



**CITY OF LEBANON
APPLICATION FOR PERMIT**

VENDORS & DOOR-TO-DOOR SOLICITATION

BUSINESS NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ FAX: _____ E-MAIL: _____

PURPOSE OF PERMIT

VENDOR (City Code §179)

Desired Dates: _____

Location: Colburn Park – Area: A B C D E F G H
Vendor Parking Space 1 2 3 (South Park Street)
Hanover Street Mall
Sidewalks: North Park East Park West Park South Park Campbell Street
Permit Type: Daily \$5 Weekly \$25 Seasonal \$100 Annual Hourly \$40
Abutting Business Permit \$10 (one-time fee)

*❖ Please Complete Attached Insurance Requirements Form
❖ Unless a Waiver is Granted, Please Provide a Certificate of Liability Insurance*

DOOR-TO-DOOR SOLICITATION

Name of Individual: _____

Date(s) of Solicitation: From _____ To _____

Area(s) of Solicitation _____

Vehicle Information: Year _____ Make _____ Model _____ Color _____

License Plate #: _____ Issuing State: _____

*❖ Please provide a copy of your Photo I.D. or Drivers License
❖ Please provide a copy of your Hawkers & Peddlers License (See Attached Requirements)*

FOR OFFICE USE ONLY

DATE RECEIVED: _____ LICENSE # _____

- Certificate of Liability Insurance Provided Insurance Requirements Form Provided
 Photo I.D. or Driver's License Provided Hawker's & Peddler's License Provided

Waiver(s) Requested:

- Certificate of Liability Insurance Worker's Comp Bond for Damage

FINAL APPROVAL: _____ **DATE:** _____

CITY MANAGER

CONDITIONS OF USE

VENDORS (City Code Chapter 179)

§ 179-2. DEFINITIONS.

ABUTTING BUSINESS — Any legitimate business located within, whether by lease, rental or ownership, a property in the central business district abutting North or West Park Streets or the Mall area.

PUBLIC STREET OR SIDEWALK — Include all areas legally open to public use as public streets, sidewalks, roadways, highways, parkways, alleys and any other public way.

STAND — Any newsstand, table, bench, booth, rack, handcart, pushcart or any other fixture or device which is not required to be licensed and registered by the Department of Motor Vehicles, used for the display, storage or transportation of articles offered for sale by a vendor.

VENDOR — Any person, including an employee or agent of another, who sells or offers to sell food, beverages, goods or merchandise on any public street or sidewalk from a stand, motor vehicle or from his or her person.

§ 179-5. APPLICATION.

The application for a vendor's permit shall contain all information relevant and necessary to determine whether a particular permit may be issued, including but not limited to:

- A. Proof of identity and business address of the applicant.
- B. A brief description of the nature, character and quality of the food, beverages, goods or merchandise to be sold.
- C. If employed by another, the name and business address of the person, firm, association, organization, company or corporation.
- D. If a motor vehicle is to be used in the vending business, a description of the vehicle, together with the motor vehicle registration number.
- E. A description of the proposed location of the vending business and the length of time during which it is proposed that the business shall be conducted.
- F. No permit shall be issued to an applicant unless the applicant assumes liability for damages, property loss, injury or death or other related liability resulting from the activities of the vending operation.

§ 179-7. RESTRICTIONS APPLICABLE TO ALL VENDORS.

- A. Stands/carts/vehicles stands shall not:
 - Exceed 9 feet in width and 18 feet in length. Height should not exceed 10 feet.
 - Impede access to the entrance of any adjacent building or driveway.
 - Occupy more than half of the available sidewalk width.
 - Locate within 25 feet of a fire hydrant, fire escape, bus stop, loading zone or driveway of a fire station, police station or hospital.
- B. Hours of operation. Vendors shall be allowed to engage in the business of vending only between 7:00 a.m. and 9:00 p.m. All vending stands must be removed from public property during non-vending hours, except for good reason and by special waiver of the City Manager.
- C. Handicapped areas. No vendor shall block access to any handicapped parking space or access ramp.
- D. Removal of trash. All trash or debris originating from the operation of the vending stand shall be collected by the vendor and removed from public property daily.
- E. The area occupied by a vendor shall be limited to that area so designated by the City Manager.
- F. No vendor shall utilize an open fire in connection with the sale or display of the vendor's wares without a permit from the Lebanon Fire Department.

- G. No vendor shall shout, make an outcry, blow a horn, ring a bell, or use any other sound device for the purpose of attracting attention to any goods which the vendor proposes to sell. Vending operations must be reasonably quiet, i.e. no vending stand or vehicle shall emit excessive mechanical or compressor noise to the detriment of the environment around Colburn Park or Mall.
- H. It is the intent of this chapter that goods or merchandise to be offered for sale shall consist solely of items which can easily be carried away from the sales location by pedestrians, and which entail no special needs or problems pertaining to loading, handling, installation or delivery, such as might interfere with vehicular traffic or with other users of the park and mall. Heavy or bulky items such as tires, large appliances, large furniture items, motorized equipment or the like are generally not permitted. All goods or merchandise displayed shall be for immediate sale and delivery. Displays or advertising whose primary purpose is to promote future or off-site transactions are not permitted. The City Manager may deny a permit to any vendor whose stand/vehicle/cart does not meet the intent of this Subsection.

DOOR-TO-DOOR SOLICITATION

- 1. Applicant must provide a copy of a valid Driver's License OR a copy of a Picture I.D, Social Security # and Date of Birth.

HAWKERS & PEDDLERS LICENSE

A Hawker's & Peddler's License must be provided if the following conditions are applicable:

In accordance with RSA 320:1, "The terms "hawker" and "peddler" shall mean and include any person, as defined by RSA 358-A:1, either principal or agent, who:

- I. Travels from town to town or from place to place in the same town selling or bartering, or carrying for sale or barter or exposing therefore, any goods, wares, or merchandise, either on foot or from any animal, cart, or vehicle; or
- II. Travels from town to town, or place to place in the same town, offering to perform personal services for household repairs or improvements, or solicits or induces any person to sign any contracts relating to household repairs and improvements, including contracts for the replacement or installation of siding on any residence or building; or
- III. Keeps a regular place of business, open during regular business hours at the same location, but who offers for sale or sells and delivers, personally or through his agents, at a place other than his regular place of business, goods, wares, or merchandise."

INSURANCE REQUIREMENTS

A Certificate of Liability Insurance must be provided for events which are anticipated to attract twenty-five (25) or more participants. If less than 25 participants are expected, the City may waive the requirement at the request of the applicant. (Insurance Form Attached)

When required, the Certificate of Liability Insurance must list the City of Lebanon as an additional insured, and must be in an amount not less than \$500,000 per person and \$1,000,000 per occurrence.



CITY OF LEBANON

INSURANCE REQUIREMENTS FOR USE OF CITY PROPERTY

I, _____, hereinafter referred to as the LICENSEE, have received a license for use of public facilities, hereinafter referred to as the LICENSED PREMISES, owned and operated by the City of Lebanon, hereinafter referred to as the CITY. The LICENSEE understands that this attachment constitutes a part of that license.

1. RELEASE FROM PERSONAL LIABILITY:

The LICENSEE hereby releases and forever discharges the City, its heirs, agents, and assigns from any and all liability for and any and all damage to property the LICENSEE brings to the LICENSED PREMISES or any and all bodily injury the LICENSEE, its employees, invitees, agents, or assigns may suffer while at the LICENSED PREMISES. The LICENSEE has attached hereto a certificate evidencing worker's compensation insurance coverage for any and all of its employees.

SIGNED: _____ DATE: _____
LICENSEE

1.1. OPTION TO WAIVE REQUIREMENT FOR WORKERS COMPENSATION INSURANCE: The requirement for workers compensation insurance coverage MAY be waived by the City if the LICENSEE certifies that they will not have any employees working at the LICENSED PREMISES. It is understood and agreed by the LICENSEE that waiver of the requirement for worker's compensation insurance coverage does NOT, however, relieve the LICENSEE from providing the CITY with a Certificate of Insurance, or liability for claims of property damage, or personal injury to volunteers or non-employees that may assist at the LICENSED PREMISES.

I _____, hereby certify that no employees will be present at the event, and therefore am requesting a Waiver of Worker's Compensation Insurance by the CITY.

REQUEST FOR WAIVER OF WORKER'S COMPENSATION INSURANCE : APPROVED / DENIED

SIGNED: _____ DATE: _____
CITY MANAGER

2. RELEASE FROM INDEMNIFICATION FROM THIRD PARTY LIABILITY:

The LICENSEE hereby releases the CITY from liability for any property damage or personal injury that any participants may suffer while at or on the LICENSED PREMISES. The LICENSEE further indemnifies and holds the CITY harmless from and against all claims for such property damage or personal injury from third persons on the LICENSED PREMISES at the permission of the LICENSEE, including reasonable attorney's fees, whether or not such claims result in litigation.

2.1. Certificate of Insurance: The LICENSEE understands that it is required to have valid liability insurance in force to guarantee its promise to pay damages to participants outlined in Section 2 above.

SIGNED: _____ DATE: _____
LICENSEE

