



# Vendor Application

Vendors participating in an event to sell food/merchandise or provide services to participants for a fee, as part of an event or tournament held upon City of Woodbury property, are required to have a Vendor Permit. Vendors participating in an event without a monetary transaction between the organization and the participant, are required to provide a Certificate of Insurance to the City of Woodbury. **Application, required documents and Vendor Fee is due a minimum of seven (7) business days prior to the event date. Vendors on-site without a permit will be asked to leave.**

Event Date \_\_\_\_\_ Application Date \_\_\_\_\_

## Vendor Information

Name of Vendor \_\_\_\_\_ Contact person \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

## Vendor Site

\_\_\_ Ojibway Park \_\_\_ HealthEast Sports Center \_\_\_ Carver Lake Park \_\_\_ Colby Lake Park

\_\_\_ Edgewater Park \_\_\_ Powers Lake Park \_\_\_ other (*identify location*): \_\_\_\_\_

## Required Documents (Due at least seven (7) business days prior to the event. \*Required by all.)

\_\_\_\_\_ \* Fee (\$75 per event) (payable to the City of Woodbury) \_\_\_\_\_ \* Certificate of Insurance

Vendors must provide/have one of the following documents in order to be on-site at an event:

- Washington County Special Event Permit  
[www.cowashington.mn.us/DocumentCenter/View/644](http://www.cowashington.mn.us/DocumentCenter/View/644)
- MN Department of Health (MDH) License  
(Must be licensed as mobile food unit or seasonal temporary food stand)
- Minnesota Department of Agriculture (MDA) as a retail mobile food handler

## Description of Sales/Service Provided (Please include products sold and hours on-site.)



## City of Woodbury Rules/Expectations

- Food vendors must have in possession throughout the event a **Special Event License**, issued by Washington County Public Health, or a **Mobile Food Unit License** from the Minnesota Department of Health, or a **Retail Mobile Food Handler License** from the Minnesota Department of Agriculture.
- Vendor must provide a **Certificate of Insurance** in the amount of \$1,000,000 per person per occurrence as well as a \$2,000,000 aggregate. The City of Woodbury must be named as additionally insured. Vendor agrees to indemnify and hold harmless the City of Woodbury, its officers and employees for any and all claims arising out of the vendor's activities related to the services provided under this application.
- Alcoholic beverages are prohibited from being sold or consumed during events.
- There will be no refunds for vendors due to weather conditions.
- The vendor is responsible for supplying all items necessary for their operation such as tables, chairs, extension cords and generators.
- Vendor agrees to abide by all park rules and regulations, as well as expectations explained within the Special Event Guide or event taking place, such as recycling and compost expectations.
- The City of Woodbury reserves the right to determine where and when vendors will be allowed to set-up.

Application, required documents and fee must be submitted to:

City of Woodbury - Attn: Vendor Application  
8301 Valley Creek Road  
Woodbury, MN 55125

## Rules and Regulations

I have read and understand the responsibilities of the renter and agree to abide by all rules and regulations of the use of the facilities.

Yes  No

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date