



City of Tampa

Jane Castor, Mayor

Parks & Recreation Department

Ted Fowler, Director

3402 W. Columbus Drive

Tampa, FL 33607

Office (813) 274-8854

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. Ballast Point Park
 - b. Capaz Park
 - c. Cypress Point Park
 - d. Fair Oaks Park
 - e. Julian B. Lane Riverfront Park
 - f. Vila Brothers Park
 - g. Water Works Park

If you would like to submit your request to be added to the approved vendor list, please email **Lynette.Colina@tampagov.net**.

We look forward to working with you!

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 completed by 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, piñatas 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.*
10. *Food trucks are strictly **prohibited** with picnic shelter rentals.* A Facility Use Permit may be requested, only at designated parks and shelters, with advance notice and approved insurance. These requests must be made through the shelter office at least **30 days in advance**. Please call the office at 813-274-8184 for more information.
11. *Advance permission and approved insurance are required for the use of catering services cooking onsite. These requests must be made at least 30 days in advance.*
 - a. *Outside food & beverage vendors prohibited at Ballast Point Park.*
12. No fires, torches, or any other open flame outside of approved cooking equipment.
13. Any gatherings advertised publicly through media, newspaper, social media, etc. are *prohibited* with shelter rentals.
14. The following are **prohibited** with a picnic shelter reservation:
 - a. Amplified sound and DJs
 - b. Gambling or games of chance
 - c. Profanity
 - d. Launching or landing any aircraft, rocket, drone, or balloon
 - e. Hunting
 - f. Petting zoos or pony rides
 - g. Vending or commercial activity
 - h. Glass containers
 - i. Weapons
 - j. Dunk tanks & inflatable pools
 - k. Collecting of fees or donations
 - l. Fireworks
 - m. Golf
 - n. Alcoholic beverages and illegal drugs
 - o. Motorized train rides
 - p. Disruptive behavior to other park patrons
 - q. Illegal activity
15. Bounce house and inflatable amusements:
 - a. *Only designated parks can accommodate bounce houses or inflatable amusements.*
 - b. Only one (1) bounce house or inflatable is permitted per shelter rental. (Inflatables may not exceed 20'L x 20'Wx 17'H)
 - c. Water amusements, water balloons or wading pools are prohibited.
 - d. Bounce house vendors must bring their own generators and weights, as **staking is strictly prohibited**.
 - e. 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.



Picnic Shelter & Green Space Rules

16. Removal of department signs, forms, or other materials is prohibited without authorization of department staff.
17. Sleeping or reclining in a horizontal position is prohibited in shelters and in/on other park facilities and amenities.
18. A representative of the rental party must be on site during use to serve as liaison between the group and park staff.
19. Any skates, skateboards, and similar equipment may be restricted or prohibited in locations as determined by park staff.
20. No person or group shall interfere with any recreational activities or events authorized by the City.
21. 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.
22. Pool, splash pad, or beach access is not guaranteed when renting a shelter.

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.

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 used. 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 a 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 call (813) 231-6130.
If you have an emergency, please call 9-1-1.**



Picnic Shelter & Green Space Rules

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 document, 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#: _____



City of Tampa

Jane Castor, Mayor

Parks & Recreation Department

Ted Fowler, Director

3402 W. Columbus Drive

Tampa, FL 33607

Office (813) 274-8854

Fax: (813) 274-5249

Insurance Requirements for Special Events

General Requirements

All permittees must provide insurance at their own expense prior to permit issuance. Insurance must be from a company authorized to do business in Florida with an A.M. Best rating of B+ or better (Class VII or higher) or otherwise acceptable to the City of Tampa (City).

Required Coverage

All event organizers, vendors, and/or permit holders submitting a Certificate of Insurance (COI) must provide proof of the following minimum insurance limits:

Commercial General Liability (Required for all permits)

- \$1,000,000 per occurrence
- \$2,000,000 per aggregate
- Must include:
 - The City of Tampa as Additional Insured
 - Severability of Interest
 - Waiver of Subrogation in favor of the City

Worker's Compensation (if applicable)

- Must be provided in accordance with Florida Statutes

If Worker's Compensation is not carried:

- Vendor/permittee must provide one of the following:
 - A valid State of Florida Workers' Compensation Exemption Certificate, OR
 - A signed written statement confirming:
 - The total number of employees and
 - That the business does not carry Workers' Compensation coverage

The City reserves the right to request additional documentation to verify eligibility for exemption.

Automobile Liability (if applicable)

Required if event/production vehicles will be driving on the greenspace and/or City property. Food trucks/vendors must carry Automobile Liability for the vehicle. They must also include vendor sales coverage under General Liability.

Liquor Liability (if applicable)

Liquor liability is required when alcohol is sold, served or distributed at events on City property. Examples: beer or wine sales, alcohol included with admission, etc.

Participant Liability (if applicable)

Required when events include active participant involvement with inherent risks.

Examples: walks/runs, fitness classes, competitions, etc.

Documentation Requirements

Insurance must be provided as:

- A completed ACORD 25 Certificate of Insurance (or equivalent)
- Signed by an authorized insurance representative (with proof of authorization)
- Must include:
 - Policy number (no binders)
 - Required endorsements
 - Coverage dates including setup and breakdown
 - City's name and address as listed below:

City of Tampa
Parks & Recreation Department
3402 W. Columbus Dr.
Tampa, FL 33607

Additional Requirements:

- Insurance must be primary to the City's coverage
- Claims-made policies must show the retroactive date

Submission and Compliance

Insurance must be submitted within the required timeframe provided for the permit type. Failure to provide a complete and acceptable Certificate of Insurance, including all required endorsements and a valid policy number, within that timeframe will result in an automatic denial of the permit.