

### **Guidelines for temporary non-profit vendors at Northgate**

- Two options for location:
  1. Locate on private property. Be sure the location you set up is actually on private property (not the public sidewalk in front of a business's property). If a group uses private property for sales, a letter granting permission for the sales must be given to the group by the property owner. The group must provide written proof to police officers and Northgate District staff when requested.
  2. Locating on public property is only permissible with written permission of the City Manager's Office. The only location allowed in the grassy/dirt area behind/west of Logie's at 201 College Main.
- All groups using this location must abide the rules given to operate in the designated location or they will be asked to discontinue sales and risk not being allowed to use the space in the future.
- The location will be reserved on a first come, first serve basis. In order to reserve the location, groups must call the City Manager's Office at 764-6327.
- All event activities must be located entirely on the grassy/dirt area. Only one group at a time can use this location. Each group will only be allowed to have two tables.
- The sidewalk must be kept clear for the passage of any persons (particularly for anyone who might be in a wheelchair).
- Advertising is only allowed on/from this grassy/dirt area. This includes holding banners or signs. Mobile advertising (walking around Northgate with signs or otherwise approaching people about the event) is not allowed.
- After confirming a date, if a group can not have the sale, 48 hours must be given to the city manager's office.
- Any food sales must adhere to Brazos County Health Department regulations: <https://www.brazoshealth.org/node/39>. This may require obtaining a temporary event or food handlers permit from their office.
- Electricity is not publicly available. Gas powered generators are not allowed due to their noise.
- Liquids or wastewater cannot be dumped into the storm drain, street, public restrooms, or grassy area.
- Any open-flame cooking devices (such as charcoal or propane grills) must be at least 10 feet away from any combustible constructions (such as the wooden fence). A fire extinguisher is also required if open flamed cooking devices are used.
- Groups doing food sales must clean up after the sales are over. No food, trash or other items can be left at the location after the sales are over.
- All persons engaged in the event must have a copy (electronic or printed) of either the written permission from the property owner or written permission from the City Manager's Office.
- Failure to abide by these rules, or any reasonable and lawful request of any City of College Station Employees, can result in revocation of public property location permission by any College Station Police Officer, Fire Marshal, or Code Enforcement Officer.
- **Sales must end by 2 a.m.**

*City Manager's Office*

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