



2017-2018 Town of Jupiter Registered Vendor Packet

Dear Vendor,

Thank you for your interest in becoming a registered vendor with the Town of Jupiter! Our goal is to make sure our clients, event organizers and guests are working with the most reputable vendors possible. We also hope to promote local businesses that will provide the highest quality of service and products at all events on Town of Jupiter property.

All vendors wishing to operate on Town of Jupiter property must be a registered vendor.

Once approved, your business will be placed on our “Registered Vendor List” which will be distributed to employees and/or prospective clients looking to host events, weddings, parties and more at any of Town of Jupiter rental facilities or special events. By supplying this list we hope to make it easier for our clients to choose the best qualified vendors for their events and be assured that they have been vetted to work in the Town of Jupiter, that they hold an active business license and liability insurance policy.

Please review, complete and submit the Town of Jupiter Registered Vendor Agreement, along with the necessary documents listed, to begin the approval process to operate on Town of Jupiter property. Allow up to ten (10) business days to process.

Applications expire one (1) year from approval date. There is no application fee.

For more information, please contact 561-741-2314 or email: bonniec@jupiter.fl.us.

Thank you again for your interest and we look forward to working with you!

Town of Jupiter
2017-2018 Registered Vendor Agreement

Updated: 05/26/17

Submit your completed application along with all necessary documents to:

Mail: Town of Jupiter Recreation Department, Attn: Bonnie Caroline, 200 Military Trail, Jupiter, FL 33458

Email: bonniec@jupiter.fl.us | Phone: 561-741-22314

Incomplete, illegible, and/or unsigned applications will not be accepted. Allow up to 10-14 business days to process.

Submission of an application constitutes a request to operate on Town of Jupiter Property and does not guarantee approval.

VENDOR INFORMATION

Company Name _____

Doing Business As (DBA) _____

Address _____

City _____ State _____ Zip _____

Phone #1 _____ Email #1 _____

Phone #2 _____ Email #2 _____

Website _____

Owner of Business _____

VENDOR CONTACT INFORMATION

Contact Name _____

City _____ State _____ Zip _____

Phone #1 _____ Email #1 _____

VENDOR SERVICES INFORMATION

- | | | |
|---------------------------------------------------------------|-------------------------------------------------------|--------------------------|
| <input type="checkbox"/> Catering—Alcohol/Bar Service | <input type="checkbox"/> Florist | <input type="checkbox"/> |
| <input type="checkbox"/> Catering—Food | <input type="checkbox"/> Photography/Video | <input type="checkbox"/> |
| <input type="checkbox"/> Catering—Mobile Vendor | <input type="checkbox"/> Printing & Event Merchandise | <input type="checkbox"/> |
| <input type="checkbox"/> Catering—Other (Cakes) | <input type="checkbox"/> Production - Audio/Lighting | <input type="checkbox"/> |
| <input type="checkbox"/> Event Planning/Decorating | <input type="checkbox"/> Transportation—Limousine | <input type="checkbox"/> |
| <input type="checkbox"/> Event/Party Rentals (tents, etc) | <input type="checkbox"/> Transportation—Other | <input type="checkbox"/> |
| <input type="checkbox"/> Event Staffing (Security, etc) | <input type="checkbox"/> Parking Attendants—Valet | <input type="checkbox"/> |
| <input type="checkbox"/> Entertainment - (Musicians, DJ, etc) | <input type="checkbox"/> | <input type="checkbox"/> |

Briefly describe your business/services:

ADDITIONAL DOCUMENTS NEEDED

Please provide the following documents to complete your vendor application:

1. Provide a copy of a valid Town of Jupiter Business License.
2. Provide a copy of your liability insurance naming the TOWN OF JUPITER as additionally insured for the year (\$1,000,000 policy required)
3. Sign and return the "Registered Vendor Addendum"

Registered Vendor Addendum

SECTION 1: INSURANCE/LICENSE (VENDOR TO PROVIDE)

INITIAL _____

- Vendor shall provide valid TOWN OF JUPITER Business License – Attach copy
- Certificate of Insurance must have TOWN OF JUPITER named as an additional insured and as a Certificate Holder with the address 200 Military Trail, Jupiter, FL 33458. Attach a copy. Current Comprehensive General Liability Policy: Of \$1,000,000 is the requirement for proper limits. When applicable, minimum \$1,000,000 products liability for all food vendors and/or liquor liability for beer and wine will apply. Certificate of Insurance must be signed by insurance company's authorized representative.
- Insurance requirements are NOT applicable for this business.

SECTION 2: FDLE SEXUAL OFFENDER/PREDATOR SEARCH AND VOLUNTEERS

INITIAL _____

Vendor/Service Provider shall not permit any person who is listed as a sexual predator or sexual offender on the Florida Department of Law Enforcement, Sexual Offenders and Predators Website located at <http://www.fdle.state.fl.us> or the United States Department of Justice, National Sex Offender Public Website located at www.nsopw.gov, to work with or around children on County Property and provide any services such as performers, (clowns, bounce house attendants, face painters, magicians, etc.), employees, volunteers, subcontractors, collectively referred to herein as "Event Personnel." Vendor/Service Provider shall be responsible for conducting this search prior to submitting this application.

SECTION 3: RELEASE, INDEMNITY, AND WAIVER OF LIABILITY

INITIAL _____

NOTICE: This permit contains a release, indemnity, and waiver of liability and when signed is a contract with legal consequences. Please read it carefully before signing your name.

I have read the park rules and understand them as they pertain to the activities of my group. I understand that I am responsible for the actions of my group and that noncompliance with any of the park rules may result in revocation of this permit, loss of cleanup/security deposit, and/or other fees paid, and the denial of any subsequent permit applications for a period of at least one (1) year. I also understand that this is a public document that is open to public inspection and copying.

TO TOWN OF JUPITER: In consideration of the opportunity afforded to me and/or my group, I, the undersigned participant, freely agree to and make the following contractual representations and agreements.

I, the undersigned participant, do hereby knowingly, freely, and voluntarily assume all risk and liability for any damage or injury that may occur as a result of my and/or my group's use of the park facility identified herein during the time period I and/or my group are using same and further agree to release, waive, discharge, and covenant not to sue Martin County, its officers, agents, employees, and volunteers (all for the purposes herein referred to as "Releases") from any and all liability or claims that may be sustained by me or a third party directly or indirectly in connection with, or arising out of, the use of the park facility as described herein, whether caused in whole or in part by the negligence of the TOWN OF JUPITER or the Releases.

I further agree to indemnify and hold harmless the Releases with respect to any and all fees, costs, expenses, and attorney's fees arising out of or in connection with my and/or my group's use of the park and/or facility as described herein.

I agree that I have read this form, fully understand its terms, and understand that I, or anyone who may claim to have rights on my behalf, have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of any and all liability to the greatest extent allowed by law and agree that, if any portion of this contract is held to be invalid, the balance notwithstanding shall continue in full legal force and effect.

This acceptance is on behalf of all persons in the group with me. If the rules are violated this permit may be revoked and future permission may be refused. Permit holder is responsible for the conduct of all persons in the group.

I agree that I am 21 years of age and will be present during the period stated on this permit.

Printed Name: _____ Signature _____ Date: _____

Staff Only:

Reviewed By: Staff Initials _____ Date _____ Denied Approved

Approved By: Staff Initials _____ Date _____ Denied Approved