

**CITY OF CRESTVIEW
REQUEST FOR PROPOSAL
CONCESSIONAIRE SERVICES RFP #23-08-23-P&R**

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PROJECT REQUIREMENTS AND SPECIFICATIONS

DEFINITIONS

City:	City of Crestview, Florida
Council:	The City Council of the City of Crestview, Florida
City Manager:	The person appointed by the Council to be the City Manager of the City, and such persons designated by the City Manager to act as the City Manager's representative for purposes of the RFP and any contract entered into pursuant to the RFP.
Concessionaire:	The person whose proposal shall be accepted by the Council and who shall thereafter enter into a formal Agreement to furnish the services for which the proposal was furnished.
Person:	Any individual, partnership, Society, Associations, joint stock company, corporation, estate, receiver, assignee, or capacity, whether appointed by court or otherwise, and any combination of individuals.
Proposer:	Any person who submits a proposal for supplying the services described in the Request for Proposal.

A. PURPOSE

The purpose of this procurement action is to solicit proposals from qualified individuals/firms to provide services for the operation and management of food and beverage concessions at all locations where sports activities/games are played or events, as required. Locations – See Attachment A

B. SCOPE OF WORK

The successful proposer will operate the concession facilities and provide concessions for a term of thirty-six months, commencing on September 1, 2023. Upon the written mutual consent of both parties, this Agreement may be extended for up to two (2) additional 12-month periods.

The Proposer shall provide concessionaire operations at all City-sponsored sports events, including seasonal youth and/or adult leagues/schedules conducted by the City. Emphasis should be placed on providing quality concessions for all facility visitors. Food and beverages shall include a wide variety of hot and cold items, fresh food, and beverages. Proposer will be responsible for the total operation to include ownership or rental of necessary concession equipment, purchasing of supplies, manpower acquisition and application. Vending responsibilities do not extend to existing vending machines located at recreational facilities. In addition, vending responsibilities do not extend to any special events, or facility rentals for events not organized by the City. Note: Proposer should anticipate that it will not have exclusive use of concessions facilities other than for scheduled

games, i.e., during special events or when City facilities are privately rented, other persons may use the concessions facilities.

The existing facilities and anticipated seasonal uses are as follows:

PARK NAME	ADDRESS	TYPE	EST. GAMES PLAYED	SEASON
Twin Hills Park Football/Soccer	100 North Hathaway	Fixed Concession Stand	266	August-Oct.
Twin Hills Park Basketball	100 North Hathaway	Fixed concession stand (inside gym)	456	Dec-March
Durrell Lee Fields Baseball	1850 East First Ave.	Fixed Concession Stand	310	March-June
Spanish Trail Park Girls Softball	205 Stillwell Blvd.	Open Air Concession Stand	98	March-June
Adult Softball	205 Stillwell Blvd.	Open Air Concession Stand	72	July-August

1. Proposer shall pay an annual rental of premises to the City of Crestview for use of the above facilities.
2. Proposer shall pay the City of Crestview a monthly percentage of gross sales generated from any contract entered into pursuant to this RFP.
3. In addition, at the sole discretion of the City, the winning proposer may be given the option to provide concessions for other City facilities. A schedule for these activities will be discussed with the successful proposer in advance.
4. A schedule of menu items and other items for sale, together with prices to be charged, must be approved by the City. Proposers are encouraged to submit with proposals a proposed menu and schedule of concessions items with anticipated pricing.

C. PROPOSAL GUIDELINES

In preparing your proposal, please be aware of the following restrictions:

1. The proposer shall operate the concession stand, including portable units and mobile service as required by the City, for any scheduled season games or events. Proposer shall be open and ready for operation not less than fifteen (15) minutes prior to a scheduled event or game. Proposer must operate and provide concession services until the last fifteen (15) minutes of any scheduled event or game. Additionally, Proposer must provide concession services for any and all scheduled tournaments and group activities deemed necessary by the City Manager. Proposer will not be considered the exclusive vendor during any special events or facility rentals.

1. At the proposer's discretion, the concession stand may be open earlier or later for special activities or events with approval from the City Manager.
2. The proposer must demonstrate at a minimum experience in successfully operating and managing a similar type of business. Must prove fiscal solvency and capacity to provide adequate portable concession stands. The Concessionaire must include:
 - The number of years in the food industry.
 - The number of years specifically providing concession services.
 - For references, include a list of current active contracts. Preference will be given to those references by municipalities or government agencies.
 - Display the ability to provide an adequate number of staff with appropriate training and skills needed for food preparation and serving to the public.
 - Submit proper licensing to perform food-related services – City, County and State licensing.
 - Sample menu showing typical products and pricing.
 - Unverified experience will not be considered by the City.
3. The concession stand will not have commercial lighting of any type, including signage.
4. If the proposer chooses to install a security alarm system, it will be of the non-audible type, and approved in writing by the City Manager.
5. The City's logo may not be displayed on any merchandise without the written consent of the City Manager.
6. All appliances and fixtures purchased by the proposer will remain the property of the proposer. All proposer owned equipment shall be removed within ten (10) days of the end of the contract term.
7. All permanently attached improvements to the facility become the property of the City at the end of the contract term. No permanently attached items will be allowed without the prior written consent of the City Manager.

D. PROPOSER'S INQUIRES

The proposer shall examine this Request for Proposal to determine if the City requirements are clearly stated. If there are any requirements which restrict competition, the proposer may request, in writing, to the City that the requirements be changed. The proposer requesting changes to the City requirements, must provide detailed justification for a change, and must provide recommended changes to the requirements. Request for changes to the Request for Proposal must be forwarded in writing to the City Clerk. The proposer's failure to request changes shall be considered to constitute proposer's acceptance of City requirements. The City shall determine what changes to the Request for Proposal are acceptable to the City. If required, the City shall issue an addendum reflecting the acceptable changes to this Request for Proposal which shall be sent to all proposers. The City, either through the final award of contract or through the selection process, reserves the right to waive or alter any of the requirements set forth herein. Any inquiries from proposer concerning this Request for Proposal shall be submitted in writing (preferably by email) to cityclerk@cityofcrestview.org.

E. PROPOSAL FORMAT & SUBMISSION

The procedure outlined in the Request for Proposal must be followed. Submit:

- One (1) original signature
- Five (5) copies of to your original bid proposal document
- A Windows compatible PDF on a portable storage media (i.e., USB "jump drive") that is clearly labeled containing a copy of the original document.

- Proposers resume clearly documenting The proposer must demonstrate at a minimum experience in successfully operating and managing a similar type of business. Refer to page 3 C. Proposal Guidelines.

The original document must be signed in blue or black ink and submitted in a sealed package along with all copies, on which should indicate the name of the proposer, proposal opening date, RFP number and title on the outside of the proposal package. Whether forwarded by mail or personally delivered, the above-mentioned envelope must be received by the City prior to the date and time stated in the Request for Proposals. Proposals received after the time stated will not be accepted.

THE PROPOSAL SUBMISSION MUST CONTAIN:

- 1. Tab 1. Completeness of Proposal (Evaluation Points Assigned - 10 Max.).** Proposers shall complete and return all mandatory forms under this Tab including: 1) Proposer Identification Sheet, 2) Proposal Sheet, 3) Board of Directors, 4) Financial Institutions form, 5) References, and 6) Proposer Qualification Form. Also include completed / signed Required Forms indicated on the bid index page; 1) Bid Cover Sheet, 2) Reference, 3) Submission Check List, and 4) IRS W-9 (October 2019 version).
- 2. Tab 2. Business Plan (Evaluation Points Assigned - 30 Max.). Including a brief synopsis** of the proposal. The synopsis should be prepared in such a manner that it will be understandable to individuals on a management level. Synopsis shall include, but not be limited to:
 - 1) List of anticipated services
 - 2) Food types
 - 3) Number of employees
 - 4) Description of major equipment to be installed
 - 5) Description of services to be provided at each sporting event
 - 6) Description of how the provider will ensure quality food services to all sports. This should include a clear explanation of how the provider will serve multiple locations at the same time
 - 7) Business management techniques and controls over money, personal and financial records
 - 8) Schedule of operation including dates and times (See PROPOSAL GUIDELINES, #1 and #2)
 - 9) Any other information which would allow a reviewer to evaluate and understand the total method of operation.
- 3. Tab 3. References (Evaluation Points Assigned – 10 Max.).** The proposer shall furnish references on the FORM provided with the proposal including the company name, responsible person, and telephone numbers where similar services have been provided. Information will be provided on the Proposer Qualification Form. References must be verifiable.
- 4. Tab 4. Resume of Related Business Experience (Evaluation Points Assigned - 30 Max.).** Resume should include a chronological list, to include beginning and ending dates, of proposer's experience with a description of the services provided by each operation, with a minimum requirement of 5 years related or similar type of restaurant or concession business. If proposer is a corporation with a lengthy history of concession operations, the list should begin with the earliest concession experience and list several operations which accurately portray the variety and complexity of proposer's experience up through the most recent.

5. **Tab 5. Financial Information (Evaluation Points Assigned 20 Max.).** The proposer shall submit financial statements which include a balance sheet as of June 30, 2023 and the related statements of income, retained earnings and changes in financial positions for the year then ended. In cases where the proposer's fiscal year end is not June 30 and financial statements have been prepared, the proposer may submit financial statements for the two most recent fiscal years, accompanied by interim statements as of June 30, 2023. Proposers may submit financial information which has been reviewed or audited by a Certified Public Accountant. Since audited statements are generally accepted as being more reliable than unaudited statements and generally accepted as being more reliable than reviewed statements, preferences will be given in the evaluation process to audited and reviewed statements.

F. CONCESSION FOOD AND BEVERAGE ITEMS

1. Any food and non-alcoholic beverage items are permitted if provided from a health department approved and licensed commissary and all on-site food cooking is limited to the listed equipment.
2. The menu must include healthy items as an alternative for customers seeking healthy concession items. Include in the proposal items that will be available on the menu. Items may change as the proposer discovers what is popular with customers, with the City's approval.

G. CONCESSION EQUIPMENT

- a) Microwave
- b) Toaster
- c) Warmer
- d) Hot dog steamer/cooker/warmer
- e) Crock pot
- f) Coffee maker
- g) Refrigerator/Cooler/Freezer
- h) Grill/Fryer (Must meet all applicable fire code/health department regulations and must provide proper grease disposal procedures). Note: The City does not provide natural gas or liquified propane gas.

H. SOUVENIRS/MERCHANDISE. Proposer is not precluded from offering the following souvenirs and merchandise, but the sale of such items must be specifically approved in advance by the City Manager.

1. T-Shirts/Polo Shirts
2. Hats/Visors
3. Cups
4. Other related items

I. MISCELLANEOUS

1. **Permitted (not required)**
 - a) Bags of Ice
 - b) Disposable Cameras
 - c) Film/Memory Cards
 - d) Sunscreen
 - e) Nose Plugs
 - f) Ear Plugs

J. ADVERTISING & DISPLAYS
Advertising and Displays are permitted only as approved by the City Manager.

K. UTILITY AND PHONE CHARGES
The City will provide electricity and water to established facilities. Any phone lines, fax lines, Internet, Wi-Fi etc., will be at the proposer's expense. Electricity, water or other utilities are not provided for mobile carts serving other facilities when required.

L. EVALUATION OF PROPOSALS
Proposals shall be evaluated by a Committee of five (5) members. The committee will be as follows; The IT Manager, Parks Supervisor, Project Manager, Special Projects Manager, and Public Information Manager. The Accountant will provide oversight for the evaluation process to include an evaluation of the financial information provided.

- Evaluation will be based on
- Max 10 Points - Completeness of Proposal
 - Max 30 Points - Business Plan and Menu
 - Max 10 Points - References
 - Max 30 Points - Related or Previous Experience
 - Max 20 Points - Financial Information Provided

M. FORMS

1. The Request for Proposal Cover Sheet should be completed, signed by a representative authorized to contractually bind the proposer and returned with the proposal. Failure to return this executed original form may result in automatic rejection of the proposal.
2. The proposer Identification Sheet should be completed, signed by a representative authorized to contractually bind the proposer and returned with the proposal.
3. The proposer Qualification Form should be completed, signed by a representative authorized to contractually bind the proposer and returned with the proposal.

N. PROPOSAL FORM
Each proposer must submit the completed Proposal Form included in this Request for Proposal.

O. SINGLE PROPOSAL
Only one proposal from a legal entity will be considered. If it is found that a proposer is interested in more than one proposal, all proposals in which such a proposer is interested will be rejected.

P. QUALIFICATION FORM (Exhibit E)
Each proposer must complete and submit the Professional Qualification Form included in this Request for Proposal. Evidence that the proposer is fully qualified and competent to complete this project is required. Prospective proposers shall disclose any record of pending lawsuits, criminal violations and/or convictions, etc., and shall not have conflicts of interest under Chapter 112, Florida Statutes, and agrees that they will fully comply in all respects with the terms of said laws.

Q. REJECTION OR ACCEPTANCE OF PROPOSALS
The City reserves the right to waive any irregularities in any proposal, to reject any or all proposals, to re-advertise for proposals, if desired, and upon recommendation and justification by the City to accept the proposal which in the judgment of the City is deemed the most advantageous for the public and the City. In the event of default of the successful proposer, or refusal to enter into a contract with

the City, the City reserves the right to accept the proposal of any other proposer or to re-advertise using the same or revised documentation, at its sole discretion.

R. PROTECTION OF RIGHTS OF THE CITY

The City reserves the right to include in any contract document such terms and conditions as the City deems necessary for the proper protection of the rights of the City.

S. WITHDRAWAL OF PROPOSAL

No proposal can be withdrawn after proposals are opened for a period of 60 days.

T. EXPENSES INCURRED IN PREPARING PROPOSAL

The City accepts no responsibility for any expenses incurred in the proposal, preparation, and presentation. Such expenses are to be borne exclusively by the proposer. Emphasis in each proposal must be on completeness and clarity of content.

U. MINIMUM ACCOUNTING REQUIREMENTS

1. The proposer must comply with all of the following general minimum accounting requirements:
 - a. Sales receipts must always be offered to customers regardless of the amount involved. Sales receipts may be in the form of cash register slips, pre-numbered receipts or pre-numbered tickets depending on the method employed to document sales.
 - b. The proposer must establish and maintain bank accounts (checking, savings, etc.) that are used solely for contract operations.
 - c. Receipts must be deposited intact daily. Validated deposit slips and bank statements supporting amounts deposited must be retained.
 - d. Daily entries, to account for gross sales and sales tax collections by point of sale/collection station location, must be made to a ledger or journal (automated entries and ledgers acceptable). Entries must equal amounts deposited by period. All adjustments to gross sales, such as customer refunds, must be recorded in the ledger/journal using a separate entry. Source documents such as daily cash register tapes, proposer's copy of pre-numbered receipts and use schedules for pre-numbered tickets must be retained to support recorded gross sales and sales tax collections. Adjustments to gross sales must be supported by source documents such as customer signed receipts and canceled checks.
 - e. Refunds and purchases must always be made by check or through use of an Imprest (petty cash) fund. The imprest fund, if used, must always be replenished by check. Only under extremely unusual circumstances may daily receipts be used to make purchases or refunds. If daily receipts are used to make refunds or purchases, the proposer must document both the occurrence and the reason.
 - f. Customer refunds must always be supported by customer signed documents and canceled checks payable to either the customer or the imprest fund.
 - g. Purchases must always be supported by proposer invoices and canceled checks payable to either the proposer or the imprest fund.
 - h. All checks written on the proposer's checking account, whether voided or not, must be retained.
 - i. Duties associated with handling, recording and reconciling receipts and disbursements should be assigned to different employees whenever possible. Employees who handle cash or cash-like items should be adequately supervised.
2. The proposer must comply with at least one of the following three methods of accounting for gross sales. Every sale must be accounted for by use of electronic cash registers, pre-numbered receipts,

or pre-numbered tickets unless the proposer has received prior written authorization from the City Manager to use some other method.

- a) Electronic Cash Registers, Minimum Requirements
 - 1) Register Must:
 - i. Produce customer's copy of sales receipt.
 - ii. Contain a locked-in tape and sequential numbering system for such tapes.
 - iii. Record and accumulate sales and sales tax amounts.
 - 2) Proposer Must:
 - i. Provide daily supervision over employees using the registers.
 - ii. Clear or close
 - iii. Approve all refunds & voids or delegate this to an employee.
 - 3) Customer Refunds Must:
 - i. Refunds must be documented by customer signed sales slips indicating receipt of the refund. If the customer does not have his copy of the sales receipt, a pre-numbered refund receipt signed by the customer must be issued (see minimum requirements for pre-numbered receipts.)
- b) Pre-numbered Receipts, Minimum Requirements
 - 1) Receipt Must:
 - i. Be designed to capture all pertinent sales data, such as: date, customer's name, items purchased, amount of sale, amount of sales tax collected, total collected and salesperson's name or initials.
 - ii. Be at least two copies (customer and record copy), each clearly identified.
 - iii. Have a numbering sequence that is continuous and does not repeat itself any more often than every three years. Numbering sequence must be supported by proposer's invoice.
 - iv. Be issued to customers sequentially; any breaks in the numbering sequences must be explained.
 - 2) Proposer Must:
 - i. Retain the record copy of all issued receipts and all copies of voided receipts.
 - ii. Maintain a work sheet or schedule which reports the numbering sequence of receipts used and money collected by day.
 - iii. Provide adequate security over unused receipts and periodically inventory these receipts (at least every six months).
 - 3) Customer Refunds Must:
 - i. Refunds must be documented by customer signed sales slips indicating receipt of the refund. If the customer does not have his copy of the sales receipt, a pre-numbered refund receipt signed by the customer must be issued (see minimum requirements for pre-numbered receipts.)
- c) Pre-numbered Tickets, Minimum Requirements:
 - 1) Pre-Numbered Tickets Must:
 - i. Clearly state the name of the item or service purchased, sales tax and total amount collected.
 - ii. Have a numbering sequence that is continuous and does not repeat itself any more often than every three years. Numbering sequence must be supported by a proposer's invoice at a minimum.
 - iii. Be issued to customers sequentially. Any breaks in the numbering sequence must be explained.
 - 2) Proposer Must:
 - i. Maintain a worksheet or schedule which reports the numbering sequence of tickets used and money collected by day.

- ii. Provide adequate security over unused tickets and periodically inventory these tickets (at least every six months).
 - iii. Provide adequate supervision over employees to gain assurance that previously issued tickets are not resold.
- 3) Customer Refunds Must:
- i. Refund must be documented by customer signed tickets indicating that customer received a refund. If the customer does not have his ticket, a pre-numbered refund receipt must be issued (see minimum requirements for pre-numbered receipts).

EXHIBIT A - PROPOSER IDENTIFICATION SHEET

PROPOSER:	_____
REPRESENTATIVE:	_____
SIGNATURE:	_____
NAME/TITLE:	_____
ADDRESS:	_____
TELEPHONE:	_____
EMAIL:	_____
DATE:	_____
NOTE:	<i>The above name and address will be used for future correspondence. Please type or print.</i>

EXHIBIT B – PROPOSAL SHEET
PROPOSAL SHEET
PROPOSAL NUMBER [RFP #23-08-23-P&R]

I, the Proposer, agree to pay the City of Crestview a monthly concession fee of _____% of gross sales (less sales tax) for all operations covered by this Agreement.

I, the Proposer, agree to pay the City of Crestview an annual rental fee of \$_____ for use of existing concessions facilities pursuant to this Agreement.

I, the Proposer, shall post to the City of Crestview, upon the execution of an agreement, the following security in the amount of \$2,500.00 (Performance Bond, Letter of Credit, or Certified Check).

All notices and orders given to me; the Proposer may be served by mail at the following address:

My business is organized as a (choose one):

_____ Corporation _____ Proprietorship _____ Partnership

Signature: _____

Name/Title: _____

Representing: _____

Date: _____

**EXHIBIT C – BOARD OF DIRECTORS
BOARD OF DIRECTORS/CORPORATE OFFICERS**

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

Submit a copy of a Certificate of Status from the Secretary of State and the names and addresses of all directors and officers or owners and percentage of ownership of each, and evidence of compliance with the Florida Fictitious Name Statues, if Proposer is operating under a fictitious name.

If an Individual or Partnership, complete the following:

Date of organization: _____

General or limited partnership: _____

Name and address of each Partner:

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

EXHIBIT D – FINANCIAL INSTITUTIONS

- 1. Name: _____
Address: _____

Type of Account: _____

- 2. Name: _____
Address: _____

Type of Account: _____

NOTE: The references listed above should be available between 8:00 a.m. and 5:00 p.m., Monday through Friday. We strongly suggest that written letters of recommendation be submitted for each listed reference. Letters of recommendation should be written on a bank letterhead.

EXHIBIT E – PROPOSER QUALIFICATION FORM

Proposers, aided by this form, must show that they are competent and have the necessary resources to fulfill the conditions of the concession agreement.

Failure to submit this form with all questions answered may be grounds for disqualification:

Are there any judgments, claims or suits pending or outstanding by or against you?

_____ **Yes** _____ **No**

If the answer to either question is yes, submit details on a separate sheet.

List all lawsuits that have been filed by or against your firm in the last five (5) years:

The Proposer understands that information contained in this Proposer Qualification Form, together with Exhibits A through D, is to be relied upon by the City and such information is warranted by the Proposer to be true. The undersigned Proposer agrees to furnish such additional information, prior to the acceptance of any proposal relating to the qualifications and stability of the Proposer, as may be required by the City.

The Proposer understands that the City has the right to verify the information submitted and to seek any additional information relating to Proposer qualifications and stability.

The discovery of any misstatement, which, in sole opinion of the City, materially affects the Proposer’s qualifications to perform under the agreement, may cause the City to reject the proposal, and if after the proposal awarded, to cancel/terminate the agreement.

Dated this _____ day of _____, 2023.

IF INDIVIDUAL

WITNESS:

(Signature)

(Type or Print Name)

IF CORPORATION OR PARTNERSHIP

WITNESS:

(Name of Corporation or Partnership)

(Signature of Officer or Partner)

(Type or Print Name and Title)

(Corporation Seal)

STATE OF _____)

) SS.

COUNTY OF _____)

_____, being duly sworn, depose and says that.
he/she is _____ of _____ and that the answer to the
foregoing questions and all statement therein contained are true and correct.

Sworn to Before me this _____ day of _____, 2023.

My commission Expires:

(Notary Public)

**EXHIBIT F
PROFIT & LOSS STATEMENT**

(DUE WITHIN 45 DAYS AFTER CLOSE OF CALENDAR YEAR)

CONCESSIONAIRE: _____

	Gross Sales		Commission Paid		Operating Expense		Profit/Loss
1	Food, Drink & Retail Sales:						

Comments: _____

2	Equipment Rental:						
---	-------------------	--	--	--	--	--	--

Comments: _____

3	Other (identify):						
---	-------------------	--	--	--	--	--	--

Comments: _____

TOTALS:							
---------	--	--	--	--	--	--	--

Prepared By: _____

Date _____

Submitted: _____

CERTIFICATION: I certify that this annual profit and loss statement is true and correct and is based upon actual gross receipts for the period covered and recorded in the accounting records.

SIGNATURE: _____

Date: _____

EXHIBIT G
MONTHLY REPORT OF CONCESSION GROSS SALES

(DUE BY 15th DAY OF FOLLOWING MONTH)

Concessionaire Name: _____

Date: _____

Period Covered: From: _____ To _____

Point of Sale/Location of Cash Receipt	Gross Sales Total
_____	_____
_____	_____
_____	_____
_____	_____

If additional space is needed, attach second form.

Total Gross Sales: _____

Monthly Commission %: _____ (To be Inserted)

Sales Tax Remitted to State: _____

Total Payable: _____ (Total Gross Sales x Commission)

CERTIFICATION: I certify that this monthly sales statement is true and correct and is based upon actual gross receipts for the period covered and recorded in the accounting records.

Signature of Concessionaire _____ Date

Signature of Accountant _____ Date

Accountant Name