



## SHARON RECREATION DEPARTMENT

219 Massapoag Ave., Sharon, Massachusetts 02067

Phone: 781-784-1530

Fax: 781-784-1532

Web: [www.sharonrec.com](http://www.sharonrec.com)

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### INVITATION TO RESPOND

#### **Veterans' Memorial Park Beach Concession Stand Operating Agreement 2023 Season**

The Town of Sharon, Massachusetts invites interested and qualified vendors to submit proposals to operate the concession stand at Veterans' Memorial Park Beach at Lake Massapoag in Sharon. The beach is a town facility open daily when school is released through Sunday, August 21, 2023. The concession stand is to remain open between 11:00 a.m. to 6:00 p.m., with the option for the leasee to extend the hours by mutual agreement with the Sharon Recreation Department.

A copy of the Concession Stand Operating Agreement which outlines the terms and conditions of operations is attached to this invitation to respond. Proposers are to submit the amount of a permit fee the firm would be willing to pay for exclusive access during beach operating hours to sell food, beverages, ice cream, and other snacks during the beach season, subject to a minimum of **\$2,250 plus electricity**. Responders must submit a copy of the agreement with business information and the permit fee proposal completed on page 1 and sign the agreement on page 3. Responders are also required to submit resume or similar summary of relevant business experience and a proposed list for approval of those items that will be available for sale and the price to be charged for each item.

There will be a mandatory pre-response meeting at Veterans' Memorial Park Beach at the concession stand on **Thursday, March 30th** at 10:15 a.m.

Responses are due to the Sharon Recreation Department, 219 Massapoag Avenue, Sharon, MA 02067 on **Thursday, April 6th at 11:00 a.m.** by mail, personal delivery, or by email to [lberger@townofsharon.org](mailto:lberger@townofsharon.org).



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DATE: \_\_\_\_\_ PERMIT FEE: \$ \_\_\_\_\_ payable by Friday, April 28th

LESSEE NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

### Period of Agreement

- Mid-June through Labor Day with access two weeks prior and after for set up and clean up, subject to weather conditions and date water can be turned on and turned off. A key will be issued upon submission of the required documents. Everything is to be cleaned and/or removed and the key must be returned at the end of the agreement period in the same condition as it was given.
- Agreement for the dates specified within calendar year, with an option to renew the following year.
- The lessee may not sublet the concession stand under any circumstances.
- During the agreement period, the lessee shall maintain Town property as is with, reasonable wear and tear accepted. The lessee may not alter the building or concession stand without prior written permission.

### Period of Operation

- The Town operates Veterans' Memorial Park Beach daily for summer 2023:
  - ***Anticipated Schedule as of March 2<sup>nd</sup>: June 16<sup>th</sup> through August 20<sup>th</sup>***
- The concession stand shall be operated on a daily basis during Veterans' Memorial Park Beach operating hours (9:30am-6:00pm) but must be operational between the hours of 11:00am through 6:00pm. The lessee may extend operating hours to begin as early as 9:00am and close as late as 8:15pm as dictated by public demand, provided lessee provides notice of the schedule by Friday at 12:00 noon for the following calendar week.

Additionally, the park may host several concerts and special events in the summer on Wednesday evenings from 7:00pm - 8:30pm for which lessee may remain open. The Recreation Department will provide a schedule of concert dates and special events to be held at the lake by June. Please note, bathroom access will only be available during normal beach operating hours.

- After 6pm, when the beach is closed, if there are special events/concerts planned, the Recreation Department may host a food truck with permits from the Select Board.
- The Concession Stand will be closed to the public when Veterans' Memorial Park Beach is closed due to inclement weather as **determined by the Recreation Department.**



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### Conditions

- Certifications: The lessee shall have a valid ServSafe Food Manager and Allergen Awareness certifications.
- Health Regulations, Licenses and Permits: The equipment, facilities and operation of the concession stand shall be inspected by the Town Health Administrator/Agent. Upon inspection completion the lessee shall secure a Seasonal Food Service Establishment Permit from the Sharon Board of Health. Cost of permit is at lessee's expense.
- Merchandise Sold: All food items must be sold in paper or plastic containers. All lessees must submit the products to be sold during each season covered in the lease to the Recreation Director for approval as well as prices to be charged for each product. Products and prices to be charged must be submitted to the Recreation Director by **Friday, April 28, 2023**. Lessee may not alter the menu or sell additional items without written permission from the Sharon Recreation Department.
- Equipment: The lessee shall furnish and install such items of equipment as it is necessary to properly store and dispense the food items to be sold. Approval for propane must be granted by Sharon Fire Department. Cost of propane permit is at lessee's expense.

### Additional Requirements

- The lessee must maintain the necessary garbage containers for inside the concession stand. The trash barrels for outside the building will be furnished by the Town but the lessee must remove the trash throughout the day.
- The lessee shall keep the grounds (within 50 feet) of all sides of the Beach House building clean of litter.
- The vendor will be properly certified and personnel properly trained in food handling regulations. One server will be on duty during normal operating hours. If sales surpass expectations, additional personnel will be added as needed. There may be overlap during normal operating hours where multiple workers are on duty. Additionally, proper tools will be used to maintain safety protocols.
- Lessee must accept the following forms of payment; cash, credit or debit cards.
- The propane grill will be situated on the lawn 3 feet from the building to comply with fire code regulations. The grill will be properly roped off to conform to safety standards set by the Sharon Fire Department. In addition, an ABC fire extinguisher will be required and accessible. A propane permit must be obtained from the Sharon Fire Department. Propane may not be stored in the concession stand at any time.
- Cooking oil barrel must be maintained with proper permitting/consent from the Sharon Fire Department. A type K fire extinguisher shall be required if oil frying.
- Cooking and/or grilling must be done outside the facility.



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- The lessee must include a certificate of insurance for commercial general liability and workers compensation. A request will be provided with the appropriate coverage.

### **Competition**

- The Town has the right to sell or to contract vendors during regular beach hours to sell food items if it so desires for the:  
July 3<sup>rd</sup> Celebration & Sharon Triathlon

The period during which competition is permitted before 6:00pm is July 3<sup>rd</sup> and selected rain date and during the Sharon Tri. Food trucks may be permitted after 6:00pm during special events/concerts.

- The town may allow a Beer Garden with permission from the Select Board during the summer concert series. No food will be available for purchase by the Beer Garden.
- The town may allow Open Markets to take place on-site, permitting the sale of items including local art, crafts, etc during Wednesday night concerts.

### **Facilities**

- Space: 8'6" x 21' room on eastern side of Beach House. One exterior door, three counter openings across the end of the building along the 21' side of the room, plywood shelf along the wall under the counter openings and a small shelf adjacent to the sink. Screen door. Signage may only be displayed during the season of operation and must be approved by the Recreation Department.
- Equipment: A three-compartment sink, one hand sink, one prep sink, one upright freezer and one compact refreshment cooler.
- Electricity: Furnished by Eversource at the complete expense of the lessee for their operation. Any changes made by lessee or required for any reason are subject to prior approval and inspection by the Town after installation, all at lessee's cost.
- Water: Furnished by the Town. Hot water is included from electric hot water heater within the building.

**Those wishing to operate the concession stand must agree to all terms as outlined.**

It is expressly understood and agreed that the regulations of the Sharon Recreation Department are to be strictly complied with and that the undersigned assumes full responsibility for any damage to, or loss of Town property in consequence of such use of the facilities as described above, and engages to make the same good without expense to the Town.

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recreation Director Signature: \_\_\_\_\_

Approved by the Select Board: \_\_\_\_\_