

# City of Mukilteo Pilo Parks Concessions Program

## WHAT IS A PARK CONCESSION?

Any person wanting to engage in, conduct, or carry on any business or occupation with the city (“Vendor”) must first register the business or occupation and obtain a license according to Mukilteo Municipal Code Chapter 5.04. Vendors must apply to operate concessions in City of Mukilteo Parks. Opportunities vary, with some sites appropriate for carts, food trucks, and other self-contained businesses. Proposed businesses must align with our mission to meet the recreation and leisure needs of the Mukilteo community through extraordinary customer service, strong community partnerships, authentic local programming, to support healthy people, a thriving environment, and a vibrant community. All commercial activity conducted in Mukilteo Parks must be permitted through Mukilteo Recreation and Cultural Services.

## WHAT IS THE DIFFERENCE BETWEEN A SPECIAL EVENT, DAY CAMP, MOBILE FOOD VENDOR AND CONCESSION PERMIT

- **Special Events:** Special Use Permits are required if: 1) Any amplified sound is planned. 2) Any equipment is brought into a park. 3) The event is publicly advertised. 4) Your gathering will impact normal public use of the park. For more information on public use permits, please contact our special events unit at: <https://mukilteowa.gov/departments/recreation/special-events/>
- **Concessions permits:** A Concession permit allows the concessionaire to conduct business on City of Mukilteo Parks property for an established time frame.
- **Day Camp Permit:** Permits are required to operate a daytime program offering supervised and registered activities that are open to the public.
- **Mobile Food Vendors** [Food Trucks] on private property in commercial and industrial zones do not require City of Mukilteo pre-approval but must follow all applicable rules. Those seeking to operate in a City Park, a public street, or a residential zone require review and approval by the city with a permit issued by the Department of Recreation and Cultural Services.

## CAN I CONDUCT BUSINESS IN THE PARK WHEN THERE ARE SPECIAL EVENTS HAPPENING?

No. There are specific dates when annual or community events take place in Mukilteo parks, such as Touch A Truck, Art Fairs, Lighthouse Festivals, etc. The event organizers hold the permit to the park site for the event dates and have precedence. In some cases, you may be able to arrange to vend at an event by working directly with the organizer.

- An approved Commercial Use Permit will allow Vendors a specific location to operate as indicated on the permit.
- The city property must remain open for use by the general public.
- Permit holders will be provided a permit that must remain visible to customers during hours of operation.
- The City reserves the sole and absolute right to deny any request for permission to conduct a Commercial Activity on any city property, or to modify or terminate any prior permission.

- Concession applications will not be accepted for marketing or promotional activities in City of Mukilteo parks.
- Mukilteo does not generally permit sales of commercial goods or merchandise at parks unless as part of a special event.
- Vendor locations do not have storage or electricity available. Mukilteo Parks will not authorize the creation of storage space or structures to support a proposed business model.
- No self-service vending.

## WHAT FEES ARE ASSOCIATED WITH SEASONAL CONCESSION VENDING?

For each park you operate in, there is a \$75.00 annual permit fee. Additionally, there is a monthly concessions fee specific to each park. Leasehold Excise Tax also applies to park concessions. The current WA State Leasehold Excise Tax rate is 12.84% of gross sales.

**Fees:**      Daily Rate      \$25.00  
                    Monthly Rate    \$400.00

## What do I need to conduct a concession in a Mukilteo Park?

**A City of Mukilteo Business License:** To conduct business at the city of Mukilteo you will need to obtain a City of Mukilteo business license. Online information and contact information can be found at: <https://mukilteowa.gov/departments/finance/business-license/>

**Commercial General Liability Insurance:** Each concessionaire will need Commercial General Liability Insurance coverage in the amount of \$1 million dollars/\$2 million aggregate before the start of your business activity. You are required to provide Mukilteo Recreation with a certificate of insurance (COI) naming the City of Mukilteo as an additional insured on endorsement form CG 20 26.

In addition, a certificate of automobile insurance where concession is not part of the vehicle, or where concession remains stationary throughout the event, applicant will provide proof of insurance on any vehicle used to transport concession stand/supplies/etc. to and from.

**WA State Patrol Background Check:** Given the high likelihood that vendors will interact with youth, you will be required to complete a WA State Background check before the start of your business activity.

**Health Permit:** If you plan to sell food you must obtain all applicable permits from the Health Department. <https://www.snohd.org/591/Mobile-Food-Units> It is your responsibility to obtain all necessary permits and understand what is required. Mukilteo Parks does not issue health permits. A copy of your Food Truck Permit must be included with your application.

**WHAT IS A CERTIFICATE OF INSURANCE (COI) AND ENDORSEMENT PAGE?** The City of Mukilteo requires a Certificate of Liability Insurance for vending in parks. The process will involve 2 documents. #1a Certificate of Insurance (COI) and #2 an Endorsement page naming the City of Mukilteo as an additional insured. There are very specific requirements, and you will want to forward this insurance requirement to your carrier.

**What is an endorsement page?** The City of Mukilteo must be an additional insured with a CG 20 12 or CG 20 26 additional insured endorsement or an appropriate blanket additional insured

endorsement or ISO GC 2012 equivalent. The additional insured endorsement must reflect the City's role as a governmental entity issuing a permit. This excludes the CG 20 09, CG 20 10 and CG 20 33 forms, because the permit applicant isn't performing any work for the City.

Concession permits are not agreements or contracts. The additional insured endorsement or blanket policy wording must be attached to the certificate, or the insurance will not be approved.

## **HOW DO I APPLY?**

*For this Pilot Program, interested parties are asked to contact the Recreation and Cultural Services Department via at [recreation@mukilteowa.gov](mailto:recreation@mukilteowa.gov) to express interest.*