

3280 Redstone Park Circle, Highlands Ranch, CO 80129
Phone: 303-791-2710 | Fax: 303-470-9516
Email: parkreservations@highlandsranch.org

Permit Fee:
One-time - \$35.00
Monthly - \$175.00
Seasonal - \$400.00

Applicant Instructions

Please complete this entire application prior to accessing Metro District property with a motor vehicle or vending equipment. Submit the completed application via email to parkreservations@highlandsranch.org. Your application will be processed within five business days. *****Please note, this application does not guarantee a vendor permit will be granted.**

Owner or Company Information

Company or Owner Name: _____ Phone: _____

Company/Owner Address: _____

Contact Name: _____ Contact Phone: _____

Contact Email Address: _____

Sales Tax License #: _____ Select one: Commercial Nonprofit

Insurance, Inspections & Background Checks

1. Attach a copy of insurance and complete the following information: Policy #: _____
Name of Insured: _____ Insurance Provider: _____
2. Attach a copy of a public health permit/license from [Douglas County Health Department](#), or another approved public health department: Permit/License/ID #: _____
3. Will you be vending from a food truck equipped with appliances that produce smoke or grease-laden vapors? Yes No
If yes, all food trucks equipped with these appliances operating in South Metro Fire Rescue's jurisdiction are required to possess a valid [SMFR Operational Permit](#).
4. A criminal background check must be completed on all company owner(s)/staff or operators working in Metro District parks. Background checks may be completed for a nominal fee online at [Colorado Bureau of Investigation](#).

Vehicles to be Used

List all vehicles, including trailers & other equipment, which will be used for vending of products. Approved vehicles are only permitted in parking lots and are not permitted within parks or on trails.

Make/Model/Description License Plate #

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