



**Vendor Application**  
**City of Brainerd Parks and Recreation Department**  
**501 Laurel Street, Brainerd, MN 56401**  
**218-828-2320**

*Applications will be accepted starting the first business day of each calendar year. Requests will be considered in the order received. Parks and Recreation activities, leagues, and events have priority over other requests. Please submit to the Parks and Recreation Department at 501 Laurel Street, Brainerd, MN 56401, or to parks@ci.brainerd.mn.us. Applicable fees and documentation will be due within 14 calendar days after permit issuance.*

Date of Application \_\_\_\_\_

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Organization/DBA (if applicable) \_\_\_\_\_ Tax Exempt Y/N \_\_\_\_\_

Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Contact Person if Different from Above \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

## General Terms and Conditions

- Vendors agree to return the applicable permit(s), required document(s), and fee(s) within 14 calendar days from the permit date.
- Vendors agree to submit a schedule of dates and times prior to the start of the program. Changes to the schedule must be communicated to the Brainerd Parks and Recreation Department.
- Vendors agree to set up in an area determined by the Brainerd Parks and Recreation Department. Changes must be approved in advance.
- Vendors agree to keep the area clean during operation and at the conclusion of each session.
- Vendors agree to furnish their own payment system for participants.
- Vendors agree to provide their own personnel.
- Vendors agree to accept all responsibility for any injury or claim and may be required to provide \$1,000,000 in general liability insurance naming the City of Brainerd as additional insured.
- Vendors agree to direct any [Mobile Food Trucks](#) to apply for a permit from the Brainerd Parks and Recreation Department.