



BROKEN ARROW SOCCER CLUB
P.O. Box 872
Broken Arrow, Ok. 74013

Non-Exclusive Vendor Application and Agreement

This application/agreement is for rental of vending space at Indian Springs Sports Complex for the expressed event/dates only. Vendors are responsible for supplying their own booths/vending equipment and power supply. Vending space may not be subleased to another vendor.

Vendor Company Name: _____

Vendor Owner or Owner's Representative: _____

Mailing Address: _____

Email Address: _____

Business Phone: _____

Mobile Phone: _____

On-Site Representative: _____

Mobile Phone: _____

Description of Items for Sale: _____

Description of Vending Equipment to be used on-site (trailer, van, tent, generator, etc):

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Agreement and Rules/Regulations for Vending Operations

1. Each vendor must submit the following items to BASC at least 1 week prior to the event:
 - a. A completed and signed agreement/application.
 - b. Proof of the vendor's current liability insurance policy.
 - c. All city mobile concessions (food truck) permits.
2. All vendors should be notified of application acceptance and vending location within three business days of receipt of the application.
3. Vendors are responsible for setting up an assigned area or receiving written approval from BASC to utilize an alternative location.
4. Days and hours of operation will be based upon game schedules as posted by the event.
 - a. Vendors must notify BASC if they will not operate for the entire event.
5. All vendors should set up one hour prior to the first game each day of the event or notify BASC if not feasible.
6. Driving a vehicle on any grassy area is strictly prohibited except for setup and removal of vending equipment.
7. Any generator or noise/fume producing device shall be located so as to not impact event or other vending operations or shall be silenced to a level deemed acceptable by BASC. BASC reserves the right to refuse operation of vendor's equipment
8. Each vending location must be manned by the Vendor or vendor's authorized representative during ALL event hours.
9. The following is not allowed at ISSC: smoking or pets (within fenced areas), glass containers (except for the exclusive use of the vendor), alcoholic beverages, firearms or weapons of any kind (except as permitted by state or local law), sale or distribution of dangerous or messy merchandise (i.e. weapons, fireworks, silly string etc.), and/or raffles or games of chance (except as authorized in writing in advance by BASC).
10. BASC reserves the right to restrict vendors with respect to methods of operation and display of materials. Entertainment or music shall be confined to the assigned vending area. BASC reserves the right to refuse vending operations if such operations are determined to interrupt adjoining vending operations or the event in general.
11. BASC and the City of Broken Arrow will not be responsible for damage, theft or loss.
12. Vending equipment and evidence of vending operations are to be removed and area cleaned prior to the close of the event (one hour following end of last game).

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13. All vendors are solely responsible for the collection, reporting and submission of sales tax as required by local, state or federal requirements.
14. The vendor agrees to comply with any City of Broken Arrow and/or Tulsa County requirements for a vending operation, including inspection and/or licensing.
15. In compensation for access to the vending space and event, Vendor agrees to pay a commission to BASC equal to ten (10) percent of the Vendor's gross sales for the event.
 - a. Payment shall be made to BASC with either cash or company check payable to "Broken Arrow Soccer Club" prior to the Vendor leaving the event grounds.

Vendor guarantees all information provided in the application/agreement is true and correct.

Vendor agrees that BASC, in the event the Vendor or its representative violates the terms of this agreement, may halt operations of the Vendor and revoke all current and future vending rights without release of the requirement of the Vendor to pay BASC the expressed percentage of gross sales.

Vendor, its agents and authorized representatives agree to hold harmless and indemnify BASC, the event hosting organization, its committees, officers, agents, employees, and representatives; and the City of Broken Arrow for any action relating to BASC, including theft, damage, or injury.

Vendor concurs no other agreements verbal or written, implied or expressed, shall be binding upon the parties unless executed in writing and signed by the BASC Representative and the Vendor.

Vendor and the vendor's authorized representative(s) agree that they have read, understand, and will comply with the agreement terms and the above rules and regulations as evidenced by the Vendor's signature below.

Signature: _____ Date: _____

Printed Name: _____ Title: _____



**BROKEN ARROW SOCCER CLUB
VENDOR REPORT OF SALES (BASC Copy)**

Vendor Company: _____

Owner or Owner's Representative: _____

This is a statement of sales made by said vending company during

_____ on _____.
(Event Name) (Event Dates)

Total Gross Sales: \$ _____

Total Due to BASC: \$ _____ (Total Gross Sales x 0.10)

I hereby affirm the above reported sales are true and correct:

_____ Date: _____
Vendor's Signature

Payment from vendor received by:

_____ Date: _____
BASC Representative

Check # _____ Amount: \$ _____

Cash Received: \$ _____

Total Payments: \$ _____



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