



M-NCPPC, Montgomery Parks | Park Permits Office

2425 Reddie Drive, 2nd Floor, Wheaton, MD 20902

Phone: 301-495-2525 | [Email ParkPermits@MontgomeryParks.org](mailto:ParkPermits@MontgomeryParks.org)

Vendor Concession Permit for Resale of Food, Beverages & Merchandise Request Form

Request Forms and supporting documents must be submitted to the Parks office at least ten (10) business days before the event date, with all required documents outlined in the Terms and Conditions.

Application Information

Name of Group or Organization:	
Address:	City/State:
Telephone Number:	Email:
Name of Vendor (if different from above):	
Vendor Address (if different from above):	
Vehicle Information (make/model/color):	License Plate #

Vendor Type

Food Truck

Trailer

Mobile Cart

Temporary Stand/Tent (10 X10)

Other: _____

Multiple photographs of the interior and exterior of the mobile vending unit, including dimensions of the unit, are required, and structures larger than 10x10 will require an additional permit from Montgomery County's Department of Permitting Services (DPS)

Requested Park Name: _____

If you are requesting a permit for more than one (1) park location, a separate application is required per park. A map of vending locations is required unless assigned a specific spot; vendors must set up and remove equipment daily within permitted hours.

Requested Hours of Operation: _____ until _____

Requested Dates or Months of Operation: _____ until _____

Days of the Week (check all that apply):

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Attach supporting documents if needed:

Are you cooking/preparing on-site?

Yes

No

If yes, list equipment (pictures required) _____

What is your cooking source?
(generators, propane, etc.)

Provide a full list of items for sale along with pricing (food, drinks, or merchandise). Attach a complete menu if needed.

Approval of Additional Signage and Miscellaneous Items

Any additional signage or miscellaneous items that the Permit Holder wishes to place on park property must receive prior approval from Montgomery Parks. To obtain approval, the Permit Holder must submit photographs of all intended items to the Permits Office. These photographs must be provided at least ten (10) business days prior to the scheduled event date. No additional signage or miscellaneous items may be placed on park property without written consent from the Permits Office.

Permit Fees:

Multiple Vendors, one event at one location: Special Events only (each)	\$50
One Vendor, one event at one location: Special Events only	\$100
One Vendor, one event at multiple locations: (3-day max)	\$500
Seasonal Vendor at one location: (March – November)	\$1,600

Administration Fees:

Change Fee	\$50
Returned Check Fee	\$35

Fees are not refundable. For long-term vendors, Montgomery Parks cannot prorate per day, only per month. If you need to extend your permit, you must notify our office no later than 1 week before the end of your permit. After-hours approval is on a case-by-case basis.

Any violation of the Terms and Conditions will cause the denial of future permits of this type.

Signature of Applicant: _____ Date: _____

Temporary Vendor Permit for resale of food, beverage & memorabilia Terms and Conditions:

- The contract would run from _____ through _____. Permit Holders to adhere to the hours of operations stated on the permit issued, not to exceed Park hours of sunrise to sunset.
- In the event that any law now existing or which hereafter may be passed by any lawful authority, County, Federal or State, shall require the payment of any license fees, taxes or other charges on account of the use of operation of said equipment, said charges shall be paid by the Permit Holder.
- Upon execution of this contract, the Permit holder shall make a flat fee payment, payable to ActiveMONTGOMERY. Failure to do so will be cause for immediate revocation of this contract.
- The Permit holder may only operate at the specific facilities or locations reserved on the permit contract.
- All equipment, food and necessary licenses must be provided by Permit Holder.
- The Permit Holder will provide trash cans adjacent to the vending area. These trash cans must be emptied and all trash removed at the end of each day.
- No tangible property or material of any kind may be stored or otherwise maintained on Park Property.

Additionally, the Permit Holder agrees to comply with the following:

- Follow all rules and regulations stated on the permit and any other requirements deemed necessary by M-NCPPC or Montgomery Parks Rules and Regulations
- The Permit Holder will provide Montgomery Parks with the following:
 - A current Maryland State Tax and Use License or a Maryland Thirty-Day Temporary license. A temporary license can be obtained from the Comptroller of Maryland Revenue Office.
 - A current Montgomery County Food Service Facility License, Mobile Food License, or temporary license issued by Montgomery County Health and Human Services
 - A current Certificate of Liability Insurance listing M-NCPPC, 2425 Reddie Drive, Wheaton, MD 20902, as a secondary insured on the certificate in the amounts of \$1,000,000 per accident/\$500,000 per person.
- The above-named Permit Holder is responsible for any necessary cleaning and trash removal resulting from the delivery of vendor's products. All trash must be removed from the park site.