



MECKLENBURG COUNTY
Park and Recreation Department

To: Potential Concessionaires

Subj: Concessionaire Requirements

The following information is required to evaluate potential concessionaires for 2018:

- **Commercial general liability.** Provide a current copy of a certificate of insurance showing coverage for \$1,000,000.00 or more naming Mecklenburg County as the **Additional Insured**. Additionally, Mecklenburg County, c/o Mecklenburg County Park and Recreation, 5841 Brookshire Blvd., Charlotte, NC 28216 must also be listed as the **Certificate Holder**. (**Example Attached**)
- **Automobile liability.** Provide insurance with a limit of no less than \$1,000,000 per occurrence combined single limit each occurrence for bodily injury and property damage liability covering all owned, non-owned and hired vehicles. Provide proof of coverage via a current copy of a certificate of insurance or copy of automobile policy declarations page.
- **Worker's compensation.** Concessionaire must provide proof of worker's compensation as required by and according to the limits of the State of North Carolina if the concessionaire employs more than two (2) employees. If the concessionaire employees no more than two (2) employees, concessionaire must provide Mecklenburg County a waiver letter on concessionaire's letter head stating that they are not required to carry workers' compensation coverage because concessionaire has no more than two (2) employees. (**Example Attached**)
- Current copy of Mecklenburg County Health Department Score Placard for prepared foods for concession stands, pushcarts, food truck or mobile food units.
- Copy of menu & price list. Note: **Selling Price Point Per Person is \$5.00-\$6.00.**
- Color pictures of push cart, mobile food unit or food truck (**Inside and Outside**).

Failure to submit all of the required information listed above **AS A PACKET**; failure to maintain and submit current certificates of insurance (including renewals) to County prior to their expiration date; failure to maintain all required licenses and/or permits **automatically disqualify** Concessionaire (s) from consideration to become an approved Park & Recreation Concessionaire.

Scan and email all information as a "**Packet**" to James.Alsop@MecklenburgCountyNC.gov. Do not submit individual copies of the required documents. Do not deliver hard copies.

Only Complete Packets of Required Information will be received, reviewed and considered. County must execute a contract with Concessionaire that requires thirty (30) days to process.

Park & Recreation will not consider Concessionaires for approval who submit individual copies or incomplete and/or inaccurate documents.

CONCESSIONAIRES MUST OBTAIN PRIOR APPROVAL FROM PARK & RECREATION, PAY THE REQUIRED FEE (S) AND OBTAIN A PERMIT TO SELL ON PARK &

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