

## VENDOR RESPONSIBILITIES

We welcome you as a Broward County Parks & Recreation Registered Vendor! As a Registered Vendor, you are responsible for meeting all requirements of County policy as stated in your vendor application, including, but not limited to the following:

- Maintain your household number for your company alone and not provide it to others, this is a unique number associated with your company.
- Vendors can only operate in conjunction with a permitted party or event at a facility rental OR in coordination with a County approved special event.
- You must call the park where your event will occur at least **48 hours** in advance to request a pass, a list of Broward County Parks and their phone numbers can be found at <https://www.broward.org/Parks/Pages/ParksLocations.aspx>.
- Provide the park with details of all equipment and services requested, multiple passes must be requested if you are having multiple vehicles enter the park.
- Provide a generator for bounce houses and other equipment requiring power.
- Provide an employee-attendant who must always remain with the amusement apparatus and or bounce house. Employee must wear company identification hat, shirt, name tag etc.) Attendants are not to leave the equipment unattended while in operation.
- Subcontracting is only permitted to other Broward County Registered Vendors.
- Install equipment or apparatuses only on the day of the event, unless approved in writing by park management.
- Dismantle and remove equipment immediately following the event, unless approved in writing by park management.
- Provide ADA Site Plan if more than one apparatus or ride is to be provided.
- Provide [ParksVendors@broward.org](mailto:ParksVendors@broward.org) a new Certificate of Insurance upon the expiration of the original policy.
- Notify [ParksVendors@broward.org](mailto:ParksVendors@broward.org) of any changes in the information provided in your initial vendor permit application.
- As a contracted vendor for facility rentals, vendors are **strictly prohibited** from selling or servicing other shelters or park visitors unless it is in conjunction with a special event or has been explicitly approved by park management.

\*Failure to comply with County policies, Broward County Parks and Recreation rules and regulations, and/or the Customer Code of Conduct may result in temporary suspension and/or removal from the Registered Vendor List.

If you have any questions or concerns, please contact [ParksVendors@broward.org](mailto:ParksVendors@broward.org) or at 954-357-8125.