



GALVESTON

★ ISLAND ★

Park Board of Trustees

**CONCESSIONAIRE PARTNER
PROGRAM OVERVIEW**

Table of Contents

Page

Invitation to Prospective Concessionaire Partners	3
Our Mission	3
Our Vision	3
Our Story	3
How Do I Apply to Become A Concessionaire?	4
Partner Agreement	5
Concessionaire Payments	5
Standards of Operation	6
Standards of Excellence	8
Right of First Refusal Process and Considerations	8
Concessionaire Sales Areas	9
Important Points of Contact	10
Frequently Asked Questions	12
Documents for Submittal	
Application for the Concessionaire Partner Program	13
Concessionaire Business Proposal	16
Safety Plan for Personal Watercraft Rental (if applicable)	20

Invitation to Prospective Concessionaire Partners

The Galveston Island Park Board of Trustees (Park Board) invites and encourages minority owned business owners, small business owners and regional entrepreneurs to consider Galveston Island as your next business venture. Your business can partner with us to provide top quality products, services and amenities that enhance the Island experience.

The Park Board promotes Galveston Island as a family friendly destination oriented toward the coast, historic treasures and nature-based ecotourism.

More than 7 million leisure and business travelers visit Galveston each year. Visit Galveston plays an integral role in developing and sustaining the Galveston Island tourism industry, which provides a \$1 billion economic impact to the local economy annually while accounting for one third of all Galveston jobs.

Our Mission

To promote and support tourism on Galveston Island in order to foster an environment that establishes a great place to live, work and visit.

Our Vision

To create an historic beach tourist destination that promises an exciting variety of experiences and a high quality of life for residents.

Our Story

The Park Board of Trustees of the City of Galveston is a governmental entity originally created for the purpose of directing all tourism efforts for Galveston. The State of Texas requires that a 9-member board be appointed by the City of Galveston City Council. The Park Board of Trustees publicly serves the citizens of Galveston and guests to the Island through managing and operating (in partnership and/or cooperation with other agencies and/or organizations):

- Beach Nourishment and Maintenance
- Parks and Beach Parks
- Beach Patrol
- Coastal Zone (Environmental) Management
- East End Lagoon Nature Preserve
- Seawall Urban Park Parking program
- Visit Galveston Tourism Development

How Do I Apply to Become A Concessionaire?

The Park Board of Trustees of the City of Galveston accepts proposals for long term partners who generally operate during the “beach season” (March-October). The Park Board publishes a Request for Proposal (RFP) which provide information about business opportunities, pricing and submittal instructions. It is recommended you sign up for the alerts on the Park Board website so you receive an email notification when the RFP is published. The Park Board reserves the right to alter its Concessionaire Partner Program at any time.

The Park Board also accepts applications for temporary or provisional vendors which operate during select events and holiday weekends or on a limited basis. To learn more about our temporary or provisional vendor applications, visit our website at www.gavlestoneparkboard.org.

For those interested in long term agreements, follow the process below to submit your application:

- 1) Draft your business plan using the *Concessionaire Business Proposal* document. The proposal is to include:
 - a. Overview of your proposal
 - b. Description of your company and management team
 - c. Projected monthly revenues
 - d. Product lines and/or services
 - e. Permitting and licensing needs
 - f. Operations procedures
 - g. Images of equipment you plan to utilize for your business
 - h. Ecofriendly features
 - i. Safety protocol
 - j. Guest Service practices
 - k. Staffing & training plans
 - l. Marketing & communications plans
 - m. Sales strategies
- 2) Complete the *Application for Concessionaire Agreement*
- 3) Review the Administrative Fee and Percentages of Gross Sales due per operation per area
- 4) Research state and local laws for any ordinances or regulations which may apply to your proposal. For example, food vendors must be issued a Galveston County Health District food permit.
- 5) Submit the following to complete your application packet:
 - a. *Application for Concessionaire Agreement*
 - b. *Concessionaire Business Proposal* document-one proposal per type of operation, per area
 - c. \$500.00 application fee (half of the fee is to be refunded if proposal is not approved)
 - d. W-9 IRS form with entity/business information
 - e. Copies of owners’ identification (e.g. current driver’s license) DO NOT INCLUDE SOCIAL SECURITY NUMBER
 - f. State of Texas Sales and Use Tax Permit
- 6) After review, you may be contacted to schedule a meeting, present your proposal or receive feedback.

Evaluation and Approval

Each submission will be reviewed on a case-by-case basis. After review by staff and/or committee(s), a final recommendation for accepted proposals will be sent to the Trustees for approval. This process can take 3 to 4

months due to the meeting schedules of Committees and the Board of Trustees. If approved, all business operation documents listed below are to be submitted to concessionaires@galvestonparkboard.org no later than 30 days after Park Board approval:

- 1) General Liability Insurance Certificate for not less than \$1,000,000, naming both the Park Board of Trustees of the City of Galveston and The City of Galveston as additional insured
- 2) Current copy of vehicle insurance for the one motorized vehicle used on the beach or in the park
- 3) Current health permit issued by the Galveston County Health Department, if applicable
- 4) Current permit issued by Texas Alcoholic Beverage Commission, if applicable
- 5) Onsite watercraft safety inspection with Galveston Beach Patrol, if applicable

Partner Agreement

After all required documentation has been received, reviewed, and approved, then the Chief Executive Officer of the Park Board will execute an Agreement. Park Board Bylaws dictate the length of agreement possible with the following terms:

- A small concession that has up to \$20,000 in gross sales each year may have a term of two years
- A medium concession that has between \$20,000 and \$79,000 in gross sales each year may have a term of three years
- A large concession that has over \$79,000 in gross sales each year may have a term of five years

Concessionaire Payments

Annual Administration Fees will be applied to each agreement. The fees are calculated using the Park Board’s administration costs to manage the concessionaire partner program.

ADMINISTRATIVE FEES

Area 1 – R.A. Apffel Beach Park	\$10,000.00
Area 2 – Stewart Beach Park	\$10,000.00
Area 24 - Dellanera RV Park	\$5,000.00
Area 25 - Seawolf Park	\$5,000.00
Area 26 - East End Lagoon	\$5,000.00

Seawall Urban Park - Per block

Tier I	\$1,500.00
Tier II	\$1,000.00
Tier III	\$750.00

In addition to Annual Administration Fees, concessionaire partners will pay a percentage of gross sales, not to include required sales tax. Sales tax is the responsibility of the concessionaire partner to remit.

PERCENTAGE OF GROSS SALES

For sales up to \$20,000.00	5%
For sales from \$20,000.00 to \$50,000.00	10%
For sales over \$50,000.00	15%

Standards of Operation

1) Safety

Safety is our highest priority. The Park Board of Trustees follows a crisis management plan for emergencies. Concessionaire partners are expected to provide a copy of their emergency management plan to the Park Board for review. This plan is to include emergency contact information, a park evacuation plan and a communications plan for staff and guests. Partners must not block emergency lanes or views to the water and they may not set up in front of marked NO SWIM areas. Partners are expected to monitor weather conditions and flag warnings.

2) Guest Service Excellence

Concessionaire Partners are expected to deliver excellent guest service. The expectation is that guest service issues are addressed promptly and courteously.

Each partner is required to have the site manager and at least one other team member credentialed as a Certified Tourism Ambassador (CTA). Licensed through the Tourism Ambassador Institute™, the CTA program mobilizes a destination's front line toward the goal of turning every visitor encounter into a positive experience. To learn more about this program and the current nominal training fee, visit <https://www.galvestonparkboard.org/279/CTA-Program>.

3) Quality

Equipment and gear must be safe, clean, in good working condition, and of such quality as to meet the demands of frequent use and outdoor conditions. Broken, unsafe or failing equipment must be removed immediately and repaired before next use. All equipment must meet or exceed all permit and/or code requirements from any applicable federal, state, county or city government entity.

4) Preparedness

Concessionaire partners must be able to meet the demands of beach attendance from open to close on a daily basis. Selling out of goods or products may occur during periods of high attendance; however, you are expected to procure the appropriate amount of products and services to limit those occurrences. Your staff is expected to be prepared, trained and knowledgeable about your products and services and about Galveston's beachfronts and Parks. If staff is unable to directly support the needs of a guest, then they are expected to know how to get the information needed.

5) Professionalism

Concessionaire Partners and their staff are expected to conduct themselves professionally and courteously with guests, Park Board staff, Law Enforcement, City of Galveston or County of Galveston officials and any partner, trustee or stakeholder related to the Park Board. The expectation is for all partners to follow all beach rules, including miles per hour, no glass, pets on leash, no alcohol while on duty, etc.

6) Litter Control

Concessionaire partners are responsible for all trash, litter and recyclables produced as a result of the operation and its guests. Partners will be responsible for handpicking trash upon arrival, throughout the day and before departure from the assigned area from dune line to water line. Concessionaire will contact CZMadmin@galvestonparkboard.org to report large debris or other beach maintenance issues. Concessionaire will call (409) 797-5107 to report urgent trash issues. Concessionaires will use the trash barrels on sight, will place recyclables in a recycling container, if available, and will carry large items produced by their operation to a dumpster. Park Board will maintain the trash barrels and pick up large debris.

7) Signage

Concessionaire must provide one sandwich board sign not to exceed 3 feet by 2 feet communicating their products, prices and services at their location during hours of operation. Signage must be appropriate and is subject to approval by the Park Board and to enforcement per city ordinance. All vehicles must have a logo no less than 3 feet in diameter affixed for easy identification from anyone standing on the Seawall.

8) Hours of Operation

Concessionaire partners are expected to provide services and products for guests as noted below or during the operating hours as per their agreement; except if otherwise dictated by city ordinance. Concessionaire partners are expected to provide consistent services for beachgoers, especially during peak season.

The Chief of Beach Patrol, Chief Executive Officer or Chief Operations Officer may modify operating hours during emergency conditions, inclement weather or any situation to provide for safety, or for any reason at their discretion. Partners will be notified of changes as quickly as possible.

Partners are required to notify the Park Board within 2 hours of start time if not operating. Barring emergency or extenuating circumstances, the expectation is a late start no more than twice per month. All hours are subject to change without notice.

Seawall Urban Park

This Park does not have specific operating hours; however, concessionaire partners are to operate no earlier than 7 a.m. and no later than 10 p.m. except if otherwise dictated by city ordinance. If agreement allows, partners may choose to operate during the Off-Season at this location.

East End Lagoon Nature Preserve

This Park does not have specific operating hours; however, concessionaire partners are to operate no earlier than 7 a.m. and no later than 7 p.m. unless otherwise indicated by agreement.

Seasonal Beach Parks (Hours subject to change for holidays, special events and weather conditions)

R.A. Apffel Park:

March Opening Day- Spring Break: Monday - Thursday 9 am - 5 pm & Friday - Sunday 9 am - 6 pm
Post Spring Break - Memorial Day: Monday - Thursday no operations & Friday - Sunday 9 am - 6 pm
Memorial Day to mid-August: Monday - Thursday 9 am - 6 pm & Friday - Sunday 8 am - 7 pm
Mid-August – October Closing Day: Monday - Thursday no operations & Friday - Sunday 9 am - 6 pm

Stewart Beach Park:

March Opening Day- Memorial Day: Monday - Thursday 9 am - 5 pm & Friday - Sunday 9 am - 6 pm
Memorial Day to mid-August: Monday - Thursday 9 am - 6 pm & Friday - Sunday 8 am - 7 pm
Mid-August – October Closing Day: Monday - Thursday no operations & Friday - Sunday 9 am - 6 pm

Seawolf Park

Open 24 hours/day Spring, Summer and Fall

Winter Hours (December 12, 2021-March 1, 2022) Sunday-Thursday 7 a.m.-11 p.m.; Friday and Saturday 24 hours

Concessionaire Partners are to operate no earlier than 7 a.m. and no later than 7 p.m. unless otherwise indicated by agreement.

Dellanera RV Park

Office Hours: 9am to 5pm Daily

Closed Christmas Day

Standards of Excellence

9) Marketing & Communications

Concessionaire Partners may connect in promoting products and services for the guests of Galveston’s beachfronts and Parks, including annual pass holders. Our marketing and social media teams may assist in providing exposure for your business with the photographs and content you create and provide in a timely manner. In return, partners are expected to establish a contact phone and email for guests and a digital presence online via a social media page and/or website to share information about events, programs, good experiences and other promotional aspects of the Beaches and Parks to mutually support driving attendance to Galveston Island.

10) Environmental Stewardship

The Park Board is a positive force for the protection and enhancement of our Island’s natural resources. Concessionaire partners are expected to incorporate sound environmental practices in daily business operations to achieve the goals of protection, sustainability and enhancement of our natural resources.

Please consider alternatives to standard single-use products as described in the chart below.

Standard Single-use Product	Eco-friendly Single-use Alternatives	Reusable Alternative
Plastic Straw Plastic Cutlery Styrofoam	Paper Straw Biodegradable Plastic Compostable Plastic	Stainless Steel or Bamboo straws, cups, bowls and cutlery

11) Special Events & Programs Collaboration

We are dedicated to creating memorable experiences for our guests. A special event, program, activity or rental may be scheduled at any time and mostly occurs at our seasonal beach parks. To provide the best service possible, concessionaire partners may be asked to operate during these events outside of normal operating hours. If the partner is not able to commit, or cannot provide for the expected high attendance, a competing partner may be asked to provide services and/or products at that location. Additionally, partners are to be courteous and allow for an unobstructed view of the water by not setting up or walking in front of the event area.

Right of First Refusal Process and Considerations

Per Park Board of Trustees ByLaws, eligible partners with expiring agreements may be offered the Right of First Refusal for a future agreement. Any agreement or extension will be made at the discretion of the Park Board of Trustees.

Evaluation may be based, in part, on the following:

- Was our Partner timely and complete in providing all required payments and documentation?
- Did our Partner provide a high level of service and quality?
- Did our Partner deliver the revenue projections per agreement?
- Was our Partner cooperative and professional with us and our stakeholders?
- Did our Partner prioritize Safety and follow all safety requirements?
- Was our Partner collaborative with us to drive attendance and guest satisfaction?
- Did our Partner produce the deliverables as per the proposal and agreement?
- Did our Partner meet or exceed our Standards of Excellence?

Concessionaire Sales Areas

Parks and beachfront sales areas are available for concessionaire operations. The list below reflects the different areas which are operated by the Park Board. To find the areas available for operation, read the Request for Proposal, which will indicate which business opportunities are available at the start of a season. Areas and types of operations listed on this chart are not necessarily open and available at this time. The Request for Proposal information is the most accurate. See Bids & Proposals at www.gavlestoneparkboard.org.

Area 1 - R.A. Apffel Beach Park	Premier	Alcohol Permitted, Pavilion, 7,000 Vehicle Capacity, Promotions, Special Events, Lifeguards, Security, Paid Parking
Area 2 - Stewart Beach Park	Premier	Pavilion, 3,500 Vehicle Capacity, Promotions, Special Events, Lifeguards, Security, Paid Parking, No Alcohol

		Hotels	Public Toilets	Condos & Short Term Rentals	Restaurants, Bars & Stores	Other
Area 4 - 17th to 19th	TIER II	Y	Y	---	Y	
Area 5 - 19th to 21st	TIER I	Y	Y	---	Y	Hotel Galvez
Area 7 - 27th to 29th	TIER I	---	Y	---	Y	Pleasure Pier
Area 8 - 29th to 33rd	TIER II	Y	Y	---	Y	The Spot
Area 9 - 33rd to 35th	TIER III	Y	---	---	Y	Parking Lot Access
Area 10 - 35th to 38th	TIER III	Y	---	---	Y	
Area 11 - 38th to 41st	TIER II	Y	Y	Y	Y	
Area 12 - 41st to 45th	TIER III	Y	Y	---	Y	
Area 13 - 45th to 49th	TIER III	Y	Y		Y	Academy
Area 14 - 49th to 55th	TIER II	Y	---		Y	
Area 15 - 55th to 57th	TIER I	Y	---	---	Y	San Luis Convention Center
Area 16 - 57th to 61st	TIER I	Y	Y	---	Y	Kroger
Area 17 - 61st to 63rd	TIER I	Y	Y	Y	Y	Fishing Pier
Area 18 - 63rd to 65th	TIER II	Y	---	Y	Y	
Area 19 - 65th to 67th	TIER II	Y	---	---	Y	Walmart
Area 20 - 67th to 69th	TIER II	Y	---	Y	Y	
Area 21 - 69th to 71st	TIER II	---	---	Y	Y	
Area 22 - 71st to 73rd	TIER II	---	---	Y	Y	
Area 23 - 73rd to 75th	TIER II	---	---	Y	Y	

Dellanera RV Park	TIER II	Pavilion with Amenities, 65 site RV campground and Paid Parking
Seawolf Park	TIER II	Alcohol Permitted, Paid Parking, Museum, High Visitation, Fishing
East End Lagoon Nature Preserve	TIER III	Nature Trails, Fishing, Water Sports, Gateway to Beach Parks

Important Points of Contact

Galveston Park Board of Trustees

Guest Experience Manager

concessionaires@galvestonparkboard.org

601 Tremont, Suite 200

Galveston, Texas 77550

(409) 797-5172

www.galvestonparkboard.org

The Guest Experience Manager is the primary contact for all concessionaire partners and will distribute information, answer questions and collect your required documentation. Concessionaire Partners are to provide an email address and cell phone number to receive information, updates and reminders. Additionally, the partners will receive emergency information such as tropical storm warnings, emergency beach closings and government orders. Partners are to submit questions, business updates, documentation and communications to the Guest Experience Manager for response.

Permit and Licensing Agencies

This list provides contact information for some relevant applicable permitting and licensing agencies. It is the sole responsibility of the concessionaire partner to ensure that all applicable laws, permits and licensing requirements are met.

City of Galveston

City of Galveston Planning Department

823 Rosenberg, Room 401

Galveston, Texas 77550

(409) 797-3660

<https://galvestontx.gov/601/Planning-Development-Division>

City of Galveston Code of Ordinances

https://library.municode.com/tx/galveston/codes/code_of_ordinances?nodeId=PTICHGATE

City of Galveston License Permits and Business Regulations

<https://galvestontx.gov/DocumentCenter/View/4020/Chapter-19-rev08-15?bidId=>

Galveston County

Tax Office – Sales Tax ID

722 Moody Avenue

Galveston, Texas 77550

(409) 766-284

<http://www.galvestoncountytexas.gov/to/Pages/default.aspx>

Health District – Consumer Health

1207 Oak Street

La Marque, Texas 77568

(409) 938-2300

<https://www.gchd.org>

State of Texas

Texas Alcoholic Beverage Commission
PO Box 13127
Austin, Texas 78711
(512) 206-3360
<http://www.tabc.state.tx.us/index.asp>

Comptroller-Sales and Use Tax
(800) 252-5555
<https://comptroller.texas.gov/>

Galveston Island Beach Patrol – Water Safety and Enforcement

601 Tremont, Suite 200
Galveston, Texas 77550
(409) 797-5186
<http://www.texasbeachsafety.org/galveston>

Small Business Assistance

Galveston Regional Chamber of Commerce

519 25th Street
Galveston, Texas 77550
(409) 763-5326
<http://www.galvestonchamber.com>

Tri-County Regional Black Chamber of Commerce

2626 South Loop West, Suite #250
Houston, TX 77054
(832) 875-3977
<https://tricityregionalblackchamber.org>

Galveston Economic Development Partnership

5007 Avenue U
Galveston, TX 77551
(409) 770-0216
<http://www.gedp.org>

Hispanic Chamber of Commerce

1801 Main Street, #890
Houston, TX 77002
713-644-7070
info@houstonhispanicchamber.com

Galveston County Small Business Development Center

319 East Galveston Street
League City, TX 77573
(409) 933-1414
https://www.sbdc.uh.edu/sbdc/galveston_county



Frequently Asked Questions – Concessionaire Partner Program

Am I required to enter into a Concessionaire Agreement with the Park Board to operate on the beaches or if I already have permits with the City of Galveston and/or Galveston County to operate as a business? **Yes, per City ordinance, to operate on Galveston’s public beaches, an agreement must be fully executed with the Galveston Park Board of Trustees.**

Will I be required to have insurance? **Yes. The Park Board requires General Liability Insurance coverage of \$1,000,000. Coverage must list both the Park Board of Trustees and The City of Galveston as additional insured.**

Am I required to pay sales tax if I have an agreement with the Park Board? **Yes, you must acquire a sales tax and use permit naming City of Galveston as the local tax authority from the State of Texas Controller and remit sales tax per required by law.**

Will I be subject to periodic inspections from local agencies such as the Galveston County Health Department and the City of Galveston Code Enforcement? **Yes, local agencies may inspect at any time for compliance. This includes the Park Board to evaluate compliance to your signed agreement.**

Can short term vendors operate on Park Board beaches and parks? **Short Term vendors can complete a temporary vendor application and submit with payment of \$250.00 for consideration. Temporary Applications are valid only for select events, holidays or other anticipated high attendance dates.**

Does the Park Board charge concessionaires to operate at locations under its jurisdiction? **Yes, concessionaire partners are charged an administrative fee and a percentage of their gross sales.**

Does the Park Board issue tax and health permits? **No. Contact the appropriate permitting agency.**

When do the agreements expire for concessionaires already on the beach? **Each agreement is unique and expires per terms held within. When agreements expire, there may be opportunity for a new business to submit a proposal. Sign up for alerts on the Park Board website.**

Does the Park Board allow concessionaires to sell along the Seawall Boulevard? **Seawall Boulevard on the streetside or sidewalks are not permitted by the Park Board. The Park Board signs agreements for partners on the beachfront sand along the Seawall. Contact the City of Galveston for Seawall Boulevard opportunities.**

Which beaches are managed by the Park Board? **While the Park Board manages 32 miles of beaches on Galveston Island, only Seawall Urban Park, R.A. Appfel Beach Park, Stewart Beach Park, Dellanera RV Park, East End Lagoon Nature Preserve and Seawolf Park are available for concessionaire partnership opportunities through the Park Board.**



GALVESTON
* ISLAND *
Park Board of Trustees

Application for the Concessionaire Partner Program

Legal Name of entity/business:

Full name of business owner(s)/partner(s), including any aliases or other names used the last seven (7) years:

Physical Street Address _____ City _____ State _____ Zip Code _____

Mailing Address, if different _____ City _____ State _____ Zip Code _____

(_____) _____ - _____ (_____) _____ - _____

Cell Phone _____ Business/Home Phone _____

_____ Email Address

Do you have a state sales tax number and local outlet number? Yes No

If yes, attach a copy with this application. If no, a copy will be required before execution of the agreement.

Describe the type of business, location, products or services offered and pricing.

Have you or your business received any citations for code or regulatory violations in the past 3 years? Yes No

If yes, please briefly describe the citation.

Have you, co-applicant or your company ever been convicted of a felony, in either state or federal court in the last seven (7) years? No Yes If yes, describe the type of conviction, date of conviction, case number and court of conviction.

Bank Name _____ Bank Officer _____
(_____) _____ - _____
Office Phone Number _____ Email Address _____

Provide three (3) business or professional references that are not related to you:

1) _____ (_____) _____ - _____
Reference Name _____ Phone Number _____

_____ _____
Reference Business _____ Email Address _____

2) _____ (_____) _____ - _____
Reference Name _____ Phone Number _____

_____ _____
Reference Business _____ Email Address _____

3) _____ (_____) _____ - _____
Reference Name _____ Phone Number _____

_____ _____
Reference Business _____ Email Address _____

Employment history for the last seven (7) years:

Business Name _____ Dates of employment _____

Supervisor Name _____ Business website _____

(_____) _____ - _____
Office Phone Number _____ Email Address _____

Business Name _____ Dates of employment _____

Supervisor Name _____ Business website _____

(_____) _____ - _____
Office Phone Number _____ Email Address _____

Business Name _____ Dates of employment _____

Supervisor Name _____ Business website _____

(_____) _____ - _____
Office Phone Number _____ Email Address _____

By my/our signature(s) below, I/we hereby authorize the Park Board of Trustees of the City of Galveston (“Park Board”) and/or its staff, agents and representatives to request and receive the above provided information to conduct any and all the following background and credit checks on me/us to complete the concessionaire application and agreement:

- state and federal criminal background;
- Texas Department of Public Safety and Department of Transportation background and similar departments for other states;
- employment history;
- depository accounts; and
- credit history check with at least one of the major credit history reporting companies.

I understand that the Park Board will keep the above listed information, as well as any information obtained via criminal, driving and/or credit check(s) CONFIDENTIAL to the extent allowed by law, and will only use such information in evaluating applicant(s)’s suitability as a potential concessionaire.

In addition, I/we do hereby certify that all the information contained in this application is true and correct. I/we understand that if the Park Board learns at any time, that any information that I/we have provided to the Park Board in this application is incorrect, misleading or false, it will be considered grounds for terminating any agreement I/we have or could have with the Park Board.

Business Name

Date

Applicant Signature

Co- Applicant Signature

Applicant Printed Name

Co-Applicant Printed Name

Date of Birth

Co-Applicant Date of Birth

Social Security Number

Co-Applicant Social Security Number

Texas Driver’s License Number

Co-Applicant Texas Driver’s License Number



GALVESTON
* ISLAND *
Park Board of Trustees

Concessionaire Business Proposal

The information below will be considered when evaluating your submission with your bid to be a concessionaire partner with Galveston Park Board.

1. Overview of your proposal

Area/Park : _____

2. Description of your company and management team

3. Projected monthly revenues

4. Product lines and/or services

5. Permitting and licensing needs

6. Operations procedures

7. Images of equipment you plan to utilize for your business

8. Ecofriendly features

9. Safety protocol

10. Guest Service practices

11. Staffing & training plans

12. Marketing & communications plans

13. Sales strategies

14. Other information



Safety Plan for Personal Watercraft Rental

Business Name: _____

Business Owner: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

(Business Name) _____ will provide the following items and/or actions to assure the safety of customers renting personal watercraft:

Concessionaire Personnel

1. Shall submit proof of successful completion of a boating safety course approved by the Texas Parks and Wildlife Department for any personnel who will be renting the personal watercraft to customers.
2. Shall abide by all federal and state and local statutory laws, ordinances, rules, regulations, and guidelines to include with particularity, those laws, rules, regulations and guidelines of the United States Coast Guard and the Texas Water Safety Act.
3. Shall not operate during conditions deemed unsafe by the Galveston Beach Patrol and agree that all decisions made by the Galveston Beach Patrol shall be final. Personal watercraft will not be rented while the Galveston Beach Patrol is flying a "red flag" due to dangerous surf, high winds, or strong currents.
4. Shall not rent personal watercraft except between the hours of 9:00 a.m. to 7:00 p.m.
5. Shall provide adequate instruction to all operators before renting personal watercraft. Before renting personal watercraft, the customer will sign a statement detailing operator's understanding of all rules, regulations, city ordinances, and stated laws regarding the operation of personal watercraft
6. Shall provide to all renters appropriately sized personal floatation devices that are in good condition
7. Shall not permit any person to operate a personal watercraft within one hundred (100) yards of the shoreline except for ingress and egress.

8. Shall not permit more than four (4) personal watercraft to be operated within a water course at the same time.

Watercourse

1. Establish a watercourse, which shall be triangular in design, and shall mark all water courses with buoys which are a minimum of twenty-four (24) inches in diameter, international orange, in accordance with United States Coast Guard guidelines.
2. Clearly designate points of ingress and egress by uniform buoys which are a minimum of twelve (12) inches in diameter, and international orange. Ingress and egress channels shall be designated by two parallel and straight buoy lines running perpendicular from the shoreline to fifty (50) yards offshore. The distance between the two buoy lines shall be no less than ten (10) yards in width. Adjacent buoys in the buoy lines shall be equidistantly spaced no more than fifteen (15) feet apart. Both ingress and egress buoy lines shall be located outside of the "no swimming" areas. The ingress and egress channel shall be clearly designated by signage, which is made of permanent material, two (2) ft. by two (2) ft. in size, implanted at the shoreline in front of the ingress-egress channel. The ingress and egress channel will be kept clear of swimmers and waders.

Vessel Livery

1. Shall obtain a certificate of number for all vessels being used as motorboats to rent or let for hire.
2. Shall keep a record of the name and address of the persons hiring any vessel operated as a motorboat, the vessel's certificate of number, the time and date of departure, and the expected time of return. The record shall be kept for six months.
3. Shall maintain liability insurance from an insurer licensed to do business in this state. The liability insurance will list each individual hull identification number.
4. After providing the instruction required and before releasing possession of the rented vessel, each operator shall sign an acknowledgment form indicating that the operator has received the required instruction. The forms shall be retained for at least six months.

Personal Watercraft

1. Shall always have at least one (1) watercraft available to assist disabled personal watercraft
2. All watercraft rented shall:
 - be equipped with a governor which limits the maximum speed of the watercraft to thirty (30) miles per hour
 - be equipped with a four stroke engine
 - have valid certificate of numbers correctly displayed
 - have usable fire extinguisher
 - have a sound producing device
 - have an engine cutoff lanyard

Operators of Personal Watercraft (Renters)

1. Will be of legal age to operate personal watercraft in Texas
2. Will wear personal flotation device
3. Will wear lanyard type engine cutoff switch
4. Will only operate PWC at headway speed during ingress or egress within 100 yards of the shoreline
5. Will stay at least 50 feet away of any other vessel, person, stationary platform or other object, or shore, except at headway speed
6. Will not jump the wake of another vessel recklessly or unnecessarily close to that vessel; or not operate PWC in a manner that requires the operator to swerve at the last possible moment to avoid collision.
7. Will abide by the United States Coast Guard Inland Rules to operate PWC
8. Will not operate PWC in a reckless or negligent manner
9. Will not operate PWC at a rate of speed greater than is reasonable and prudent, having due regard for the conditions and hazards, actual and potential, then existing, including weather and density of traffic, or greater than will permit him, in the exercise of reasonable care, to bring the boat to a stop within the assured clear distance ahead.
10. Will not operate PWC in a circular course around fisherman or swimmer
11. Will not operate PWC on triangular course in a single direction - i.e. clockwise or counterclockwise direction depending on prevailing water conditions

Lightning Protocol

Dispatchers should monitor the WeatherBug App throughout their shift. If a storm is approaching, determine how fast the storm is moving, what direction, and how soon the storm will be within 10 miles of the beaches. If lightning strikes are within a 10-mile radius of the beach, dispatchers need to notify area supervisors.

When the storm has passed or there has not been a lightning strike for 30 minutes within a 10-mile radius Business will notify employees that rental of water equipment may resume. There is no rental of water equipment for 30 minutes of a lightning strike within a 10-mile radius of the rental area.

SIGNATURE OF BUSINESS OWNER

Date of Signature

NAME OF GALVESTON BEACH PATROL INSPECTOR

TITLE OF GALVESTON BEACH PATROL INSPECTOR

SIGNATURE OF GALVESTON BEACH PATROL INSPECTOR

Date of Passed Inspection