



Third-Party Vendor Information Form

This form must be completed for each on-site vendor and signed by the Vendor and the Renter who signed the Facility Use Agreement. The Renter assumes full financial responsibility for all damages that occur during or, as a result of, the Renter's or the Vendor's usage of the facilities. The Renter understands that the City of Lake Stevens shall not be responsible for accident, injury, or loss of personal property. _____ (Renter's initials)

Event Name: _____ Event Date: _____

Renter's Name: _____ Phone Number: _____

- Vendors must complete the Third-Party Vendor Confirmation Section below.
- Food vendors must comply with all state and county food handling requirements.
- Alcohol vendors must comply with the [City of Lake Stevens Alcohol at Special Events](#) policy.
- The Renter is responsible for ensuring vendors are compliant with regulations and are aware of The Mill's outlet restrictions of 20 amps per circuit; building map available at <https://www.lakestevenswa.gov/themill>
- The Renter must ensure all mobile food vendors located outside the facility have signage indicating they are closed to public sales located prominently near the service window.

My event will have: ☐ a food truck/trailer ☐ on-site catering services ☐ hot food served by event
☐ a non-motorized food kiosk/cart: ☐ inside building ☐ outside ☐ other: _____

Print Name (Renter)

Signature (Renter)

Third-Party Vendor Confirmation Section

Vendor/Business Name: _____ Contact Name: _____

Phone Number: _____ Email: _____ Service Provided: _____

I have received the Third-Party Vendor Information Form and confirm:

☐ My business complies with all state and county requirements, including insurance, a city of Lake Stevens business license, and SRFR certification. My business is responsible for remitting all taxes required by state law.

☐ I received the North Cove Park Parking Map that indicates parking areas and vehicle load/unload areas.

☐ I understand that vehicles are not permitted on the cement pad that surrounds the building. Violations will result in a security deposit forfeiture for the Renter, and my business will not be able to service future events at The Mill.

☐ I have read and understand [The Mill Facility Use Policy](#), including but not limited to the sections for Electrical, Food Service, and Amplified Sound.

Print Name (Vendor)

Signature (Vendor)

Complete and email to events@lakestevenswa.gov at least 30 days before the event. Contact us with any issues.