



Town of Gilbert
Community Services

Special Reservations: (480) 503-6254

Office Phone: (480) 503-6200

Fax: (480) 503-6204

Vendor Application for Sales of Goods During an Event

Vendors involved in any aspect of sales activity in Gilbert Parks must be directly connected to, associated with, sponsored by, or part of an organized activity or event with a formal reservation. A complete application form must be submitted a minimum of ten (10) business days prior to the Event.

Vendor Fees: For all food and retail vendors there is a **\$25** fee payable to the Town of Gilbert. There is no vendor fee for Non-Profit vendors. (Must provide proof of Non-Profit status)
All payments can be made with cash, money order, personal or company check, Master Card, Visa or American Express.

NAME OF EVENT: _____

DATE(S) OF EVENT: _____ **TIME:** _____ **to** _____

Applicant Information: *(Please print clearly)*

Name of Business: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (Day) _____ (Cell) _____ Email: _____

Alternate Contact: _____ Phone: _____

List all items to be sold:

Additional Information: _____

I have received a copy of the "Town of Gilbert Park Rules and Regulations"

Signature: _____ Date: _____

Office Use Only

Date Received: _____

Event Permit #: _____

Vendor Fee Paid: _____

____ Approved
____ Denied
____ Vendor Notified

Vendor requirements are as follows:

Food Sales: All food vendors must have a current license in Maricopa County. For any questions contact: Maricopa Environmental Health Services at (602) 506-6978. A license must be posted on site the day of the event in view of the public.

Insurance: An original certificate of insurance must be provided a minimum of ten **(10)** business days (M-F) prior to the Event date. Failure to comply will result in removal as a vendor from the event. Insurance is required from all food vendors (no exceptions). Retail vendors selling goods that are a source of their primary business must provide general liability insurance (there will be no exception to this requirement). Hobby or craft vendors selling craft or hobby items are not required to provide insurance, unless they are granted vehicle access. In this case they must provide proof of auto insurance. The certificate of insurance must contain the following:

- The Town of Gilbert must be named as additional insured under this policy of insurance at the following address (this must be on the insurance certificate): Town of Gilbert, 50 E. Civic Center Dr., Gilbert, AZ 85296
- The minimum limit of \$1 million **(\$1,000,000)** each occurrence combined single limits for bodily injury and property damage liabilities and \$2 million **(\$2,000,000)** general aggregate.
- If vehicle access is requested and granted, auto insurance is required with a minimum limit of \$1 million **(\$1,000,000)** combined single limit for bodily injury liability and property damage liability. This coverage applies to all owned, non-owned and hired vehicles operated or used.

Vehicles: Vehicle access may be available upon request and may be permitted with written approval from a Town designated representative. If approved, access will be granted for loading and unloading purposes only. Auto insurance must be provided. (See Insurance requirements) Other policies are as follows:

- Vehicles will **not** be allowed to drive within the park (on sidewalks, maintenance routes) without the direct supervision of a park ranger or Town designated representative. (Town of Gilbert municipal code sec 46-38)
- Vehicles are to be parked in designated parking areas only. Parking in landscaping, etc. will not be tolerated. If overflow parking areas are needed or required, dust control fees will apply. (Overflow parking available at Freestone Park only)
- Overnight parking in a park is available upon request and may be permitted with written approval by the Community Services Director only.

Tax Information: The Town of Gilbert is a Program City. For food and retail vendors the Town of Gilbert sales tax must be reported on your monthly Transaction Privilege Tax (TPT) report. Please see attached Tax Compliance information sheet. For more information on Arizona TPT, please visit the Arizona Department of Revenue website at www.azdor.gov. For more information on Town of Gilbert taxes, please visit our website at www.gilbertaz.gov.

Approval: Once the application has been approved, the Event Applicant will receive an approval letter signed by the Community Services Director. The Event Applicant is responsible for providing the vendor with the approval letter to be on the reserved site at all times, including set-up prior to the event.

****Please remember that this application is NOT THE FINAL APPROVAL.****



PLEASE NOTE THAT A GILBERT TAX IDENTIFICATION (TPT) NUMBER IS DIFFERENT FROM A BUSINESS REGISTRATION OR BUSINESS LICENSE ISSUED DIRECTLY BY THE TOWN OF GILBERT. A GILBERT TAX IDENTIFICATION (TPT) NUMBER IS ISSUED BY THE ARIZONA DEPARTMENT OF REVENUE (AZDOR).

Special Events Tax Compliance

Tax Compliance
50 East Civic Center Drive
Gilbert, Arizona 85296
480-503-6852 or 480-503-6991

Common Taxable Activities:

Amusements: Any business charging admission for viewing, exhibition, amusement or entertainment would be taxable under this category. (8.8%)

Artwork: The sales of painting, sculptures or similar works of fine art are generally taxable as a retail sale. Items may be exempt provided that such works of art are sold by the ORIGINAL artist and are for aesthetic use only. (8.8%)

The sale of “art creations”, such as jewelry, pottery, macramé, glasswork, woodwork, metalwork, furniture and clothing, when such “art creations” have a dual purpose, both aesthetic and utilitarian are not exempt whether sold by the original artist or another party.

Booth Rental/Parking Fees: The booth or space rental is taxable under the commercial lease category and subject to a 2% privilege tax. Parking fees charged at the event would also be taxable under this category at 2%. See breakdown below.

Broker: A broker acting for a seller, lessor or other

similar person deriving gross income shall be liable for the tax. (8.8%)

Food Items: Items sold for home consumption are taxable in Gilbert. This would apply to any baked goods, produce or other items generally considered “homemade” or “home grown”. These items are taxable at 1.5% as the State does not tax food for home consumption.

Photography: The sale of photographs and all charges made by a photographer resulting in the sale of said photograph (sitting fees, developing, making prints, enlargements, retouching, etc.) for services that occur prior to the transfer of tangible personal property are taxable. (8.8%)

Restaurants and Bars: Any business where articles of food and/or drink are prepared and served to people for consumption, whether on or off the premises would be taxed at the combined State and Town level (8.8%).

Retail Sales: Retail activity is the sale of tangible personal property to the final consumer of user. Most business activity falls under this category. (8.8%)

Booth Rental/Parking Fees:

The fee charged to a vendor for space to show his wares is taxable. Exemptions may apply for certain types of non-profit activities. Please check with Tax Compliance if you have questions about non-profit entities. If parking is charged to attendees, it is also taxable under this category.

Parking and Booth rental are taxable under the commercial lease category and subject to a tax of 2% as listed below.

State:	0.5%
Gilbert:	1.5%
Combined:	2.0%

Calculating the Tax:

Although privilege license tax is normally passed on to the consumer, it is actually a tax charged to the vendor for the “privilege” of doing business in Arizona. The tax can be added to the item or it can be included in the price of the item.

Submitting the Tax:

Gilbert is a program city with the State of Arizona. TPT (tax) numbers are issued by the Arizona Department of Revenue. Vendors at special events may complete the short form application (#10769) online at www.azdor.gov or at the AZDOR East Valley office located in Gilbert at: 275 E Germann, Building 2, Suite 180; the crossroads are Gilbert and Germann Roads. Their telephone number is 480-545-3500.

A copy of the short form application (#10769) is attached for your convenience. If you already have an Arizona TPT License number, and need information on submitting Gilbert tax please contact Tax Compliance at 480-503-6852 for assistance.

All taxes collected for Gilbert are submitted on the monthly State TPT-1 form. Gilbert is identified with the region code of GB, business class is 000 and the tax rate is 1.5%.

Tax Licensing for Special Events:

It is the responsibility of the organizer to provide the required documentation to the Town of Gilbert. Gilbert requires that the organizer provide a list of vendors participating in the event. Vendors that deal in taxable activities would also be asked to provide tax identification (TPT) number. Sales made by vendors of items deemed hobby or craft related are taxable as defined under the Gilbert Town Code in Chapter 58 Privilege and Use Tax in Article IV.

Tax Rate:

State:	7.3%
Gilbert:	1.5%
Combined:	8.8%

Items that are sold at special events would be taxable at the combined rate of 8.8% unless specified in Taxable Activities.



Town of Gilbert

Park Rules and Regulations

1. No spirituous liquor, beer, or wine allowed in parks or parking lot.
2. Please place litter in trash receptacles.
3. Glass containers are not permitted in parks or parking lots.
4. Horses are not permitted in parks (OK to be on multi-use paths where designated).
5. Dogs must be on a leash at all times (owners are responsible for cleaning up after their animals).
6. No vehicles (including Go-Peds) are allowed on sidewalks or the grass.
7. Parks are open from 5:30 am – 10:00 pm.
8. No golfing in Town Parks, except at places designated by the Town of Gilbert Parks and Recreation Department.
9. Cardboard sliding is not permitted.
10. Sales of food, beverages, or any other item is prohibited in all Town Parks and within three hundred (300) feet of a Town Park, unless authorized pursuant to Section 46-31 of the Gilbert Municipal Code.
11. Request from Park Rangers must be strictly adhered to in the interest of public safety.
12. Please report rule violations to the Gilbert Police Department at 503-6500. (The Community Services phone number is 503-6200)
13. The Town of Gilbert, its officers, employees and agents shall not be responsible for any accident, injury, and/or loss of property or damage resulting from the use of the Park by any group or organization.
14. All requests for Park Permits shall be revocable at any time by the Department Director (or designate) upon finding of a violation of any rule, ordinance or state statute.

Ball Field Rules

- 1) Climbing on or over fences is prohibited.
- 2) "Soft Toss" against the fence is prohibited.
- 3) Hitting against the fence is not allowed.
- 4) Vehicles are not allowed on fields.
- 5) Un-sportsmanlike conduct, fighting, foul language will not be allowed.
- 6) Use established base distance only
- 7) Failure to follow the rules will result in removal from the park and loss of privileges.

EVENT TIP SHEET

CORDS, PLUGS OR ADAPTERS: (Note: Each wall outlet services 20 amps)

- All cords must be (UL) rated for the work they are doing, in good condition, cannot be frayed or damaged.
- Adapters should be used to serve one appliance to avoid overload.
- All temporary cords or plugs must be affixed to temporary stands. Do not run through walls, openings or under doors or areas that can damage them.
- Electrical cords used in the parks must be (UL) listed for outdoor use and cannot present a “trip hazard” for the general public.

TENTS AND CANOPIES:

- Must be rated for use. Check the labels to ensure they have a fire certification label and that it is in date. Check to ensure you have appropriate extinguishers for your tent and size. Ensure that all ‘No Smoking’ signs are up and visible. Remember if you are in a tent, code does not allow open flame; this means candles or any other device.
- Tents shall not be located within 20 feet of property lines, buildings, temporary membrane structure, other tents or canopies, parked vehicles or internal combustion engines. (*Temporary membrane structure: an air inflated, air-supported, cable, or frame covered structure.*)
- Tents larger than 240 square feet will require inspection by the Fire Department.

GENERATORS:

- Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing or other approved means.
- Trailer mounted generators will require one ground rod with test, or two ground rods without test. Based on generator capacity, additional inspections may be required by the Fire department.
- Generators used at the Rodeo Grounds will require an approved independent third party testing company to test ground fault potential of ground rods.

SIGNS/BANNERS: One non-illuminated sign/banner is allowed for the duration of the event. The size cannot exceed a maximum area of 32 square feet and a maximum height of 8 feet.

PARKING: Make sure that the parking lot has a dust proof surface (i.e. water, gravel, pavement or chemical/organic stabilizer).

FIRE DEPARTMENT ACCESS: The Fire Department will need a minimum of 20 feet of unobstructed road to bring in Fire or Medical apparatus to include parking areas and service roads.

FLAMMABLE & COMBUSTIBLE LIQUID STORAGE: Flammable, liquid fueled equipment shall not be used in temporary membrane structures, tents or canopies. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from temporary membrane structure, tents and canopies.

FIRE EXTINGUISHERS: If you are having a midway or other activities where travel is in place, a fire extinguisher must be in place every 75 feet.

COOKING AND HEATING:

- Cooking and heating equipment shall not be located within 10 feet of exit or combustible material.
- Tents where cooking is performed shall be separated from temporary membrane structure, other tents and canopies by a minimum of 20 feet if grease laden vapors or open flame are present then no cooking is allowed under a tent.
- Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20 feet of a temporary membrane structure, tent or canopy.
- Heating appliances, such as Kettle Corn, that have the potential to cause property damage to the ground shall have a non-combustible floor to prevent such damage. Flooring should consist of a non-flammable floor covering, wooden pallet with cinder blocks stacked on top of pallet or similar materials stacked in a manner that disperses the heat and prevents damage from occurring.
- Open-flame cooking devices. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction.
- Prohibited under covers, canopies, patio areas or other areas where a fire hazard may possess threat to property or life.
- Allowed for use in open areas with minimum setbacks (10 feet from all combustible materials) and compliance with all other codes & standards.
- Hot cooking, broilers, deep fat fryers or grills must have a minimum of one fire extinguisher (40BC). May be required to have a fixed automatic fire protection system.

(LPG) LIQUIFIED PETROLEUM GAS: Use as intended. All LPG containers must be secured to a solid object to prevent tip over. Please check to make sure that all cylinders are at least 10 feet from combustibles. Tanks must be protected from all hazards. ‘No Smoking’ signs must be posted at least 15 feet from tanks. At least one (2A10BC rated) fire extinguisher is required.