs.

Violations/ Permit Revocation:

- a. The County reserves the right to perform inspections and/or reviews with or without advanced notice, and to delay and/or suspend any vendor found to be out of compliance with the Mobile Vending Permit (MVP) Program until the violation is corrected. Violation of any aspect of the Procedures and Guidelines may result in termination.
- b. The vendor shall not change the intended use of the permit issued. Any requested changes to the intended use by the vendor must be submitted in writing and approved by PRNR staff prior to conducting business.

For questions regarding the mobile vendor permit program please contact Sarasota County Parks, Recreation and Natural Resources Central Processing office at 941-861-PARK (7275) or parksonline@scgov.net.

www.scgov.net

Find us on Facebook! facebook.com/SRQCountyGov

IT STARTS IN
PARKS

