

VENDOR PERMIT APPLICATION

No person shall do business as a Vendor or as part of a Public Event within the City of Donnelly without first obtaining a permit as a Vendor from the City Clerk and paying a license fee for the permit. The application for such permit shall be filed with the City Clerk not less than seventy two (72) hours prior to the first day upon which sales are intended to occur. The application shall be filed upon this form, and be accompanied by the following submittals:

Title of event (if applicable): _____

Date(s): _____ Time(s): _____ and Location of Event: _____

1. Name and description of the applicant: _____
Mark one: _____ individual _____ association _____ partnership _____ company _____ corporation
If not an individual, applicant shall also submit a separate application for each natural person who will be acting as a Vendor in the City;

2. Contact Name, Address & Phone Number, both legal: _____ and local: _____
Name: _____
Address: _____
_____ Donnelly, ID 83615
Phone: _____ Phone: _____

3. Brief description of the nature of the business and of the goods or services to be sold or rented, or the goods to be purchased, and in the case of products of farm or orchard, whether produced or grown by the applicant:

4. The date or dates and time(s) for which the permit is requested (which must include days when the stand is left in place, whether or not open for business):

5. The proposed method of operation:

6. If a vehicle is to be used, a description of the same, together with its registered license plate number and to whom it is registered:

7. State sales tax number, local option tax permit no, federal tax number, or driver's license number of applicants:

8. A statement as to whether or not the applicant has been convicted of a violation of any federal, state, or municipal law, the nature of the offense and the date, and the punishment or penalty assessed therefore:

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9. If you propose to sell any prepared food product for human consumption (other than frozen products not intended for immediate consumption), an approval from Central District Health that the proposed method of food preparation and service meets applicable health standards must be submitted.
 10. Property description of each location of sale activity: _____, and **written and notarized permission of the owner or owners of such real property** to engage in or conduct business on such property; if there is any question of the ownership of the property, it is the duty of the applicant to furnish satisfactory proof of the same: (see page 3 of application).
 11. Attach a photograph of any stand which the applicant will use to conduct sales from and a photograph of any signage;
 12. Submit the license fee. (\$25 per day; \$300 for the six (6) months or a calendar year annual fee of \$600). (Checks should be made out to the “City of Donnelly”)

Applicant’s Name (printed) _____

Individual Signature _____ Date _____

If Business Entity,

Officer/Partner Signature _____ Date _____

Title of Person Signing _____ Business Name _____