



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

License Fees (See Section 5) \$ _____ ChargeCode: CLLFAR

Investigation Fee – REQUIRED + \$7.00 ChargeCode: CLCPIF

Total Amount Paid \$ _____ Date Rec'd ____/____/____

FEES ARE NON-REFUNDABLE Receipt # _____

FARM MARKET APPLICATION

SECTION 1 – ORGANIZATION INFORMATION – Answer all questions completely. Please PRINT clearly			
Name of Organization			
Street Address		City	State Zip
Telephone Number	Contact Person	Contact Telephone No.	Date of Birth
SECTION 2 – EVENT INFORMATION			
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	
SECTION 3 – ADDITIONAL INFORMATION			
	NO	YES	Action to be taken
Are you requesting any street closures?			If Yes, please indicate which street and from what point to what point?
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.			
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? Is this event on private property?			Describe toilet facilities available to participants: If Yes, please contact Community Development at (920-832-6468)
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)
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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)

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)

SECTION 4 – INSURANCE NOTICE

Insurance Coverage:

Insurance Carrier:

Insurance Agent Name and Phone Number:

Policy Number:

Policy Period:

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee, or duly authorized representative of the entity obtaining this permit/license. I have reviewed and understand the insurance requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license, have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance carrier, the policy number, and policy period above. Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify, defend and hold harmless the City of Appleton and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorneys fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right-of-way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Signature _____

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				
Safety & Licensing date			Common Council	
Date Issued			Expiration Date	
			License Number	

2/26/19

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