


### THIRD PARTY VENDOR POLICY

Approved By:  Date: 3/8/2021

Parks, Recreation & Community Services Director

#### **BACKGROUND**

Individuals, groups and organizations that use parks or portions of parks for either private or public activities may also want to hire third party vendors to provide equipment and services for their activity. Third party vendors hired by park users must be licensed and insured in order to conduct business on park property owned and operated by the Town of Sahuarita.

#### **AUTHORITY**

The Parks, Recreation & Community Services Director is empowered to make reasonable rules and regulations as necessary to manage, use, preserve and govern park property and activities.

#### **PURPOSE**

The purpose of this Third Party Vendor Policy is to require park users and permit holders to ensure that the vendors they contract with to supply rental and event equipment for their activities are properly licensed and insured.

#### **POLICY & RULES**

Equipment may not be temporarily installed on park property without written permission from the Parks, Recreation & Community Services Department (Department).

Individuals, groups and organizations that reserve parks or portions of parks must disclose if they will be using the services of a third party vendor to supply equipment, including but not limited to tables, chairs, tents, and bounce houses, for and during their reserved use.

Motorized amusements (i.e. trains, rides), hooped animals, water slides, pools, and similar are not allowed. Inflatables (i.e. bounce house, bubble balls) may be permitted in conjunction with a special event permit, however, personally owned inflatables are not allowed.

Only vendors with current Town of Sahuarita business licenses and the ability to provide a Certificate of Insurance (COI) with endorsements naming the Town of Sahuarita as additionally ensured are permitted to operate in Town parks and recreation areas. Permit holders are responsible for providing the Department with proof of vendor compliance as a condition of use.

Insurance: Provide the Town of Sahuarita with a Certificate of Insurance (COI) and Endorsement, naming the Town of Sahuarita as an additional insured for one (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.

Permit holders are responsible for ensuring that their vendors use appropriate delivery methods and park, load, and unload only in areas designated by the Department, such as parking lots and paved streets. Vehicles may not be driven onto park grounds without explicit written permission from the Department.

Park users and permit holders must allow sufficient time in advance of park use to obtain proof of compliance and provide the documentation to the Town.

### **COMPLIANCE**

Park rules are in effect 24 hours a day, and are enforceable by any Town Official.

### **REFERENCES**

Sahuarita Town Code: Chapters 12.10.010, 12.15.010, 12.15.040, 12.15.060, 12.20.020