



# VENDING APPLICATION PERMIT

## CBJ Parks and Recreation Department

Permit Class:  Commercial  Non-Profit  
Permit Type:  Food  Merchandise  Combination

Business and Contact Name: \_\_\_\_\_

Mailing Address/City/State/Zip: \_\_\_\_\_

Day Time Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Describe the goods to be sold: \_\_\_\_\_

Description of vending vehicle, cart or concession stand: \_\_\_\_\_

Location requested: \_\_\_\_\_

**\*\*DOUGLAS 4TH OF JULY-SAVIKKO PARK - TWO BOOTH LIMIT PER APPLICANT/BUSINESS LICENSE\*\***

Date(s) requested: \_\_\_\_\_

*(Please attach a schedule with the times and dates if there is more than one day)*

**Requirements for Commercial and Non-Profit vendors are listed below.** Check the requirements as they apply to your request, and make sure copies of all required permits/licenses/insurance certificates are attached. Incomplete applications will not be accepted. All required information must be included for a complete application. Payment is required at the time that the application is submitted.

### ❖ COMMERCIAL

- Insurance:** Commercial vendors **SHALL BE REQUIRED** to provide a broker's certificate of insurance showing that the permittee has obtained at least \$1,000,000 per occurrence commercial general liability insurance. The certificate must establish that the CBJ is named as an additional insured on such policy, and that the insurer thereof shall notify the CBJ within 30 days if the policy is modified, canceled, or terminated. **New: all applicable policy endorsements must be included.**
- Business License:** attach a copy of a valid State of Alaska business license – **Number:** \_\_\_\_\_
- Food Establishment Permit:** attach a copy of a valid permit issued by the Department of Environmental Conservation.
- Open Flame Permit:** attach a copy of a valid permit issued by the CBJ Community Development Department.

### ❖ NON-PROFIT

- Insurance:** The Parks and Recreation Director (or designee) may issue an insurance requirement WAIVER to non-profit permittees upon request and upon finding that the permittee's activities do not pose a significant risk of claims against the City and Borough. If you are applying as a non-profit entity and wish to request a waiver of the insurance requirements, please indicate below.

\_\_\_\_\_ I wish to request a waiver of the insurance requirement due to status as a non-profit permittee.  
**(Must attach a statement of reasons and facts supporting this request.)**

- Business License:** attach a copy of a valid State of Alaska business license – **Number:** \_\_\_\_\_
- Food Handler's Permit:** attach a copy of a valid permit issued by the Department of Environmental Conservation.
- Open Flame Permit:** attach a copy of a valid permit issued by the CBJ Community Development Department.
- Non-Profit Certification:** attach a copy of a valid 501(c)(3) or 501(c)(4) exemption certificate from the United States Internal Revenue Service.

I agree to comply with the City and Borough of Juneau ordinances and regulations relating to this permit. I agree to hold harmless the City and Borough of Juneau from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Juneau. I certify that the information contained in this permit application is true to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### For office use only:

- Commercial \$70.00/first operational day; \$20.00 per day thereafter (per site)
- Commercial Downtown Location \$1,000.00/month (per site)
- Non-Profit \$45.00/first operational day; \$15.00 per day thereafter (per site)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt/Permit #: \_\_\_\_\_ Amount: \_\_\_\_\_