

**POP-UP VENDOR PROGRAM AND POLICY
WHITING LAKEFRONT PARK
WHITING BOARD OF PUBLIC WORKS AND SAFETY SITTING AS THE
WHITING PARK AUTHORITY**

The City of Whiting Board of Public Works and Safety, sitting as the duly authorized Park Authority, wishes to create a program and develop a policy to permit pop-up vendors in Whiting Lakefront Park and Whihala Beach. The purpose of the program is for local licensed businesses to provide additional destination amenities to visitors and guests of the park and beach.

A. Eligibility

This program is limited to licensed businesses and non-profits located in the City of Whiting and the Robertsdale section of Hammond; eligible businesses must reside in the 46394-zip code. This program allows eligible businesses and non-profits to sell and market their goods or services in Whiting Lakefront Park and Whihala Beach. Non-profits located in the 46394-zip code may participate in the program if they have a product to sell. No tag day or fund solicitation will be permitted.

Licensed businesses involved in retail sales, craft sales, snack sales, and non-alcoholic beverage sales are encouraged. The Park Authority will pre-approve what is sold or offered at each location. Product(s) to be offered must be identified on the application form and be appropriate for sale in a family atmosphere. Pre-approval is intended to provide direct non-competition with sales at Whihala Beach and/or Lakefront concession stands. A permit will be issued based on approval of the Board of Public Works. No variation may be made from the approved application without prior approval from the Park Authority designee.

B. General Rules

Pop-up vendors are defined as those who offer retail goods and services in an area designated by the Park Authority during specified hours. All sales will be conducted under a 10 X 10 tent which shall be supplied by the vendor. Only one tent per location will be permitted. Tents must be weighted for weather conditions and public safety. Electricity is not available at all locations and water sources are only available at the restroom buildings. All vendors would be required to comply with all applicable city ordinances, county and/or state health regulations, license requirements, and permits. Businesses are responsible for set up, tear down, and all garbage disposal.

No mobile sales (i.e. food trucks, push carts, etc.) will be permitted. No grills, open flame, grease, or raw/uncooked food preparation will be permitted. A food pop-up vendor may use warmers, coolers, and other devices to sell food prepared offsite; electrical requirements should be taken into consideration by applicant. The sale of alcoholic beverage will not be permitted.

C. Procedure

Application form and reservation must be completed for each location and individual date. Applicants must provide copy of current business license, health permit, certificate of insurance and associated county/state licenses upon submittal of application. Payment must be made at time of

reservation. Reservations are taken on a first come, first serve basis. Multiple dates may be requested on a single application form.

Permits will be issued for each rental specifying the location and date of the reservation. Permits must be displayed at all times. Locations cannot be changed once assigned without prior approval from the Park Authority designee.

The Park Authority reserves the right in its sole discretion to block out certain calendar dates that may interfere with a City-sponsored special event.

D. Rental Fees

Weekdays (Monday through Thursday)	\$15.00 per location
Weekends and Holidays (Friday, Saturday & Sunday)	\$20.00 per location
Rental of ten (10) different weekday dates in one application	\$135.00
Rental of ten (10) different weekend dates in one application	\$180.00

The Park Authority has the option to offer additional incentives for a commitment of 10 rental dates or more.

Refunds will not be granted. However, in the event of adverse weather conditions, as determined solely within the discretion of the City, a rain check may be issued for another available date and location within the same calendar year.

E. Insurance requirements

All vendors will be required to provide a One Million Dollar (\$1,000,000.00) commercial liability insurance policy naming the City of Whiting as an additional insured.

All of which is approved this ____ day of _____, 2023, by the City of Whiting Board of Public Works and Safety sitting as the Whiting Park Authority.

Steve Spebar, President

Mark Harbin, Member

Attest: John Haynes, Clerk Treasurer

Larry Jennings, Member

Pop - Up Vender Location Map

