



**CITY OF EL CENTRO PARKS AND RECREATION DIVISION**

375 S. 1<sup>st</sup> Street, El Centro, CA 92243 • Tel.: (760) 337-4555 • Fax: (760) 337-4551

**Concession Stand (Snack Bar) Rules**

1. A concession stand (snack bar) request form must be completed and submitted.
2. Certificate of Insurance must be provided by applicant. Certificate must be in an amount no less than \$1,000,000.00 and name the City of El Centro as additional insured.
3. Concession areas are shared public space and should not be considered the exclusive property of any league or group.
4. Only Prepackaged items may be prepared and or sold out of any City of El Centro snack bar.
5. There are ample outlets in the snack bar – power strips and multi plugs are not allowed as you will over load the available circuit and blow the breakers. Staff will not respond during non-customary work hours to a blown fuse call due to over utilization of the available circuit.
6. No Crock pots are allowed to be utilized in the snack bar as the County of Imperial Public Health Department has allowed only prepackaged items sold or given out (no Nacho Cheese in Crock Pots). There are self-contained nacho cheese dispensers that the league or individuals can purchase and they are permissible in the snack bar. Each authorized user is required to provide the allowable equipment, such as nacho cheese dispenser, microwave, and/or hot dog steamer for their use at the snack bar. The City is not responsible for providing this type of equipment to users for their use.
7. There is no storing of items in the snack bar overnight without written permission from the Community Services Director or the Parks Supervisor in the absence of the Director. The intent of the City is not to have any storage of items in snack bars. The City has the right to remove and/or dispose of any items left inside the snack bar without the written permission of the users of the snack bar.
8. City staff has the discretion to require any league or group to empty out a concession area if a compromise between two users cannot be reached.
9. The City is not responsible for items left inside the snack bar.
10. A “Food Facility Health Permit” is required to be obtained from the County of Imperial Public Health Department. Such permit shall be prominently displayed at the snack bar in case a County Health Department official or City official requests it. Outdated cards will not be acceptable.
11. City staff is responsible for completing any work, such as maintenance, alternation, modification, or addition to snack bars. In the event a user either as a volunteer or for hire is interested in performing any type of work such work must be approved by the Community Services Department.
12. Any items installed on City property, become the property of the City and shall not be removed unless written permission is given from the Community Services Director or the Parks Supervisor in the absence of the Director.
13. The snack bar and surrounding areas must remain clean and sanitary at all times in order for the leagues or individuals to have reoccurring access to its use. The proper routine maintenance of the facilities is the responsibility of the user. Any major maintenance issues need to be reported immediately to the Parks Supervisor at (760) 337-4553 and/or the Parks and Recreation office at (760) 337-4555 in order for repairs to be made in a timely manner.
14. The City reserves the right to revise these rules when necessary.

Thank you for your continued support and dedication to this City and its youth. Help the City to help you by adhering to these rules in order to avoid any unnecessary closures of snack bars or facilities by either the City of El Centro or the County of Imperial Public Health Department.

I have read and agree to the above rules for usage of the concession stand.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**Concession Stand (Snack Bar) Request**

League/ Organization Name: \_\_\_\_\_

**Primary Contact: (Responsible Party)**

Name:		Title:	
Physical Address:			
City:		State:	Zip:
Mobile Phone:	Work Phone:	Email:	

**Secondary Contact:**

Name:		Title:	
Physical Address:			
City:		State:	Zip:
Mobile Phone:	Work Phone:	Email:	

**Requested Usage:**

First Date of Use:		Last Date of Use:					
Days of the Week	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thur <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>
Start Time:				End Time:			
Special Times:							

**Requested Concession Stand:**

<input type="checkbox"/> Aguilar Park	<input type="checkbox"/> McGee Park	<input type="checkbox"/> Sunflower Field
<input type="checkbox"/> Debbie Pittman Field	<input type="checkbox"/> Stark Field	<input type="checkbox"/> Sidewinder Skate Park
<input type="checkbox"/> Frazier Field	<input type="checkbox"/> Swarthout	<input type="checkbox"/> Other _____

***Only "Markets/retail food- low risk annual health" permits are allowed in all City of El Centro concession stands. This permit is for commercially prepackaged and/or whole uncut not ready to eat items only.***

**The permit has to be obtained from the County of Imperial Public Health Department. Please refer to the attached document titled "Sporting Event Food Concession Operation" for further information related to inquiries concerning food operations.**

When the snack bar facility is rented out by the City of El Centro, food must be brought in on the same day; any leftover food shall be removed after each day's event(s). ***No food will ever be stored in the facility.*** Most food will be prepackaged items including, but not limited to candy, soda, water and chips. Nachos and hot dogs may be served. If nachos are served, the bagged cheese will be brought in for each day's event and never left or stored overnight. The hot dogs will be warmed in a warmer on site and any leftovers will not be stored in concession stand.

The following are the only appliances allowed in the City of El Centro concession stands. Outside appliances may be brought in by the renter/user, but have to be removed from concession stand at the end.

- Hot dog steamer
- Nacho cheese dispenser
- Microwave

Prior to submitting the "Food Facility Health Permit Application" at the County of Imperial Public Health Department, the City of El Centro must first give applicant a completed and signed "Owner's Affidavit." (Both forms are attached to this request)

Once a copy of a health permit from the Public Health Department is provided to the Parks & Recreation office, a Concession Stand Authorization Permit will be issued to the renter/user.

Upon receiving the concession authorization permit, a walkthrough at the concession stand will be done with staff, a check off list will be signed and keys will be issued.

**Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_**



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City of El Centro  
Parks & Recreation

**Concession Stand (Snack Bar) Fees**

**REFUNDABLE DEPOSIT**

*No Alcohol*

Security Deposit \$150

*Alcohol*

Security Deposit \$250

**FEES (Resident/Nonprofit) (per hour)**

Snack Bar \$30

Monitor (p/hour, 2 hour min. (per day): \$40

**FEES (Non-Resident/Profit) (per hour)**

Snack Bar \$40

Monitor (p/hour, 2 hour min. (per day): \$40

**BEER PERMIT \$35**

**ABC LETTER \$20**

Hrs @ \$/Hr	= Rental Fee \$	Deposit Fee: \$
Beer Permit: \$	ABC Letter: \$	Monitor Fee: \$
<b>Total Rental Fees: \$</b>		

<b>For Office Use Only</b>	
Total Fees:	_____
Amount Paid:	_____
Date:	_____
Receipt No.:	_____
Balance Due:	_____
Amount Paid:	_____
Date:	_____
Receipt No.:	_____
Balance Due:	_____
Balance must be paid in full by:	

*If you would like to request a cash or in-kind sponsorship from the City of El Centro, please complete and submit the appropriate Community Sponsorship Program Application. Please note that all in-kind sponsorship applications must be submitted to the Parks & Recreation Department located at 375 South First Street, El Centro.*



City of El Centro  
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**Concession Stand Key Release Form**

**League/ Organization Name:** \_\_\_\_\_

Date: \_\_\_\_\_

I take full responsibility for \_\_\_\_\_ key.

(Name of Concession Stand)

I will return it on \_\_\_\_\_. If not returned within 48 hours of date scheduled, I will be fined \$50.00. I understand that I may not duplicate key or assign it to someone else. If key needs to be assign to someone else, it must be done through the Parks and Recreation office. If key is damaged, then I will pay to replace it at cost. I understand that if key is lost or/and stolen, I am liable to pay the cost to re-key the concession stand.

Print Full Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

**OFFICE USE ONLY**

Date Returned: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Notes: \_\_\_\_\_



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**Concession Stand (Snack Bar) Check Off List**

League/ Organization Name: \_\_\_\_\_

**City of El Centro releasing concession stand to applicant:**

- Snack bar is clean
- Equipment is in good working condition
- County of Imperial Public Health Permit is visibly posted
- Concession Stand Rules have been read and signed
- Concession Stand Key Release form has been completed
- Concession Stand Authorization Permit has been granted
- Notes/Conditions:

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\_\_\_\_\_  
Staff Signature Date

\_\_\_\_\_  
Applicants Signature Date

**Applicant releasing concession stand to City of El Centro:**

- Snack bar is clean
- Equipment is returned in good working condition
- All personal items have been removed
- Concession Stand Key has been returned
- No fees are pending
- Notes/Conditions:

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\_\_\_\_\_  
Staff Signature Date

\_\_\_\_\_  
Applicants Signature Date



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City of El Centro  
Parks & Recreation

# Concession Stand (Snack Bar) Authorization Permit

League/ Organization Name: \_\_\_\_\_

**SNACK BAR ASSIGNMENTS FOR**

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

**Requested Concession Stand:**

<input type="checkbox"/> Aguilar Park	<input type="checkbox"/> McGee Park	<input type="checkbox"/> Sunflower Field
<input type="checkbox"/> Debbie Pittman Field	<input type="checkbox"/> Stark Field	<input type="checkbox"/> Sidewinder Skate Park
<input type="checkbox"/> Frazier Field	<input type="checkbox"/> Swarthout	<input type="checkbox"/> Other: _____

First Date of Use:				Last Date of Use:			
Days of the Week	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thur <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>
Start Time:				End Time:			
Special Times:							

**Office Use Only:**

The following paperwork/ copies have been submitted:

Concession Stand Request: <input type="checkbox"/>	Owner's Affidavit: <input type="checkbox"/>	Health Permit: <input type="checkbox"/>	Insurance: <input type="checkbox"/>	Fees: <input type="checkbox"/>	Key Release Form: <input type="checkbox"/>	Check off List: <input type="checkbox"/>
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Notes/Conditions:

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APPROVED:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date:



Please see Exhibit A attachment  
“Sporting Event Food Concession Operation”

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