

City Of Marshfield Policies and Procedures

Chapter 6: Parks and Recreation

SUBJECT: Concessions, Concession Stands and Vending

POLICY NUMBER: 6.330

PAGES: 2

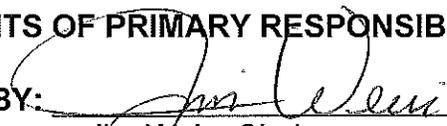
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DEPARTMENTS OF PRIMARY RESPONSIBILITY: Parks and Recreation

APPROVED BY:



Jim Wein, Chairperson
Parks, Recreation & Forestry Committee

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

I. PURPOSE

This policy/procedure has been developed to provide direction and guidelines for the selling of concessions and the operation of concession stands that are located on park property.

It is acknowledged that the American Legion Baseball organization, the Marshfield Chaparrals, the Marshfield Softball Association, Wildwood Zoological Society, and the Marshfield Horseshoe Association assist in providing leisure activities and services to the residents of the community. Therefore these organizations will receive priority privileges for use of the concession stands at their associated facility in return for their program services and assistance in maintaining and improving the city recreation facilities. Should these organizations cease to provide their current activities, they will lose their concession stand operation privileges.

II. CONCESSION STANDS

- A. Jack Hackman Field Concession Stand – Will be operated by the American Legion Baseball organization, who will work cooperatively with the Marshfield Chaparral Baseball Club. Other groups wishing to use the stand must make a request through the Parks and Recreation Department, and the department shall clear the use with the American Legion prior to giving approval for the use.

- B. Fairgrounds Park Concession Stand – Will be operated by the Marshfield Softball Association. Other groups wishing to use the stand must make a request through the Parks and Recreation Department, and the department shall clear the use with the Marshfield Softball Association prior to giving approval for the use.
- C. Braem Park Concession Stand – Will be operated by the Marshfield Horseshoe Association. Other groups wishing to use the stand must make a request through the Parks and Recreation Department and the department shall clear the use with the Marshfield Horseshoe Association prior to giving approval for the use.
- D. Wildwood Zoological Society Concession Trailer – Is owned and will be operated by the Wildwood Zoological Society. The Zoological Society shall be allowed to sell concessions from the trailer within the core area of the zoo. The Parks and Recreation Director must approve the location of the trailer when it is being used for the sale of concessions. The Zoological Society will not be charged a fee when using their trailer for concession sales.
- E. Griese Park Concession Stand – No one organization will have exclusive use of this stand.
 - 1. Groups interested in using the concession stand to sell concessions shall reserve the stand through the Parks and Recreation Department office a minimum of one week in advance of the use.
 - 2. The Parks and Recreation Department will give scheduling priority to the organization with activities scheduled on the Figi Field. Other reservations will be accepted on a first come-first, serve-basis. Reservations will not be confirmed until after April 1st of each year.
- F. Concession sales must occur at the concession stands only. No other concession sales are allowed in park areas without the prior approval of the Parks, Recreation, and Forestry Committee. This does not include the city-wide special events for Zoo Fest, Wild Wednesdays and Fall Festival.
- G. Organizations selling concessions shall pick up trash and litter following their event and place it in the trash receptacle provided by the city.
- H. All alterations to city-owned buildings or property must be approved by the Director of Parks and Recreation prior to it occurring. Failure to comply with these guidelines may result in loss of concession sales privileges.
- I. It is the responsibility of each organization to comply with all local, state, and federal laws and regulations relating to the sales of concessions and food products. The city will not insure property owned by the organizations.
- J. All organizations selling concessions at city park facilities shall provide the Parks and Recreation Department with a financial report that clearly identifies their revenues, expenditures, and net profits. The report should also include any donations made to the city or improvements to the city facilities by the organization during the season (year). This report shall be submitted either after their event or at the end of their season.
- K. Organizations using the concession stands will be charged a fee, as listed in the Marshfield Parks & Recreation Fee Schedule.

III. VENDING MACHINES

1. The Parks, Recreation, and Forestry Committee shall approve the placement of all vending machines in city parks and park facilities.