



CITY OF STOCKTON

Special Event Vendor Form

All vendors seeking authorization to sell food, non-alcoholic, alcoholic beverages, or merchandise on City of Stockton property during a special event or private rental must have a valid permit from the City of Stockton Community Service Department. Per SMC 12.56.010, without the proper Special Event Permit, it is unlawful to sell any goods or services of any kind within a City of Stockton park or facility.

By completing the necessary special event requirements you will be permitted to sell goods during special events that have identified you as one of their vendors. In addition, your business will be added to the City of Stockton Special Event Annual Vendor Database, which is valid for one (1) year from the date of approval. Upon request, this database will be provided to event organizers who are looking for potential vendors at their events held on City of Stockton property. You may also be contacted by City of Stockton personnel for any City-produced community events.

The special event vendor requirements are as follows:

- ✓ **Certificate of Insurance and Endorsement** - \$1 million per occurrence/ \$2 million aggregate with the City of Stockton listed as Additional Insured – *Staff can provide examples at your request*
- ✓ **Copy of Health Permit from the San Joaquin Health Department, if applicable**
- ✓ **Copy of Fire Inspection Permit from the Stockton Fire Department, if applicable**
- ✓ **Copy of current City of Stockton Business License**
- ✓ **Payment of appropriate fee**

Food & Non-Alcoholic Beverages	\$50.00 annual fee
Merchandise (other types)	\$50.00 annual fee
Alcoholic Beverages	15% of gross receipts, per event

Please provide us the following information (*print clearly*):

BUSINESS NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

BUSINESS PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_ CELL: ( \_\_\_\_\_ ) \_\_\_\_\_

NAME OF EVENT (*if known*): \_\_\_\_\_

By signing, I understand that as a permitted special event vendor I must comply with all requirements and conditions of my participation in a special event. Furthermore, I understand that violation of any requirements and/or conditions will result in my removal from the Special Event Vendor Database and the possibility of participating in future events.

Signature

Date

**HOLD HARMLESS**

Contractor agrees to indemnify, save, hold harmless, and at City's request, defend the City, its officers, agents, and employees from any and all costs and expenses (including attorney and legal fees), damages, liabilities, claims, and losses occurring or resulting to the City in connection with the performance, or failure to perform, by Contractor, its officers, agents, sub-contractors, employees, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable under this Agreement, and from any and all costs and expenses (including attorney and legal fees), damages, liabilities, claims, and losses occurring or resulting to any person, firm, or corporation who may be injured or damaged by the performance, or failure to perform, of Contractor, its officers, agents, or employees under this Agreement. The duty to defend and the duty to indemnify are separate and distinct obligations. The indemnification obligations of this section shall survive the termination of this agreement.

**INSTRUCTIONS**

Payment and required forms must be submitted 45 days prior to participation in scheduled event. We accept cash, check, or money orders as forms of payment. Checks must be made payable to the "City of Stockton". This completed form and payment can be mailed or brought to:

**City of Stockton  
Community Services Department  
605 North El Dorado Street  
Stockton, CA 95202  
Attn: Jackie Garcia**

If you have any questions, please contact Jackie Garcia at (209) 937-8119.