



City of Port Orchard
 216 Prospect Street, Port Orchard, WA 98366
 (360) 876-4407 • FAX (360) 895-9029

TEMPORARY VENDOR LICENSE APPLICATION
 (Port Orchard Municipal Code. 5.96)

A Vendor License is required for any person, business, or organization engaged in vending on public property
 No public vending is allowed within twenty-five (25) feet of any municipal building, monument, or fountain
 OR within 10 (10) feet of intersecting sidewalks

LICENSE FEE: \$15.00 per day or \$200.00 per month

Name Applicant: _____
(Name of person, business, or organization submitting application)

Phone No.: _____ Emergency Phone No.: _____

Address: _____
Street City State Zip Code

State Sales Tax Number: _____ State Non Profit I.D. Number: _____

City Business License Number: _____ Insurance Carrier: _____

Date(s) and Time of Event (Inclusive): _____
(Attached Additional Sheet If Necessary)

Proposed Location: (describe and attach a map with the area highlighted) _____

Type of Business: _____

Items Offered For Sale: _____

Type and Size of Vending Device:

TABLE: _____ TRAILER: _____

BOOTH: _____ OTHER: _____
specify

Will this event require closure of a public street, parking Lot and/or sidewalk; if yes an application for a Public Event Application must be submitted to the Clerk's office for City Council Approval: ____Yes ____No

Have you received an honorable discharge of the military? ____Yes ____No If so, please provide a copy of your certificate.

No public vending is allowed within twenty-five (25) feet of any municipal building, monument or fountain OR within ten (10) feet of intersecting sidewalks.

Is this location accessible for the disabled? ___ Yes ___ No If no, what accommodations will be provided to make location reasonably accessible: _____

THE FOLLOWING MUST BE INCLUDED WITH THE APPLICATION:

- 1) A copy of a permit or other written document from the local county health department granting approval of the vending device which will be used by the vendor if food or beverage items will be sold;
- 2) A copy of a food handler's permit, issued by the local county health department for each person who will be dispensing food or beverage products from the vending device; and
- 3) A certificate of insurance for liability of not less than \$500,000 per occurrence for property damage or injury to persons and shall name the City of Port Orchard as an additional insured.

Failure to provide any of the above information may result in a denial of the permit.

Signature of Applicant: _____ Date: _____

Position: _____

The following requirements apply to all vendors engaged in public property vending and a public property vending license may be revoked for violation of any of these requirements:

- Vending devices must be removed from vending sites daily between the hours of 10:00 p.m. and 6:00 a.m.;
- Vending devices and vending sites must be clean and orderly at all times. The vendor must furnish a suitable refuse container and is responsible for the daily disposal of refuse deposited therein. Refuse containers must be removed each day along with vending devices;
- Vendors may engage in public property vending only in the location specified in the public property license. The location shall be deemed the vending site;
- Utility service connections are not permitted, except electrical when provided with written permission from the adjacent property owner. Electrical lines are not allowed overhead or lying in the pedestrian portion of the sidewalk;
- No mechanical audio or noisemaking devices are allowed and no hawking is allowed;
- A vinyl or canvas umbrella may be added to the vending device, but its open diameter may not exceed eight and one-half feet. Any part of the umbrella must have a minimum of seven feet of vertical clearance to the area on which the vending device stands;
- Individual vendor advertising signs may be placed only upon the vending device. Temporary master event advertising signs may be placed as approved by the city engineer; and
- No conduct shall be permitted which violates any other section of the Port Orchard Municipal Code.

NOTE: This section to be completed by City staff after application is submitted to the City Clerk.

Date Application Received: _____ Certificate of Insurance Received: ____ Yes ____ No

Copy of Food Handler's Permit Received: ____ Yes ____ No

Health Department approval of vending device Received ____ Yes ____ No

Copy of military discharge certificate provided: ____ Yes ____ No

License fee with a monthly renewal:

_____ No. of event day(s) at \$15 per day Total Due: _____

List each event date: _____

or

_____ Month for the rate of \$200 Total Due: _____

Date Received Payment: _____ Receipt No: _____

REVIEW AND COMMENT BY POLICE DEPARTMENT: _____

REVIEW AND COMMENT BY FIRE DEPARTMENT: _____

REVIEW AND COMMENT BY PUBLIC WORKS: _____

REVIEW AND COMMENT BY FINANCE DEPARTMENT: _____

REVIEW AND COMMENT BY PLANNING DEPARTMENT: _____

Vendor License: ____ Approved ____ Disapproved Date of Decision: _____

Conditions: _____

Approved By _____
Patricia J. Kirkpatrick, City Clerk or designee