



Dear Vendor,

Thank you for your interest in becoming an approved vendor with Martin County Parks & Recreation! Our goal is to make sure our clients, event organizers and guests are working with the most reputable vendors possible. We also hope to promote local businesses that will provide the highest quality of service and products at all events on Martin County park property.

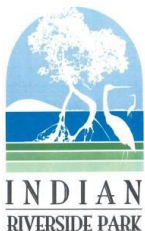
**All vendors wishing to operate in any Martin County Park must be an approved vendor. Approved vendors may conduct business in the park when selected to participate by a permitted event or facility rental.**

Once approved, your business will be placed on our “Approved Vendor List” which will be available to all prospective clients looking to host events, weddings, parties and more at any Martin County Park or Recreation Facility. By supplying this list we hope to make it easier for our clients to choose the best qualified vendors for their events and be assured that they have been vetted to work in Martin County, that they hold an active business license (business tax receipt) and a liability insurance policy.

**Please review, complete and submit the Martin County Parks Approved Vendor Application, along with the necessary documents listed, to begin your approval process to operate on county park property. Allow up to fourteen (14) business days to process.**

**Applications expire one (1) year from approval date. Application fee of \$50.00 due upon submittal and/or renewal.**

For all questions and more information, call 772-288-5474 or email PRD\_Vendors@martin.fl.us. Thank you again for your interest and we look forward to working with you!



Martin County Board of County Commissioners | Parks & Recreation | [www.martin.fl.us](http://www.martin.fl.us) | 772-288-5474

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# PARKS & RECREATION DEPARTMENT APPROVED VENDOR APPLICATION

**Submit your completed application, valid business license (business tax receipt) and copy of your Certificate of Liability Insurance naming Martin County Board of County Commissioners additionally insured, along with any other state/local licenses listed below to:**

Mail: Martin County – Parks & Recreation, Attn: Approved Vendor Application, 2401 SE Monterey Rd, Stuart, FL 34996  
 Email: PRD\_Vendors@martin.fl.us | Fax: 772-221-1333 | Phone: 772-288-5474

**Incomplete, illegible, and/or unsigned applications will not be accepted. Allow up to 14 business days to process. Upon approval you will be contacted to pay \$50.00 annual/renewal fee. Applications expire 1 year after approval date.**

*Submission of an application constitutes a request to operate on County Property and does not guarantee approval.*

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## VENDOR INFORMATION

Company Name \_\_\_\_\_  
 Doing Business As (DBA) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Website \_\_\_\_\_  
 Owner of Business \_\_\_\_\_  
 Florida Department of Business & Professional Regulation # (if applicable): \_\_\_\_\_

## VENDOR CONTACT INFORMATION

Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Fax \_\_\_\_\_ Email \_\_\_\_\_

## VENDOR SERVICES INFORMATION

Business Type/Services Provided (select up to 3 services):

- |                                      |                                      |                                 |
|--------------------------------------|--------------------------------------|---------------------------------|
| Bar Service                          | Entertainment - (Musicians, DJ, etc) | Tent Rentals                    |
| Catering - Food                      | Florist                              | Wedding - Bridal Salon/Apparel  |
| Food Truck/Trailer                   | Photography/Video                    | Wedding - Formalwear/Rental     |
| Custom Wedding/Birthday Cakes        | Production - Audio/Lighting          | Wedding - Hair & Make-Up/ Salon |
| Event Planning/Decorating            | Transportation - Limousine/Shuttle   | Wedding - Officiants            |
| Event Rentals (tables, chairs, etc.) | Transportation - Other               | Sports & Athletics – Gear/Merch |

Describe your business/services in 120 characters or less:

## ADDITIONAL DOCUMENTS NEEDED

Please provide the following documents to complete your parks vendor application:

- 1) Provide a copy of a valid and current Business License (business tax receipt).
- 2) Provide a copy of your certificate of liability insurance naming the **Martin County Board of County Commissioners** as additionally insured on the policy **for the entire year** (\$2Million policy "General Aggregate"/\$1Million Each Occurrence required)
- 3) Sign and return the "Approved Vendor Addendum" ***(MUST BE HANDWRITTEN – SIGNED/INITIALED WHERE NECESSARY)***
- 4) Provide a copy of any additional required state/local licenses; example: *Mobile Vendor permit with Dept of Agriculture, Food Safety, Catering License, Liquor License, etc. To determine if a state license is required for a specific business, call the Department of Business and Professional Regulation (DBPR) at 850-487-2252.*
- 5) A \$50 annual fee made payable to the Martin County Board of County Commissioners (MCBCC)



# PARKS & RECREATION DEPARTMENT

## APPROVED VENDOR ADDENDUM

### SECTION 1: INSURANCE/LICENSE (VENDOR TO PROVIDE) INITIAL \_\_\_\_\_

- **Certificate of Insurance** must have Martin County Board of County Commissioners named as an additional insured and as a Certificate Holder with the address 2401 S.E. Monterey Rd. Stuart, Florida, 34996. **Attach a copy.** **Current Comprehensive General Liability Policy:** Of \$2,000,000 is the requirement for proper limits. When applicable, minimum \$1,000,000 products liability for all food vendors and/or liquor liability for beer and wine and/or automobile liability will apply. Certificate of Insurance must be signed by insurance company's authorized representative.
- Vendor shall provide valid **Business License – Attach a copy.**
- Vendor shall provide any additionally required **state/local license – Attach a copy of each.**

### SECTION 2: FDLE SEXUAL OFFENDER/PREDATOR SEARCH AND VOLUNTEERS INITIAL \_\_\_\_\_

Permittee shall not permit any person who is listed as a sexual predator or sexual offender on the Florida Department of Law Enforcement, Sexual Offenders and Predators Website located at <http://www.fdle.state.fl.us> or the United States Department of Justice, National Sex Offender Public Website located at [www.nsopw.gov](http://www.nsopw.gov), to directly supervise, control, or assist children in a position of trust or responsibility on County Property and provide any services such as performers, (clowns, bounce house attendants, face painters, magicians, etc.), employees, volunteers, subcontractors, collectively referred to herein as "Event Personnel." Permittee shall be responsible for conducting this search prior to the special event. Permittee agrees that the County assumes no liability for the recruitment, selection, and background screening of ALL event participants.

### SECTION 3: RELEASE, INDEMNITY, AND WAIVER OF LIABILITY INITIAL \_\_\_\_\_

**NOTICE:** This permit contains a release, indemnity, and waiver of liability and when signed is a contract with legal consequences. Please read it carefully before signing your name.

I have read the park rules and understand them as they pertain to the activities of my group. I understand that I am responsible for the actions of my group and that noncompliance with any of the park rules may result in revocation of this permit, loss of cleanup/security deposit, and/or other fees paid, and the denial of any subsequent permit applications for a period of at least one (1) year. I have supplied all necessary state/local licenses as they are required for my business and/or services provided including liquor and catering licenses. I also understand that this is a public document that is open to public inspection and copying.

**TO MARTIN COUNTY:** In consideration of the opportunity afforded to me and/or my group, I, the undersigned participant, freely agree to and make the following contractual representations and agreements.

I, the undersigned participant, do hereby knowingly, freely, and voluntarily assume all risk and liability for any damage or injury that may occur as a result of my and/or my group's use of the park facility identified herein during the time period I and/or my group are using same and further agree to **release, waive, discharge, and covenant not to sue Martin County**, its officers, agents, employees, and volunteers (all for the purposes herein referred to as "Releases") from any and all liability or claims that may be sustained by me or a third party directly or indirectly in connection with, or arising out of, the use of the park facility as described herein, **whether caused in whole or in part by the negligence of Martin County or the Releases.**

**I further agree to indemnify and hold harmless the Releases with respect to any and all fees, costs, expenses, and attorney's fees arising out of or in connection with my and/or my group's use of the park facility as described herein.**

I agree that I have read this form, fully understand its terms, and understand that I, or anyone who may claim to have rights on my behalf, have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of any and all liability to the greatest extent allowed by law and agree that, if any portion of this contract is held to be invalid, the balance notwithstanding shall continue in full legal force and effect.

This acceptance is on behalf of all persons in the group with me. If the rules are violated this permit may be revoked and future permission may be refused. Permit holder is responsible for the conduct of all persons in the group.

I agree that I am 21 years of age and will be present during the period stated on this permit.

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ID and Permit Correctness by COUNTY staff: \_\_\_\_\_ (Print and Signature)