

Horse Lover's Management Corporation  
Reach 11 Recreation Area  
Arizona Horse Lover's Park Vendor Request

VENDOR INFORMATION

Vendor Name: \_\_\_\_\_

Product(s) or Service(s) Provided: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Date of first event: \_\_\_\_\_

Operations that are required to provide insurance include, but not limited to, the following: Catering, commercial food service, carnival games /rides, organized sporting competitions, dog shows, and equestrian events. See Certificate of Insurance.

Food vendors: Please attach a menu or list of items provided with price.

Insurance / Liability

See Certificate of Insurance Requirements. HLMC reserves the right to determine the need for additional insurance based on the size and nature of the activity. **Failure to provide proof of the required insurance by the established deadline will result in cancellation of the event.**

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**CERTIFICATE OF INSURANCE REQUIREMENTS**

Organizations or commercial operations that are considered to expose HLMC and the City of Phoenix to risk are required to provide a certificate of insurance listing HLMC and the City of Phoenix as an additional insured and certificate holder.

Operations that are **required to provide** insurance include, but are not limited to, the following:

- catering
- commercial food service
- carnival games /rides
- organized sporting competitions
- dog shows
- equestrian events.

A minimum of \$2,000,000.00 in general liability coverage is required. Additional coverage or higher limits may be required based on the nature of the activity.

HLMC and The City of Phoenix are to be named both "Additional Insured" and "Certificate Holder".

The following words **MUST** appear in the description box on the certificate:

***Horse Lover's Management Corp and The City of Phoenix, its officers, officials, agents, employees and volunteers are named as additional insured in respect to (name of event, date and location).***

**Insurance certificates are due 30 days prior to your activity.**

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**It is the responsibility of the User to schedule Vendors for events. A list of food vendors with qualifying insurance on file is available from the HLMC Coordinator.**

Food sales and merchandise sales - HLMC reserves the right to review and limit the types of items to be made available for sale.

HLMC reserves the right to request copies of financial statements regarding concessions and vendors.

All vendors must be self-contained, properly licensed and comply with all municipal, county and state regulations.

**Operations that are required to provide insurance include, but are not limited to, the following: Catering, commercial food service, carnival games /rides, organized sporting competitions, dog shows, and equestrian events. See Certificate of Insurance. **If a certificate of insurance is not on file for that food vendor, they will not be allowed to sell food on park property and will not be permitted to set up on the grounds.****

**Alcohol Sales**

If alcohol is requested it will be sold by HLMC only. (State Law permits only beer to be consumed on Park property). The **User must hire licensed security guards during the dispensing of alcohol** with a ratio of 1 security guard per 100 participants.

**Food Vendors**

The User may contract to provide one food vendor per 100 anticipated event participants and spectators. Vendors should each provide a different food item to avoid direct competition. Vendors must be completely self-contained and supply HLMC with a certificate of as shown on Certificate of Insurance. When the Certificate of Insurance has been received for a food vendor, they will be added to a list to be shared with future "Users" so they can be contacted for additional events.

**Other Vendors**

The User may contract to provide other merchandise vendors. A Vendor Request must be submitted to the Coordinator prior to the event for approval. Vendors must be completely self-contained.

**All Vendors**

Complete Vendor Request, pay vendor fee, and provide insurance as defined on Certificate of Insurance if required.

Vendors may purchase a Vendor Day Pass for one Event or a Vendor Annual Pass which is good for the calendar year. This pass should be displayed in a prominent location at all events.

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**Licenses**

The User shall obtain and provide copies of all permits and licenses required by law, ordinance, HLMC and / or Parks and Recreation Department rules and regulations to the Coordinator.

**Vendor Fees**

\$25 per day or \$150 for annual vendor pass.

**I HAVE READ THE INFORMATION LISTED ABOVE. I AGREE, HAVE INITIALED EACH PAGE OF THE FACILITY USE AGREEMENT, AND WILL ABIDE BY ALL COMMITMENTS LISTED.**

<b>Vendor:</b>	<b>Date:</b>
<b>Please attach unless previously received by HLMC:</b>  <b>Certificate of Insurance Vendor Fees</b>	Please send to: Event Coordinator Horse Lover's Management Corporation 515 E. Carefree Highway #849 Phoenix, AZ 85086