

# **PASCAGOULA PARKS & RECREATION**

**P.O. Drawer 908**

**Pascagoula, MS 39568**

**PH (228) 938-2356 FAX (228) 938-2355**

## **VENDOR PERMITS**

1. Availability for vendors to set up at the park will be as follows:
  - A. City of Pascagoula Special Event - One Day Vendor
  - B. Monthly Vendor
  - C. One Week Vendor
  - D. One Day Vendor
2. Food items and/or merchandise sales must be approved by the Pascagoula Parks & Recreation Department prior to the issuing of any permit. There will only be duplication of services between vendors if it is necessary to serve the crowd.
3. The vendor assumes all liability associated with the sale of the approved items.
4. The vendor is responsible to collect state taxes as set forth by the MS State Tax Commission for all sales. The payment of these taxes will be the responsibility of the vendor and paid directly to the Tax Commission.
5. Any damage to the facility is the responsibility of the vendor. There is no parking on the grass and any damage to the facility due to driving on the grass is the responsibility of the vendor.
6. The vendor is responsible for leaving the facility in a clean state. All sales will be confined to the vendor's permitted area. Displays should be kept in a neat and tidy manner.
7. **NO GLASS BOTTLES OR ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES.** Alcoholic beverages are prohibited on City property, unless an alcohol permit has been issued, and violators will be prosecuted.
8. Vendor must pay fees no later than 72 hours prior to the date of sales unless other arrangements have been approved by the Parks & Recreation Director. Vendors will not receive keys to any facilities. **Refunds will only be given for natural disasters.**
9. Vendors who want to be in a park for more than one day will be required to have a City of Pascagoula Business License.
10. All vendors must hold a MS State Tax Identification number.
11. All vendors must hold a MS State Dept. of Health permit if they are selling food items for more than a one day event.
12. Vendors for special events will be considered on an as needed basis.

**Fees:**

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<b>Facility</b>	<b>For Profit</b>	<b>Non-Profit</b>	<b>Based Per</b>
Parks	\$ 40.00	\$ 20.00	Day
	\$200.00	\$100.00	Week
	\$500.00	\$300.00	Month
Special Events	\$ 75.00	\$ 50.00	Daily

Athletic leagues, with a current facility use agreement on file, who are hosting tournament's must also require vendors to seek permits from the Dept. The league will be responsible to collect sales tax from the vendor.

*Updated June 17, 2014*

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**VENDOR PERMIT**

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Name of Person and Organization Requesting Facility

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Street	City	State	Zip
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Home Phone	Work Phone	Cell Phone
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Location Requested	Date Requested	Time (From-To)
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Items to be sold

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Pascagoula Permit #	Dept. of Health Certificate #
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**PLEASE READ CAREFULLY BEFORE SIGNING:**

1. VENDOR represents that it is fully aware of all of the applicable laws, ordinances and rules pertaining to the use of this property and vendor will fully abide by such laws, rules and ordinances.
2. VENDOR further represents that it will not conduct nor allow to be conducted any improper or unlawful act or deed in or on the premises of the \_\_\_\_\_ and specifically that it will not violate such laws, rules and ordinances concerning curfew, minor rights, disorderly conduct, alcoholic beverages, or like or similar activities, or deed and in consideration of lease of premises does further indemnify and hold harmless the City of Pascagoula, the Pascagoula Parks & Recreation Dept., its officers, agents, and employees.
3. VENDOR further agrees, if permission is granted, to abide by the rules and regulations of the City and to assume responsibility and liability, and to be answerable for any and all accidents or injuries to persons or damages to property resulting from the use of the facility.

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Signature of Responsible Party	Date
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-----OFFICE USE ONLY-----

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Date Permit Issued

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Vendor Fee Amount	Date Fee Paid	Cash/Check
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Signature of PPRD Representative	Evaluation or Comments
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