



## Sports Activities Concessions Policies and Procedures

The City of Empire permits various organizations, groups, and agencies to sell concessions on property owned by Empire. Permission to use Empire property and/or Empire facilities for the sale of concessions and other items shall be restricted to the following:

1. All vendors coming in to sell merchandise/concessions must submit a permit application with Empire. A copy of the food license certificate from MN Dept of Health must be provided with application. Concessionaire shall not sell or distribute alcoholic beverages or tobacco products under the privileges provided.
2. Concession operators shall be responsible for always keeping the immediate area clean of litter and debris. The concession stand must be sanitized by wiping down all counters, cabinets, floor, equipment, storage containers, and refrigerator surfaces at the end of each day of use. Please remove all trash in and around the concession facility to the dumpster.
3. **All contents in the concession stands, used by various leagues, must be removed at the end of the event.** This includes all food, beverages and additional equipment used. Organizations are allowed to keep frozen items in the freezer and store pop in the back room. Pop must be removed from fridge after event. Coolers will be turned down and/or off at the end of the event. Empire is not responsible for any food spoilage that results from equipment failure. The storage of food or beverages in freezer/cooler unit, cabinets or any other area in the concession building is at the risk of the user, including theft.
4. Air conditioning must be turned off in the umpire room at the end of each event when used.
5. Notify the City of Empire of needed repairs. It is the responsibility of the City of Empire to make repairs unless needed repair is due to neglect, abuse, or misuse of the equipment by the user. If equipment is damaged by the user group, Empire will assess the cost of repair or replacement and charge the applicant accordingly.
6. Closing the Concession Stand
  - Turn off all machines and clean according to the procedures listed by the machines.
  - Wash all dishes
  - Clean all countertops and sanitize
  - Sweep and /or mop the concession stand floor
  - Bag and empty all trashcans that are located in the concession stand and place in the dumpster
  - Turn in keys to Empire City Hall by the next day after the end of event

**Teams will be invoiced a \$200.00 concession fee per tournament to be paid within 30 days of the event. Replacement toilet paper, garbage bags and soap can be found in the Umpire room if needed.**

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Key issue #

\_\_\_\_\_  
Returned date