FAIRBANKS NORTH STAR BOROUGH
PARKS & RECREATION DEPARTMENT/BIG DIPPER ICE ARENA
1920 Lathrop Street P. O. Box 71267 Fairbanks, AK 99707
Phone (907) 459-1070 Fax (907) 459-1072
parks@fnsb.us

MOBILE CONCESSION APPLICATION & PERMIT

(PLEASE PRINT LEGIBLY)

BUSINESS NAME_____

OWNER NAME_____

BUSINESS ADDRESS _____

PHONE # _____ Email _____

DESCRIBE YOUR MOBILE BUSINESS

Include the general setup, theme, what you provide, menu, experience, etc. Feel free to attach any marketing/promotional information. INCLUDE A SAMPLE MENU AND PRICES.

_____

_____

_____

_____

I AM APPLYING FOR (CIRCLE ONE):

$50.00 - ONE DAY PERMIT

$400.00 - SEASON PERMIT (APR-SEP OR OCT-MAR)

By signing below, I acknowledge that I am a duly authorized agent of the business listed above. I understand and agree to the terms and conditions as stated in the MOBILE CONCESSION POLICY, including the insurance, responsibility and indemnity restrictions.

Signature: _____ ***Date:*** _____

STAFF USE ONLY

MAKE COPIES OF ALL PAPERWORK AND ATTACH TO APPLICATION

PAPERWORK CHECKLIST (initial in the box when verified)

Food Establishment Permits	
FN-1	Limited Food Service
FN-2	Mobile Food Service (Not Self Contained)
FN-3	Mobile Food Service (Self Contained)
FN-3A	Mobile Food Service (Self Contained & Caterer)
FN-7	Other Food Establisments
	Cottage Food Exemptions

☐ Signed Permit Application

☐ Insurance Verification

☐ State Business License

☐ DEC Permit Type_____

AMOUNT PAID: _____ DATE: _____ RECEIPT#: _____

APPROVAL: Yes _____No _____

_____ DATE:_____

FNSB Director or Designee Signature

APPROVED: _____

FNSBPR 20.01.03
Effective: 7/1/2015

DEPARTMENT OF PARKS AND RECREATION
MOBILE CONCESSION POLICY

I. GENERAL

This policy establishes an equitable procedure to allow mobile businesses the ability to operate on FNSB property, by establishing: the guidelines under which mobile businesses may operate, rules governing the mobile operation, and the process to allow mobile concessions.

II. PURPOSE

The purpose of this policy is to set forth qualifications, guidelines and procedures to allow for the mobile sale of goods and services in designated public spaces.

III. RESPONSIBILITY

The Parks and Recreation Director shall ensure that the department follows the procedures set forth in this policy.

IV. DEFINITIONS

Mobile Concession – Any retail food, goods or services provider that operates a business without a permanent location at a Borough park or facility. This policy is for mobile businesses that operate elsewhere on a regular or seasonal basis, but will not keep to a permanent schedule or location at a Borough park or facility. This business does not have to be “on wheels” to be considered “mobile” but does include concessions that merely drive through a Borough park or facility using Borough owned roads or driveways.

Examples of typical Mobile Concessions:
(this is illustrative only, not to be used as an exhaustive list)

- Food Trucks
- Ice Cream Trucks
- Fishing or boating rentals/lessons
- Aurora viewing
- “General Store” concessions (sunscreen, bottled water, prepackaged food, etc.)
- Ice sales
- Winter lessons

Season – A season is defined for this policy as a 6-month period. The permit issued is good for those specified months, and no proration of rates will be allowed. The two recognized seasons for this policy are:

April – September
October – March

V. QUALIFYING CRITERIA AND INSURANCE

Before a MOBILE CONCESSION PERMIT will be issued, businesses must possess and provide proof of all necessary permits, licenses or certifications required to be in compliance with federal, state and local laws, including but not limited to; business licenses, DEC permits, instructor certifications, etc. Individual requirements will be dependent upon the nature of the mobile concession business.

INSURANCE

A Mobile Concession vendor, either for itself or on behalf of an individual or entity with whom the vendor contracts to perform any portion of the service, will ensure that coverage is maintained in no less than the minimum amounts set forth below throughout the term of the agreement. The Vendor will provide current Certificates of Insurance for itself, or for and on behalf of its contractors, to the Borough. A permit will not be issued until proof of insurance is on file with the Borough Risk Manager.

Worker's Compensation Employer's Liability	Statutory $100,000 each accident; $500,000 disease-policy limit; $100,000 disease-each employee
Automobile Liability	$1,000,000 combined single limit
Commercial General Liability	$1,000,000 per occurrence

- Workers' Compensation/Employers Liability: If Vendor has no employees, then the Borough will waive the requirement of Workers' Compensation Insurance.
- Automobile Liability: All vendors using motor vehicles must demonstrate compliance with Alaska statues by providing proof of automobile liability insurance for any autos used to perform services under the contract. If the use of autos is material to the scope of work, i.e. food truck, deliver services; the limit above shall apply. If the use of autos is not material to the scope of work, they shall be insured at no less than the state's minimum limit. Vendors who do not use a motor vehicle for any business purpose, may sign an affidavit to that effect. Affidavit forms are available in Risk Management.. The Vendor shall insure that any non-owned vehicles it utilizes during the term of this service are covered for automobile liability as required by Alaska Statute.
- Commercial General Liability: The Vendor shall add and maintain the Borough as an additional insured. Certificate holder/additional insured:

Fairbanks North Star Borough
ATTN: Risk Management
PO Box 71267
Fairbanks, AK 99707

- All insurance must be provided by a company rated "Superior" or "Excellent" by A.M. Best, or specifically approved by the Borough's risk manager.

VI. POLICY

It is the policy of the FNSB Parks and Recreation Department to allow, with limitations, the non-permanent retail sale of goods or provision of services (conducting business) on Borough-owned property.

- Permits will be offered on a first-come basis to qualifying businesses, and will be limited in the number issued.
- The location of sales will be limited to specifically designated areas, as specified in this policy, or by amendment of the policy (see supplemental section)
- The number of businesses able to sell at any designated location is limited to ONE. However, there may be more than one location available within each facility. See Map of respective facilities for designated mobile concession locations.
- Unless specifically authorized by the Pioneer Park Manager or Designee for special events, no Mobile Concessions will be allowed at Pioneer Park.
- Large events or other special events may allow more than one vendor per location. Permit holders will be notified if this happens.

VII. PROCEDURE

APPLICATION

- Anyone wishing to conduct MOBILE CONCESSION activities on FNSB Parks and Recreation property will need to contact the department to begin the permit process.
- An application is required, as well as any additional information that needs to be provided. See above for qualifying information.
- Applicants will be issued a permit based on a review by department staff. Since your business operations will reflect directly on the borough's reputation, and since there will be a limited number of permits available, not all applicants will be issued permits. You will be notified in writing within 14 days if your permit is denied, with an explanation for the denial.
- No permit application will be processed until all of the necessary backup information is submitted.
- Once all information is received, the department will review the application and either issue a permit, or provide an explanation of why the application was denied.

OPERATION

Vendors will receive a map of all of the allowable locations at parks and facilities.

HOURS OF OPERATION –

- Unless otherwise indicated, concession operations are restricted to the hours of 8:00a.m. – 10:00p.m.
- If a vendor would like to operate outside of these hours, requests will be considered on a case-by-case basis. Typically, these will only be granted for special events.

LOCATIONS –

- Only locations designated on the map can be used. If there is a location that you would like to sell that is not indicated, it may be added on to the approved list upon request and review.
- There will be no designated areas that will be “assigned” or only open to one vendor. All locations are on a daily first-come basis.
- There will be no “squatting” or “camping out” for a spot. Vendors will not be allowed to wait outside of an area to open, or be set up before the hours of operation, with the purpose of getting a prime spot. Violations of this will result in forfeiture of your permit.
- In cases where there is justification to do so, one permit holder may request to set up near an existing permit holder. Both permit holders must agree, and there must be available space to have multiple setups. Typically, this may happen on nice weather days, holidays, or when the permit holders offer complementary services.
- It is the expectation of the Parks and Recreation Department that all permit holders act in a responsible, respectful manner towards other vendors and the public.
- No Permittee is allowed to leave any item(s) related to their business at any location at the end of each day. Permittee must ensure that the area they occupied is free of any trash or other items when they leave the premises.

RESPONSIBILITY –

- Permit holders are responsible for their own operations. The FNSB is providing an equitable mechanism to allow for concession operations, and makes no guarantees of sales potentials, attendance and traffic flow, weather or any other factor that may affect your revenue potential.

SERVICES –

- Unless it is already indicated and provided at the designated locations, FNSB P&R will not provide any potable water, electricity, additional seating, additional garbage cans, or any other “improvements” that are not already in place. Please plan accordingly.

REVOCATION –

- Parks and Recreation reserves the right to modify, terminate or revoke any issued concession permit. Reasons may include but are not limited to:
    - Permittee ceases to do business.
    - Permittee changes, or causes to be changed its insurance status, licensing, or other aspect of the business.
    - Permittee makes significant changes to the goods or services from those approved under the permit.
    - Permittee or its employees fail to act in a reasonable manner, or are not in keeping with borough standards.
    - The Borough has failed to lawfully appropriate sufficient funds for the continued use of the location.

- The parties have mutually consented to termination.
- The park or location has been closed for any reason.

VIII. INDEMNITY

- The Permittee shall defend, hold harmless and indemnify the Borough, its officers, agents, and employees, against any claims, loss, and/or damages directly or indirectly arising from or claiming to arise from any injury to any person(s), damage to any property, or any economic loss, arising out of, in whole or in part,
  - (1) the Permittee's performance or non-performance of its duties under this permit; and/or
  - (2) any defect in any services provided by the Permittee. This duty to defend, indemnify, and hold harmless shall include the Permittee's responsibility for any and all foregoing claims, even if such claims are groundless, false, and/or fraudulent and any and all equitable relief, damages, costs and attorney fees except those caused by either the Borough's sole negligence or its willful misconduct.
- This obligation shall be continuing in nature and extend beyond the term of this agreement. The doctrine of equitable tolling extends the time within which an action for breach of this provision may be filed.
- "Permittee" and "Borough" as used in this section, include the employees, agents, and any other persons who are directly employed by or otherwise legally responsible, respectively to each party.

IX. FEES

The FNSB Assembly has authorized fees to be charged for this permit. There is a daily fee and a seasonal fee. Please see the current budget year's Appendix E for current fees. Fees are subject to change annually, upon Assembly approval.

X. SUPPLEMENTAL INFORMATION

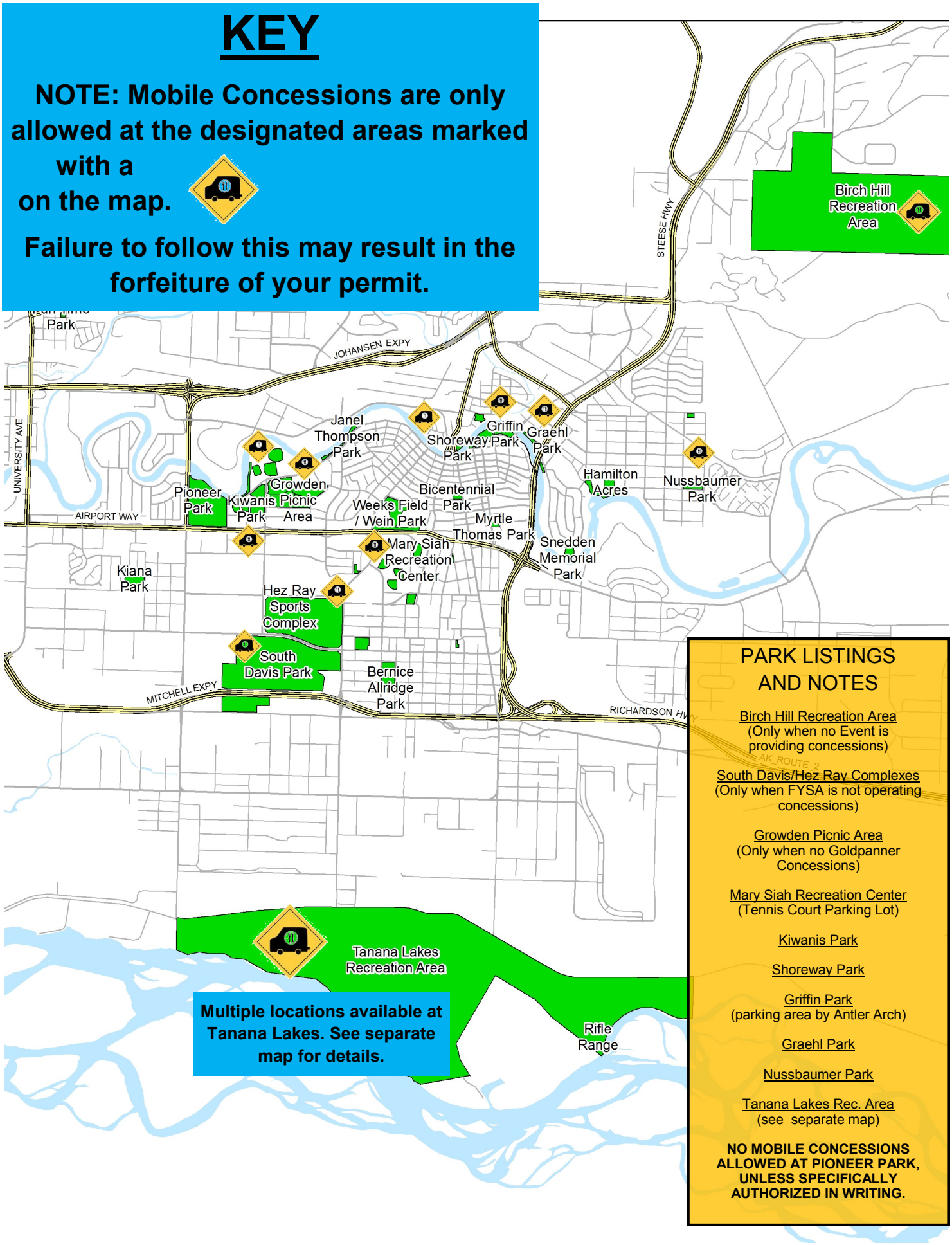
References

Mobile Concession Application
Mobile Concession Permit
Concession Availability Map
FNSB Budget Fee Schedule, Appendix E

KEY

NOTE: Mobile Concessions are only allowed at the designated areas marked with a on the map.

Failure to follow this may result in the forfeiture of your permit.



PARK LISTINGS AND NOTES

Birch Hill Recreation Area
(Only when no Event is providing concessions)

South Davis/Hez Ray Complexes
(Only when FYSA is not operating concessions)

Growden Picnic Area
(Only when no Goldpanner Concessions)

Mary Siah Recreation Center
(Tennis Court Parking Lot)

Kiwanis Park

Shoreway Park

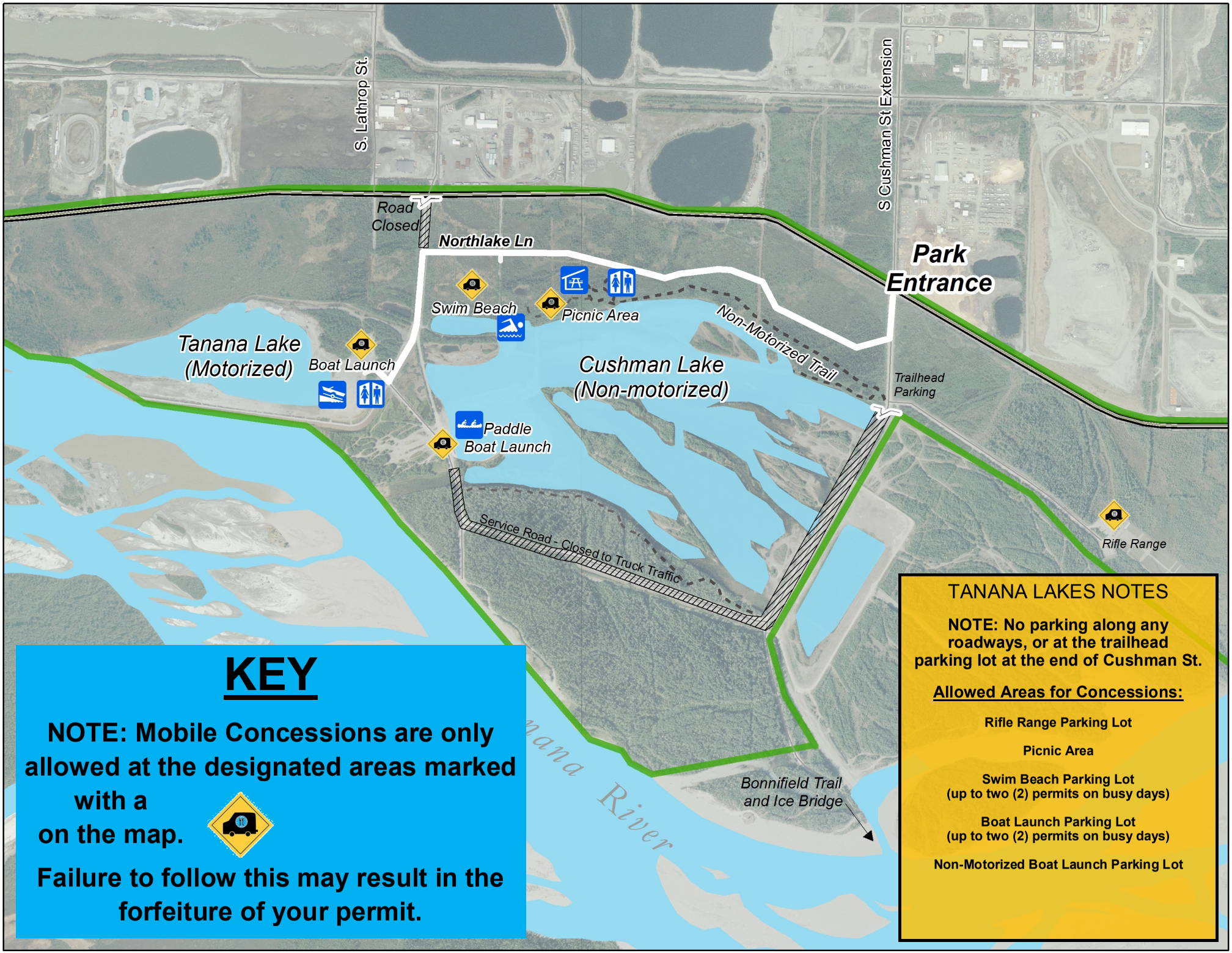
Griffin Park
(parking area by Antler Arch)

Graehl Park

Nussbaumer Park

Tanana Lakes Rec. Area
(see separate map)

NO MOBILE CONCESSIONS ALLOWED AT PIONEER PARK, UNLESS SPECIFICALLY AUTHORIZED IN WRITING.


S. Lathrop St.
S Cushman St Extension
Road Closed
Northlake Ln
Park Entrance
Swim Beach
Picnic Area
Non-Motorized Trail
Tanana Lake (Motorized)
Boat Launch
Cushman Lake (Non-motorized)
Trailhead Parking
Paddle Boat Launch
Service Road - Closed to Truck Traffic
Rifle Range
Bonnifield Trail and Ice Bridge
KEY
NOTE: Mobile Concessions are only allowed at the designated areas marked with a on the map.
Failure to follow this may result in the forfeiture of your permit.
TANANA LAKES NOTES
NOTE: No parking along any roadways, or at the trailhead parking lot at the end of Cushman St.
Allowed Areas for Concessions:
Rifle Range Parking Lot
Picnic Area
Swim Beach Parking Lot (up to two (2) permits on busy days)
Boat Launch Parking Lot (up to two (2) permits on busy days)
Non-Motorized Boat Launch Parking Lot

KEY

NOTE: Mobile Concessions are only allowed at the designated areas marked with a on the map.

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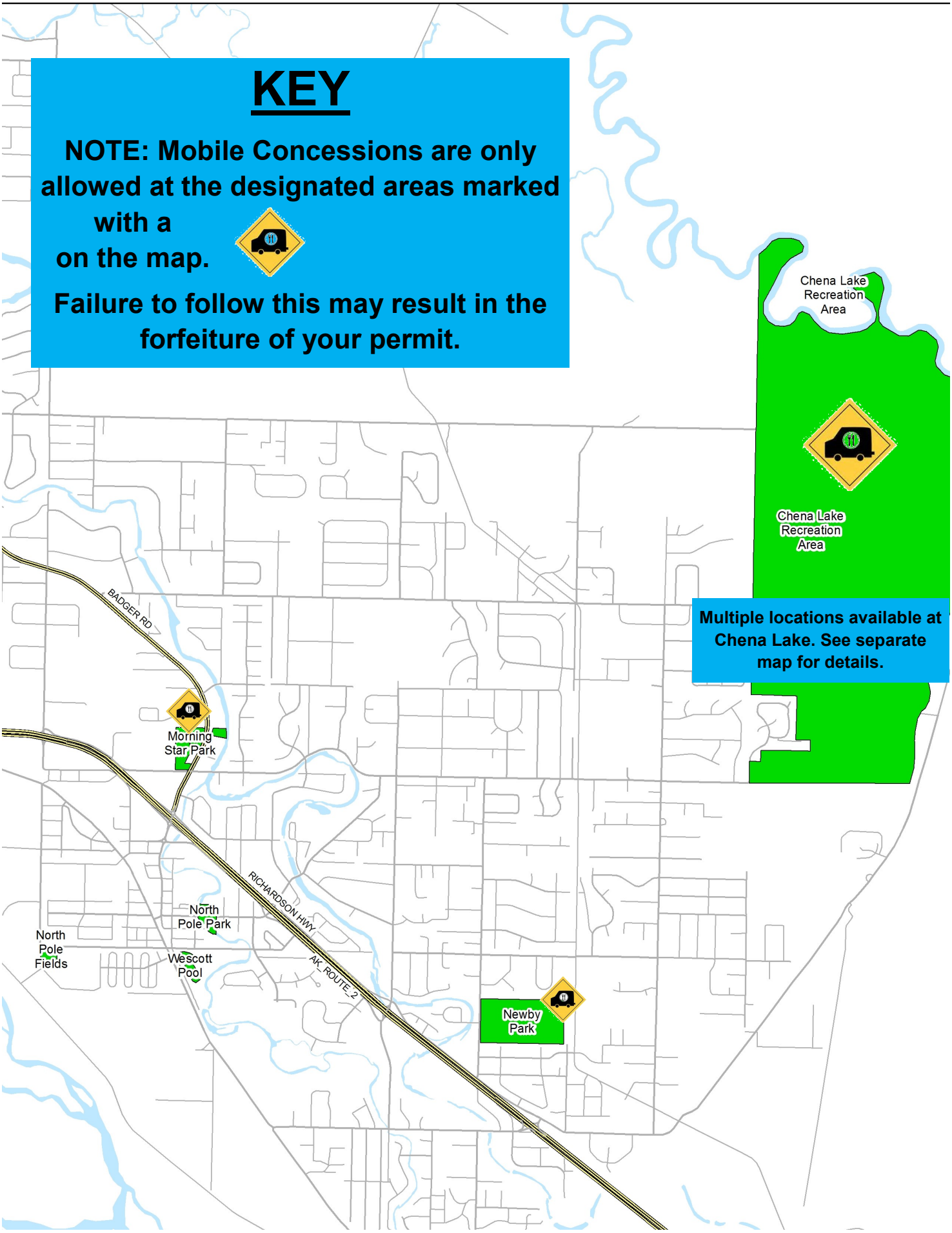

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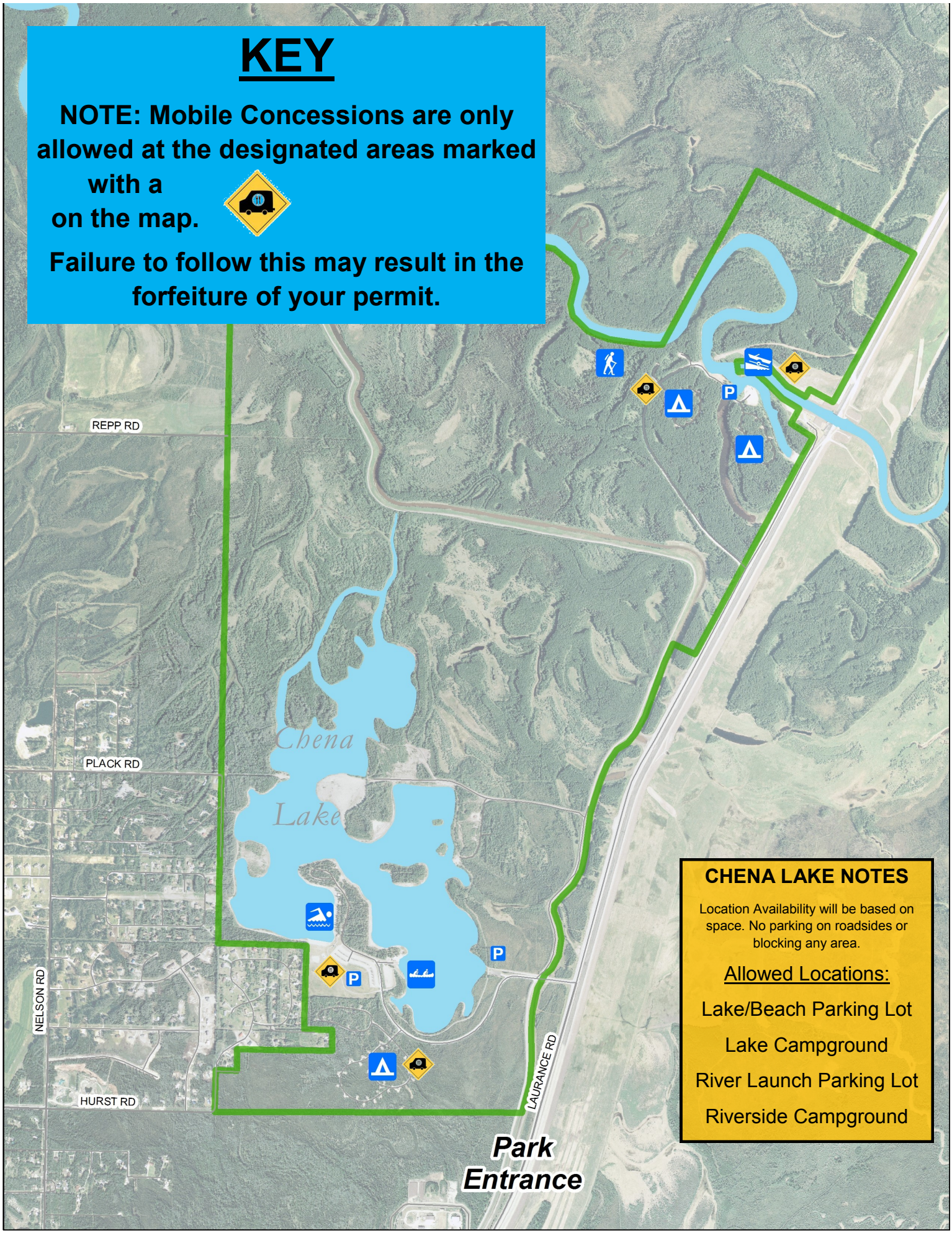

CHENA LAKE NOTES

Location Availability will be based on space. No parking on roadsides or blocking any area.

Allowed Locations:

Lake/Beach Parking Lot

Lake Campground

River Launch Parking Lot

Riverside Campground