

JACK HOUSE GARDENS VENDOR ACCESS

Event: _____

Event Date: _____

The following guidelines are for the rental of the Jack House Gardens and for gate access to the grounds of the Jack House for vendor use.

Permit Information

- All disclaimers listed on the approved permit must be read through, signed and returned to the Parks and Recreation office no later than seven days prior to your event date.
- Permittee is responsible for all additional costs incurred as a result of this event (such as destruction or damage to the grounds, buildings, and fixtures located within the Jack House Gardens, cleanup and/or removal of debris remaining, etc.) These additional fees may result in the cleaning deposit being withheld and/or additional billing.

Who Gets Access

- Gate access is only available for approved vendors.
- Not all vendors requesting access will be approved for use. The Jack House Committee, Parks and Recreation, and Parks Maintenance can veto any vendor they deem unsafe.
- Gate access is not available for guest parking or event loading and unloading.
- All requests for gate access for vendors must be received by thirty days prior to the event date.
- Vendors are allowed to park only on the side lot of the Jack House. If they wish to use the back dirt lot of the Jack House Gardens, they must offload their supplies.
- Vendors must arrange with the Parks and Recreation liaison an acceptable access time frame for the gate to be opened. Vendors must arrange for the gate to be opened at least two hours prior to event set-up.
- Only one vendor trailer will be allowed to park on the side gravel road per event.
- Vendors must provide contact information for the vendor and vendor drivers.
- Vendors must provide photos and dimensions of trucks, trailers and equipment that are to be utilized for the event.
- Only one vendor shall be allowed inside the gate at a time.

Vendor Use

- Vendors will have to submit a certificate of liability insurance in the amount of one million dollars for general liability and a separate endorsement (form CG 20 26) naming the City of San Luis Obispo as additionally insured.
- Facility host will have a master list of approved vendors granted access to the gravel pathway.
- The State of California Health and Safety Code has specific regulations for food vendors. Contact SLO County Health at 805-781-5544 to obtain requirements for temporary food facilities and any necessary permits.
- Event sponsor or user is responsible for cleaning up all debris and trash remaining from the event and not allowing anything remaining from the event to enter the storm drains. All areas listed on event permit disclaimer section 11 must be completed by the event sponsor or user.
- If the post event clean-up is deemed unsatisfactory by the facility host, the sponsor will be invoiced for the Parks Maintenance time required to finish the cleaning.
- BBQ trailers will only be allowed to be parked on the designated no parking spots and will need a fire extinguisher within reach at all time and you will need to have an ash bucket for the ashes. A fire permit will be required.

Vendor Signature

Event Sponsor Signature

Vendor

Event Sponsor

JACK HOUSE GARDENS VENDOR ACCESS FORM

EVENT: _____ EVENT DATE: _____

EVENT CONTACT: _____

EVENT DURATION: START TIME: _____ END TIME: _____

VENDOR INFORMATION

COMPANY: _____

ADDRESS: _____

CONTACT PERSON: _____ CONTACT NUMBER: _____

CONTACT EMAIL: _____ SLO BUSINESS LICENSE: _____

VEHICLE TYPE REQUESTED FOR ACCESS: _____

TRAILER TYPE REQUESTED FOR ACCESS: _____

SERVICES PROVIDED

WILL FOOD BE: SERVED / SOLD / N/A

TYPE OF FOOD: _____

WILL THERE BE OPEN FLAME COOKING: YES / NO

WILL ALCOHOL BE: SERVED / SOLD / N/A

BEER AND WINE ONLY

EVENT DATE INFORMATION

CONTACT PERSON: _____ CONTACT NUMBER: _____

REQUESTED TIME FOR ACCESS: START TIME: _____ END TIME: _____

MINIMUM 2 HOURS PRIOR TO EVENT START

WILL THE VEHICLE/TRAILER REMAIN ON THE GROUND THROUGHOUT THE DURATION OF THE EVENT?

YES / NO

HOLD HARMLESS AGREEMENT

The applicant shall hold harmless and indemnify the City of San Luis Obispo, its elected officials, officers, employees, and agents from any damages that may arise as a result of the conduct of the use for which the permit is sought. The applicant agrees to defend, protect, indemnify and hold the City, its elected officials, officers, employees, agents, and volunteers free and harmless from any against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of applicant, its officers, agents, or employees in connection with the permitted event or activity. The applicant shall, at applicant's own cost, risk and expense, defend any and all claims and all legal actions that may be commenced or filed against the City, its elected officials, officers, agents, employees, or volunteers, and the applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its elected officials, officers, agents, employees, or volunteers as a result of the alleged acts or omissions or applicant or applicant's officers, agents, or employees in connection with the uses, events, or activities under the permit. The City of San Luis Obispo Park Rangers have the authority to enforce City rules and regulations for indoor and outdoor facilities. City staff may cancel any park use if field conditions are unplayable or unsafe.

The applicant further certifies under penalty of perjury under the laws of the State of California that the above information is a complete and accurate representation of the planned use.

Waiver Signed by: _____

Signature: _____