

VILLAGE OF WALTON

21 NORTH STREET
PO BOX 29
WALTON, NY 13856
607-865-4358
FAX 607-865-4327

APPLICATION FOR VENDORS PERMIT

INSTRUCTIONS:

This form must be completed to apply for a license to engage in the pursuit or exercise of the occupation of auctioneering, hawking, vending, peddling, soliciting orders and the crying of goods, wares and merchandise, food for immediate consumption or other commodities in the streets and public places and by going from house to house in the Village of Walton. **Complete parts I & VI and submit the appropriate payment.**

Additionally, depending on the type of license sought, complete Parts II, III, IV, & V as follows:

PART II - AUCTIONEER

PART III - HAWKER/VENDOR/ PEDDLER

PART IV - FOOD VENDOR

PART V - NOT FOR PROFIT ORGANIZATION/BLANKET PERMITS

APPLICATIONS FOR PERMITS OTHER THAN BLANKET PERMITS MUST BE FILED AT LEAST 15 DAYS BEFORE THE PERIOD FOR WHICH THE PERMIT IS REQUESTED. BLANKET PERMIT APPLICATIONS MUST BE SUBMITTED BY THE SPONSORING AGENCY AT LEAST 30 DAYS BEFORE THE SPECIAL EVENT.

PART I

Name of Organization or Individual:

Address: _____
Contact Person (if different from above): _____
Phone: Daytime: _____ Evening: _____

PART II: AUCTIONEER

Date(s) of Auction: _____ Location of Auction _____
Auctioneer: _____

Private auctions are exempt from the hour limitations and the commercial zone restrictions.

PART III: HAWKER/VENDOR/PEDDLER

A person, except as hereinafter expressly provided, either principal or agent, who from any public street or public place, or by going from house to house, on foot or on or from any vehicle, sells or barter, offers for sale or barter, or carries or exposes for sale or barter any goods, wares or merchandise, books, magazines, periodicals, or any other item or items of value, except milk, newspapers, food and drink meant for immediate consumption and food distributed on regular customer routes.

Are you associated or affiliated with any business, company, religious, non-profit or other organization for conducting your business in the Village of Walton? _____no_____yes, please answer the following:

Name of Business: _____

Address: _____

Phone No: _____

Officer or representative to whom you are responsible:

Name: _____ Title: _____ Phone _____

Type of Business: _____ Years in Business: _____

Your position with the Company: _____ Length of Employment: _____

Individual salesperson information:

1. Name: _____
Date and Place of Birth: _____ Social Security No: _____
Address _____

Height: _____ Weight: _____ Age: _____ Hair Color: _____ Build: _____ Sex: M F
Race: _____

Do you own or have use of an automobile: _____

VEHICLE:

Make _____ Color: _____ Model: _____ Year: _____ License
No: _____ State: _____

Registration (State No.) _____

Driver's License No: _____ State: _____

2 Name: _____ Date
and Place of Birth: _____ Social Security No: _____
Address: _____

Height: _____ Weight: _____ Age: _____ Hair Color: _____ Build: _____ Sex: M F
Race: _____

Do you own or have use of an automobile: _____

VEHICLE:

Make _____ Color: _____ Model: _____ Year: _____ License
No: _____ State: _____

Registration (State No.) _____

Driver's License No: _____ State: _____

If more space is required, please attach additional pages.

PART IV - FOOD VENDOR

A person, either principal or agent, who from any public street or public place or by going from house to house on foot or on or from any vehicle, sells or barbers, offers for sale or barter, or carries or exposes for sale any food or drink meant for immediate consumption, either prepared on site or packaged.

Food permits require the additional submission of proof that a Health Department permit has been obtained. PLEASE ATTACH COPY OF HEALTH DEPARTMENT PERMIT.

Date of Event: _____

Location of Event: _____, please provide written permission from the property owner and attach.

Is this a mobile vending cart? ___ Yes, ___ no. Please attach a photograph or detailed sketch of the cart.

Certificate of Liability Insurance naming the Village of Walton as added insured must be supplied to the Village Clerk at least 14 days before the event, if conducted on Village property.

_____ Company _____

Policy Period: _____

PART V - NOT FOR PROFIT/BLANKET PERMITS

Non profit organizations e.g. fire departments, service clubs, public school or organized church-sponsored fairs, exhibitions or sales including concessions of not more than three days duration, conducted on private property and provided that all revenues after expenses go to the benefit of such non-profit organization. It will be the responsibility of such organization to obtain a permit from the village clerk and to control the operation of the event or concession. The use of public parks, public parking lots and public lawn areas by non-profit organizations may be granted by the Board of Trustees on a case-by-case basis following review by the designated Village committee with responsibility for the site.

Vending conducted from booths, carts, tables, tents or other temporary structures in the business district on either public streets or sidewalks during Village Board defined community/special events. Community events are Village wide celebrations proclaimed by the Village Board of Trustees. A special event is an event sponsored by a non-profit organization and approved by the Village Board.

A blanket permit is issued to a non-profit sponsoring organization for vending during a Village Board approved special event. Registration of all individual vendors will be handled by the sponsoring agency.

A certificate of insurance naming the Village as an added insured and in an amount stipulated by the Village Board must be supplied to the Village Clerk at least 14 days before the event, if conducted on Village property, by each applicant or by the sponsoring agency in the case of a blanket permit.

Name of event: _____

Date(s) of event: _____ Location of Event: _____

Nature of event: _____

Contact person: _____ Telephone: _____

Address: _____

Tax ID #: _____ Vendor _____

Are you applying for a blanket permit? ___ No, ___ yes. If yes please continue:

1. As the sponsoring organization, you are responsible for screening applicants and assigning spaces (in areas established by the Code Enforcement Official.
2. Attach a list of vendors/non-profit organizations and assigned spaces.
3. Attach proof of liability insurance covering all participants if the event is conducted on Village Property.
4. Attach applicable Health Department Clearances if the blanket permit covers the sale of food.

PART VI:

I understand that those people covered by this application must abide by the following restrictions:

- 1. Licenses issued under this order are only valid during normal business hours, typically 7:00 a.m. to 7:00 p.m., at which time business must be suspended, and vehicles containing merchandise, goods or wares related to the business activity for which the person is licensed must be removed from the area. This removal must be partaken at least once in every twenty-four hour period.
- 2. No person shall be permitted to operate, maintain or otherwise establish a temporary facility, stand or booth for display of wares or sales of merchandise on the property of another, unless the individual has:**
 - a. Established that property is in a commercial zone; and**
 - b. Obtained written permission of the property owner.**
- 3. Individuals not operating from a permanent address who are in effect operating a causal sale must also have evidence of compliance with state and local sales tax laws or regulations.
- 4. No vendor will be allowed to alter, deface, or damage village property by actions such as, but not limited to, placing nails into sidewalks/trees, or hanging signs, banners or other items from trees, streetlights, or public signs.
- 5. Permits must be displayed conspicuously.

I hereby affirm under penalty or perjury that the information provided in this form and attached statements and exhibits is true to the best of my knowledge and belief.

Signature: _____ Date: _____

Print Name: _____ Phone: _____

State of New York
County of Delaware

Sworn to me this _____ day of _____, 20__

Notary Public

FOR OFFICIAL USE ONLY:

DATE RECEIVED: _____ FEE OF \$ _____ RECEIVED BY: _____

_____ **APPROVED**

PERMIT ISSUED: _____, PERMIT EXPIRES: _____

_____ **DENIED**

REASON: _____

MAYOR DATE

VILLAGE CLERK DATE

