



PARKS & RECREATION
(520) 445- 7850
17501 S CAMINO DE LAS QUINTAS

Guideline #03-2017 Commercial Use Permit

Background: The purpose of a commercial use permit is to allow a third party to provide goods or services directly to the public in exchange for fees at a park when the Town does not have the resources to provide those services.

No person in a park shall utilize any park property for any commercial or political purpose, except by permit issued by the director. (Town Code 12.15.060)

Definitions:

- "Commercial Use" means to sell any article, thing, or service, announce, advertise or call public attention to, post information, or distribute or attempt to distribute business or commercial literature to persons in Town parks.
- "Permit" means authority issued by the parks and recreation director granting a named person or persons permission to perform a specified activity in a park or any portion thereof. (Town Code 12.05.010)

Guidelines for Issuance:

1. A current Town of Sahuarita Business License.
2. Insurance: Provide the Town of Sahuarita with a Certificate of Insurance (COI) and Endorsement, naming the Town of Sahuarita as an additional insured for 1 million dollars per occurrence. The policy must be primary and non-contributory. The Certificate Holder portion of the COI must read Town of Sahuarita, 375 W. Sahuarita Center Way, Sahuarita, AZ 85629.
3. Vendors selling food must provide the Town a copy of their Pima County Health Permit.
4. Only one Commercial Vendor of a specific business type will be permitted at the same location and time, and on a first-come, first-served basis.
5. Additional documentation, permits, and fees must be provided prior to issuance of permit.

Permit Conditions of Issuance:

1. Permit is non-transferable.
2. Permit is only valid for date and location identified on permit.
3. Any property damage occurring will be the responsibility of the permit holder.
4. Park hours as posted must be observed by permit holder.
5. Permittee must retain possession of permit on park premises at all times while using park and shall show the permit to police or park officials upon request.
6. Permittee shall follow all Town of Sahuarita rules whether posted or not, as listed in Title 12 of the Town Code.
7. Glass beverage containers are not permitted.
8. Alcohol consumption or sale is prohibited.
9. Commercial use permit holders are allowed to conduct business and serve people inside the park only; delivery or sales outside the park grounds are prohibited.
10. Commercial vehicles must display a valid license plate.
11. Commercial vendors must park vehicles and/or setup equipment only in the location(s) identified on the permit and any associated rental permit.
12. Commercial Vendors cannot operate during special events, unless they have purchased a separate vendor booth rental for that specific special event.

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Authority: The director is empowered to adopt rules and procedures for the issuance of activity permits. (Town Code 12.10.010).

Permit Application:

1. Apply online or in person using the Commercial Use and Permit Request form.
2. Applicant must be 18 years or older.
3. Apply a minimum of 30 calendar days in advance of desired start date(s).
4. Staff will verify receipt of all required forms, licenses and permits, before commercial use permit is issued.
5. Commercial Use Permit is issued for a 30 day period up to 12 months. Payment in advance is required.

Cancellation:

1. Cancellation of a commercial use permit by either the Department or the vendor requires a 30 day advance written notice. Submit notice in writing to Town of Sahuarita, Parks and Recreation, 375 W Sahuarita Center Way, Sahuarita, AZ 85629.

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