



"meeting community needs  
.....enhancing quality of life"

License Fees (See Section 5) \$ _____	Acct 11030.4309	Date Rec'd ____/____/____
Investigation Fee – REQUIRED + \$7.00	Acct 100.2359	Receipt No. _____
<b>Total Amount Paid</b>	\$ _____	<b>FEES ARE NON-REFUNDABLE</b>

## FARM MARKET APPLICATION

<b>SECTION 1 – ORGANIZATION INFORMATION – Answer all questions completely. Please PRINT clearly</b>			
Name of Organization			
Street Address		City	State
Zip	Telephone Number	Contact Person	Contact Telephone No.
Date of Birth			
<b>SECTION 2 – EVENT INFORMATION</b>			
Location/Site where Farm Market will be held (Please be Specific)			
List ALL dates the market will be held			
Number of Vendors		Estimated number of persons attending the event	
<b>SECTION 3 – ADDITIONAL INFORMATION</b>			
	<b>NO</b>	<b>YES</b>	<b>Action to be taken</b>
Are you requesting any street closures?			If Yes, please indicate which street and from what point to what point?
<b>NOTE: A permit cannot be issued for a major thoroughfare (arterial or collector streets; federal, state and county highways; bus routes) unless traffic flow can, in the opinion of the Traffic Section, be reasonably accommodated on adjacent streets.</b>			
Are you requesting any special parking restrictions?			If Yes, please contact the Appleton Police Department Operations Coordinator to discuss this request. (920.832.5500)
Will portable restrooms be used?			Describe toilet facilities available to participants:
Will the event be held in an Appleton Park or utilize any park facilities?			If Yes, please explain. What Park?  Contact the Appleton Parks and Recreation to reserve this park. (920.832.5905)
Will the event be held indoors?			If Yes, what building (Provide street address)
Will a tent or any other temporary structure be erected?			The Appleton Fire Department will need to review your structure plans (920.832.5810)
Will food be prepared and/or served at the event?			If Yes, please explain:  Contact the Appleton Health Department (920.832.6429)
Will alcoholic beverages be served/sold?			If Yes, contact the City Clerk to obtain a "Special Class B" license to sell/serve beer and/or wine. (920.832.6443)

SECTION 3 – ADDITIONAL INFORMATION (CONTINUED)			
	NO	YES	Action to be taken
Do you have the correct level of insurance for this event?			A license WILL NOT be issued without an approved Certificate of Insurance on file. For further questions you may contact the City's Risk Manager. (920.832.6300)
<p><b>SPECIAL NOTE: Dumpsters and barricading of streets will NOT be provided by the City. You will be responsible to contract these services with an outside provider. For additional information, please contact the City of Appleton's Traffic Section (920.832.5580)</b></p>			
SECTION 4 – PENALTY NOTICE			
<p>Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.</p> <p>Signature _____</p>			
SECTION 5 – FEE STRUCTURE			
2 to 10 Vendors	\$120.00		
11 or more Vendors	\$12.00 each ( _____ X \$12.00) =		

FOR OFFICE USE ONLY				
Department	Approve	Deny	By	Reason
Police				
Fire				
Health				
Inspection				
Community Development				
City Sealer				
Public Works				
Parks and Rec				
Human Resources				
Safety & Licensing date			Common Council	
Date Issued			Expiration Date	
			License Number	

1-19-10

*Reasonable accommodations for persons with disabilities will be made upon request and if feasible.*

Return application to: City Clerk, 100 North Appleton Street, Appleton, WI 54911-4799

## **FARM MARKET LICENSE**

- A license is required to hold a Farm Market in the City of Appleton. ALL dates of the proposed Farm Market are to be included on the application form. The process to obtain a Farm Market License takes approximately 3 weeks from the date of application until the date of issuance and requires approval from numerous City departments, the Safety and Licensing Committee and the Common Council.
  
- To apply for a Farm Market License, file your completed, signed application form with the City Clerk's office. A current certificate of insurance for your organization is also required to be filed at this time.
  
- License fees are non-refundable and are to be paid at the time of filing the application form. Fees are as follows:  
  
2 to 10 vendors - \$120.00 plus \$7.00 Police investigation fee  
11 or more vendors - \$12.00/per vendor plus \$7.00 Police investigation fee
  
- QUESTIONS? Please call 832-6443.