



Broward County Parks and Recreation REGISTERED VENDOR CHECKLIST

Registered Vendors are companies and/or organizations that provide services to our park patrons on park property. Registered Vendors can include, but are not limited to, bounce houses, food trucks, caterers, party supplies, game trucks, florists, decorators, photographers, DJs and many more. To be able to provide your services, you would need to complete the following requirements which would permit you to provide services on park property for one (1) full year from date of approval.

To become a Registered Vendor, you must have the following items. You do not need to turn in “proof” of any of the following requirements but note they will be verified upon the application submission:

- Division of Corporations Registration. We must be able to find the company name and information on Sunbiz.org under either the corporation, limited liability, limited partnerships, and/or fictitious name.
- Broward County Local Business Tax Receipt. Broward County requires all business doing businesses in Broward County to obtain the local business tax. This applies to companies based in any other County such as Miami-Dade and Palm Beach Counties. Find more [information](#) and the application [here](#).
- Current Food and/or Profession Business License (if applicable). This includes, but is not limited to, catering license, mobile food vending license, alcohol service licenses, etc.

The following items must be completed and returned to the Operations Management Section:

- Registered Vendor Application. You can download the form [here](#). Note that all information must be completed, each section must have initials and dates with the last section requiring a signature. Please read the document in its entirety as it provides the rules and regulations of providing services on park property.
- Notarized Affidavit of Criminal Background Screening. This document must be notarized and list all employees, their birthdates, and the date that they were verified.
- Certificate of Insurance. Provide a Certificate of Insurance that meets the Divisions requirements. A list of the requirements can be found [here](#). Note that Broward County must be listed as the Certificate Holder and additionally insured.
- Annual Fee. \$150.00 Annual fee applies to new and renewing Registered Vendors. Payment can be made in person, via mailed check, or through our online payment system. If you wish to make a payment online, once your application is processed and approved you will receive an email with instructions on how to complete the payment.

All completed documents can be sent via email, mail, or completed in person. Any questions or concerns, please contact the Operations Management Section at 954-357-8164 or via email at ParksVendors@broward.org.

Contact Information:

Email:	ParksVendors@broward.org
Mail:	Broward County c/o Parks Vendors, 950 NW 38 th ST, Oakland Park, FL 33309
In Person:	Appointment must be made in advanced. Appointments can be made via email or by contacting the Vendor Manager at 954-357-8164.