



City of Tampa

Jane Castor, Mayor

Parks & Recreation Department

Sherisha Hills, Director

3402 W. Columbus Drive

Tampa, FL 33607

Office (813) 274-8615

Fax: (813) 274-5249

Bounce House Vendor Rules and Requirements

Thank you for your interest in becoming an entertainment vendor with the City of Tampa. Please read over our Picnic Shelter & Green Space Rules to familiarize yourself with our rules.

To be added to our approved vendor list you must provide the required insurance. Please note that we request a 30-day time frame for all insurance approvals and requests. Attached is a sample of the required Certificate of Insurance.

The insurance requirements for bounce house companies are as follows:

1. General Liability Insurance with limits of \$1 mil per occurrence with the City of Tampa listed as an additional insured.
2. Auto Liability in accordance with Florida Statute (optional)

Bounce House and Inflatable Amusements Rules:

1. A shelter rental is required for permission to have a bounce house or other inflatable. As we inform our customers, a bounce house company cannot take a payment without proof of purchase of this shelter permit.
2. Only one (1) bounce house or inflatable is permitted per shelter rental. Inflatables may not exceed 20'L x 20'Wx 17'H.
3. Water amusements or wading pools are prohibited.
4. Bounce house vendors must bring their own generators and weights (minimum of 500lbs), as staking is strictly prohibited. Electrical outlets are prohibited to be used for bounce houses at any of our locations. If providing snow cone or popcorn machines, please advise customers that the electricity in the shelter is not guaranteed. This is stated at the time of shelter purchase and in the rules.

5. Shelter rentals must be arranged ahead of time. No late or onsite rentals are permitted.
(See Rules #2 for deadlines).
6. Only vendors on the approved list are permitted to operate in our parks.
7. Bounce houses are prohibited at the following locations:
 - a. Julian B. Lane Riverfront Park
 - b. Water Works Park
 - c. Cypress Point Park
 - d. Ballast Point Park

If you would like to submit your request to be added to the approved vendor list, please contact us at **Park_Shelters@tampagov.net**.

We look forward to working with you!

CERTIFICATE OF LIABILITY INSURANCE

Date (MM/DD/YY)

3/1/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ABC Insurance Agency 1234 Insurance Street Tampa, FL 33602	Contact Name: John Smith Phone: (555) 333-3555 (A/C No. Ext.): 5555 Main Street Tampa, Florida 33610 E-Mail: john.smith.smith@yahoo.com Address: john.smith.smith@yahoo.com	FAX (A/C) No.:
	INSURER950 AFFORDING COVERAGE	
INSURED ABC Contractor 9873 Contractor Street Tampa, FL 33606	COMPANY A	Travelers Insurance Company
	COMPANY B	A.M. Best B+ VII or Better Insurance Carrier
	COMPANY C	A.M. Best B+ VII or Better Insurance Carrier
	COMPANY D	A.M. Best B+ VII or Better Insurance Carrier
	COMPANY E	A.M. Best B+ VII or Better Insurance Carrier
	COMPANY F	A.M. Best B+ VII or Better Insurance Carrier

Comment [sg1]: Agents Full Name, Phone number, FAX Number, Mailing Address and Email address must be completed in the CONTACT section

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

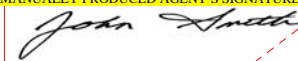
THIS ID TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENTS, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	Addl Insr	Subr Wvr	POLICY NUMBER	POLICY EFTE (MM/DD/YY)	POLICY EXP (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	X		123456789	01/01/11	01/01/12	GENERAL AGGREGATE \$ 2,000,000
	X COMMERCIAL GENERAL LIABILITY						PRODUCTS-COMP/OP AGG \$ 1,000,000
	CLAIMS MADE X OCCUR						PERSONAL & ADV INJURY \$ 1,000,000
	Per Project Agg.						EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						FIRE DAMAGE (Any one Fire) \$ 100,000
							MED EXP (Any one person) \$ 5,000
	POLICY PROJECT LOC						\$
B	AUTOMOBILE LIABILITY			123456789	01/01/11	01/01/12	COMBINED SINGLE LIMIT \$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per Person)
	ALL OWNED AUTOS						BODILY INJURY (Per Accident)
	X HIRED AUTOS X SCHEDULED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE
C	X UMBRELLA LIAB X OCCUR			123456789	01/01/11	10/01/12	EACH OCCURRENCE \$ 5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE \$ 5,000,000
	DED RETENTIONS						\$
D	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	N/A		123456789	01/01/11	01/01/12	X WC STATUS-TORY LIMITS
	Y/N ANY PROPRIETOR/PARTNERSHIP/EXECUTIVE OFFICERS/MEMBER EXCLUDED? (Mandatory in NH)						EL EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						EL DISEASE-POLICY LIMIT \$ 500,000
							EL DISEASE-EA EMPLOYEE \$ 500,000
E	OTHER						

Comment [sg2]: Agent must check one of the three boxes listed: Either Policy, Project, or LOC

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLE (Attach ACORD 101, Additional Remarks Schedule, If more space ns required)
The City of Tampa is named as an Additional Insured as respects to the General Liability insurance coverages as required by permit or project. (Agent may also opt to specify exact dates, times, location, activities, and specific dates covered by permit, or can specify ongoing activities and leave open ended to coincide with the insured's policy dates.)

Comment [sg3]: Agent may describe a specific activity and dates that are covered, or may elect to have the insurance open-ended (for clients who frequently conduct activities or vend regularly at our sites.) In this instance the agent would also select the "Policy" box above.

CERTIFICATE HOLDER City of Tampa Parks & Recreation Department Attn: Special Events Office 3402 West Columbus Drive Tampa, Florida 33607 Fax (813) 274-7744	CANCELLATION SHOULD ANY OF THE DESCRIBED POLICIES BE CANCELLED BEFORE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Mr. John Smith	MANUALLY PRODUCED AGENT'S SIGNATURE 
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------

Comment [sg4]: Agent's Signature Manually Produced

Picnic Shelter & Green Space Rules



1. **Rental hours are 8:00 a.m. to sunset.**
2. **Reservations can only be made until the close of business on the second to last business day prior to a requested weekend.**
Examples: By 4:00 p.m. on Thursday for a Saturday rental during a normal week. If Friday is a city holiday, then the rental needs to be complete on Wednesday.
3. All trash and materials must be cleaned up and disposed of properly.
4. **No decorations may be attached to shelters or tables. Prohibited items include: No staples, nails, pushpins, tacks, paint, glitter, artificial petals, rice, birdseed, and any other scattered décor. No confetti or powder cannons allowed.**
5. Maximum shelter capacity must not be exceeded.
6. Picnic tables must not be moved in or out of a shelter.
7. Vehicles must remain on roads and be parked in designated areas. Driving to the shelter is strictly prohibited.
8. **Electricity is not guaranteed, even when outlets are present.**
9. Cooking is only permitted in installed grills, or by use of personal propane and electric grills, or canned fuel (sterno). Do not dump coals from installed grills on ground or in trash receptacles.
Personal charcoal or wood burning grills, smokers, and all fryers are strictly prohibited. Catered charcoal and wood grills are permitted with advance permission and approved insurance. These requests must be made through the shelter office.
10. No fires, torches, or any other open flame outside of approved cooking equipment.
11. **The following are prohibited with a picnic shelter reservation:**
 - Amplified sound and DJs
 - Gambling or games of chance
 - Profanity
 - Launching or landing any aircraft, rocket, or balloon
 - Hunting
 - Petting zoos or pony rides
 - Vending or commercial activity
 - Glass containers
 - Weapons
 - Dunk tanks & inflatable pools
 - Collecting of fees or donations
 - Fireworks
 - Golf
 - Alcoholic beverages and illegal drugs
 - Motorized train rides
 - Disruptive behavior to other park patrons
 - Illegal activity
12. **Bounce house and inflatable amusements:**
 - **Only designated parks can accommodate bounce houses or inflatable amusements**
 - Only one (1) bounce house or inflatable is permitted per shelter rental. (Inflatables may not exceed 20'L x 20'W x 17'H)
 - Water amusements, water balloons or wading pools are prohibited.
 - Bounce house vendors must bring their own generators and weights, as **staking is strictly prohibited.**
 - Only vendors from the approved list are permitted to operate, and you must provide them with a receipt of the shelter rental, or they will not set up. First come shelter use may not have a bounce house or inflatable amusement.
13. Removal of department signs, forms, or other materials is prohibited without authorization of department staff.
14. Sleeping or reclining in a horizontal position is prohibited in shelters and in/on other park facilities and amenities.
15. A representative of the rental party must be on site during use to serve as liaison between the group and park staff.
16. Any skates, skateboards, and similar equipment may be restricted or prohibited in locations as determined by park staff.
17. No person or group shall interfere with any recreational activities or events authorized by the City.
18. Any section or part of any park or facility may be declared closed to the public at any time or limited to certain users or times as public interest demands or safety and security indicates.
19. Pool, splash pad, or beach access is not guaranteed when renting a shelter.
20. **Advance permission and approved insurance may be required for the use of outside equipment and/or catering.**

Failure to abide by these rules may result in violators being ejected from the park with no refund. Park management retains the authority to ask any group using a shelter to disperse and vacate the area.

Continued on back

Picnic Shelter & Green Space Rules

Lost and Found: The City of Tampa, Parks and Recreation Department is not responsible for any lost or stolen items or items left unattended or forgotten.

Trespass: Any person or group found in violation of the above rules and regulations shall be ordered to leave all City of Tampa parks, beaches and recreation facilities for a minimum 24-hour period. Any person who fails to leave all facilities, parks or beach at the time requested may be arrested and prosecuted for trespassing or prosecuted under other existing ordinances.

Damages: The applicant shall be responsible for any damages to city property caused by any of the users of a permitted shelter or green space. This shall include materials, labor, and equipment required to repair damages.

Inclement Weather, Cancellation and Change Policy:

Cancellations with refund may be requested up to 14 days prior to the reservation date. A \$15 processing fee will be assessed for all customer-initiated refunds. No refunds will be provided within 14 days.

- If inclement weather prevents the use of the shelter, you may reschedule your event or request a refund with proper notification by contacting the Tampa Parks and Recreation Department the first business day following your rental. Applicants must email the request to **Park_Shelters@tampagov.net** or present a copy of your Reservation Receipt to the Tampa Parks and Recreation office.
- Refunds will only be given to the original applicant listed on the Permit. Refunds will be reimbursed to the credit card. If payment was made by cash or check, a refund check will be mailed to the address of the person/organization paying the rental fee. Issuance of refund checks takes approximately 4-6 weeks.
- Once a shelter is occupied, there are no refunds due to rain or bad weather.
- The City reserves the right to cancel reservations at their discretion, for any reason, including maintenance, unsafe conditions, or declared emergency. Refunds will be provided without a fee for these instances.

Rescheduling: Reservations may be modified (change the location, date, etc.) by contacting our office at least **seven (7) days** prior to the scheduled use. All modifications are subject to availability and a \$15 rescheduling fee. A reservation may only be rescheduled once.

If you encounter problems at the shelter, please locate the Park Attendant or call the Park Security Office at **(813) 931-2168**. Should you get the voicemail, please state the name of the park, shelter number, the nature of the incident, your name and phone number. The line is checked every hour and someone will assist you.

For Tampa Police Non-Emergency (813) 231-6130

If you have an emergency, please call 9-1-1

HOLD HARMLESS & ACKNOWLEDGEMENT

By agreeing to these terms, applicants indemnify, defend and hold harmless the City of Tampa, its employees, officers and agents from any and all liability, demands, claims, damages, expenses (including attorneys' fees) proceedings and cause of action of every kind and nature arising out of or connected with the applicant's (i) use, act, omission, injury, accident, occupation or control of the Department managed land or recreational facility (and any improvements thereon including any furniture, furnishings, equipment, or fixtures utilized in connection therewith) subject to the approved permit; and (ii) any breach of the approved permit.

The applicant further agrees that it will, at its own cost and expense, defend any and all actions, suits, or proceedings which may be brought against the City of Tampa, its employees, officers and agents in connections with said Department managed land and facilities (and any improvements thereon including any furniture, furnishings, equipment, or fixtures utilized in connection therewith) arising from applicant's activities, omissions, accidents, injuries, and damages on said property and will satisfy, pay, and discharge any and all judgments that may be entered against the City of Tampa, its employees, officers and agents in any such proceeding.

By signing this application, you are stating that you agree to comply with the shelter and green space rules, the City of Tampa Code of Ordinances, and any other requirements provided by law.

Name: _____ Signature: _____ Date: _____

Park: _____ Shelter #: _____ Reservation Date: _____ HH #: _____