

<b>ADMINISTRATIVE DIRECTIVE</b>	
<b>SUBJECT</b>	<b>Vending Operations at the York County Sports Complex</b>
<b>ADMINISTRATIVE NUMBER</b>	<b>AD09-55</b>
<b>ORIGINAL EFFECTIVE DATE</b>	<b>January 23, 2009</b>
<b>REVISION DATE</b>	<b>July 31, 2009</b>
<b>HISTORICAL REFERENCE</b>	
<b>AUTHORIZED BY</b>	

**Purpose:**

To establish policies, procedures, and fees for permitting tabletop vending operations at the York County Sports Complex.

**Background:**

Pursuant to York County Code Section 17-71, permits may be issued to organizations to conduct vending operations on County property. This Directive provides criteria and guidelines for the administration of a fair and systematic permitting process for the York County Sports Complex.

**Definitions:**

**York County-Based Non-Profit Organization** – An organization with its base of operations located in York County and which has Section 501(c)3 tax-exempt status in the Commonwealth of Virginia.

**Non-York County-Based Organizations** – An organization with its base of operations located outside of York County.

**Non-Profit Organization** – An organization which has Section 501(c)3 tax-exempt status in the Commonwealth of Virginia.

**For-Profit Organization** – An organization that operates with the primary intention of making a profit.

**Tabletop Vending Operation** – The sale of approved pre-packaged food and/or merchandise items from portable tables, with or without the cover of a canopy, but limited to an area no greater than 10' x 10'.

**1. Classification of Vending Permits:**

Permits for tabletop vending operations shall be issued according to the classifications listed below.

**a. Multi-day Permit**

Multi-day permits will allow the permit holder to conduct tabletop vending operations for more than one day throughout a 30 day period. These permits are issued for a 30 day period and require a separate application and fee(s) for each 30 day period. Multi-day permits shall have priority over single day permits.

**b. Single Day Permit**

Single day permits will allow the permit holder to conduct tabletop vending operations for one day during a 30 day period.

Vending operations conducted by for-profit organizations and/or non-York County-based organizations must be tied to and/or related to an existing sports complex field rental (i.e., tournament, camp). Moreover, vending operations by for-profit organizations and/or non-

York County-based organizations are limited to the field rental permit holder only, and additional fees are applied.

**2. Application Procedure:**

A "Sports Complex Vending Permit Application" form must be submitted for any proposed vending operation.

All applications will be considered on a first-come and space available basis. Individuals completing this form must be at least 21 years of age. This form can be obtained: at the Sports Complex Office or by downloading a copy online at [www.yorkcounty.gov/parksandrec](http://www.yorkcounty.gov/parksandrec). The application may be completed online or the form may be returned to the Parks and Recreation Division or Sports Complex Office.

**a. Multi-day Permit**

The completed Vending Permit Application must be submitted no later than 30 days prior to the desired time of operation.

**b. Single Day Permit**

The completed Vending Permit Application must be submitted no later than 14 days prior to the desired time of operation.

**3. Fees and Charges:**

Upon approval of the Vending Permit Application, the following fees shall apply and be paid prior to the initiation of the vending operation:

- a. Multi-day Vending Permit - \$25
- b. Single Day Vending Permit - \$10

In addition to the Vending Permit fee, the following fee shall apply to for-profit organizations and/or non-York County-based organizations. This fee is to be paid no later than 14 days following the end of the vending operation:

- a. Percentage of Gross Sales – 10%

**4. Rules and Regulations:**

Vending operations shall be subject to compliance with the terms of Chapter 17, Public Areas, of the York County Code, the following supplementary provisions, and any additional regulations deemed necessary by the Parks and Recreation Manager and specified in the permit agreement:

- a. Permit holders shall furnish all labor, services, materials, supplies and equipment necessary to maintain the vending operation.
- b. All items to be sold by the vendor shall have a direct relationship with the activity taking place at the sports complex (i.e., tournament, camp). This includes related apparel, merchandise, and other souvenirs. Each item to be sold must be approved by the Parks and Recreation Manager 14 calendar days prior to the start date of the vending operation. Items that are similar to those already sold by any County concession operation at the Complex will not be approved.
- c. Soliciting food or merchandise sales on foot or by other mobile means is prohibited.
- d. The County shall not be liable for any damage caused by power failure, flood, fire, explosion, theft, or vandalism to persons or properties in the space used by the vendor. The vendor shall agree that all personal property brought to the

premises shall be at the risk of the vendor and that the County shall not be liable for any damages, losses, or theft thereof.

- e.** The vendor shall compensate the County for any damage to County-owned property resulting from the vending operation.
- f.** The vendor shall obtain all applicable permits and licenses required by government agencies to prepare and sell the items approved for vending.
- g.** The vendor shall be limited to one sign with a maximum area of 24 square feet identifying them as the operator and one sign with a maximum area of 12 square feet that lists the pricing for items that are sold. No other signs or advertisements will be allowed without approval from the Manager of the Parks and Recreation Division.
- h.** The Parks and Recreation Division will assign specific locations and space for the vending operation.
- i.** All vending equipment and supplies shall be removed from the park premises daily.
- j.** The vendor shall not allow trash or other refuse to accumulate in or around the areas occupied by the tabletop vending operation or the surrounding area within a 50-foot radius. Any trash or refuse generated by the vendor's operation shall be deposited in appropriate collection receptacles. The Parks and Recreation Division will be responsible for the disposal of trash placed in the receptacles.
- k.** Vendors shall not be permitted to connect to any on-site utilities (e.g., electricity, water) unless specifically approved by the Parks and Recreation Division. Use of generators shall not be permitted unless specifically approved by the Manager of the Parks and Recreation Division.
- l.** The Parks and Recreation Manager shall have the authority to revoke a permit for any vendor deemed to be in violation of this policy or any other county, state, or federal regulations.

Additional rules and regulations may be issued by the Parks and Recreation Manager as deemed necessary.