

Please note, all applications must be submitted COMPLETE with all required supporting data and fees **at least thirty (30) business days** prior to the proposed date of event.

Check List for Vendor Permits

1. Application - MUST BE complete when submitted.
 2. Copy of ID from each person - for police background check.
 3. Permits - example: Health Dept., Sales & Use Tax Permit, ServSafe etc.
 4. Permission from property owner in writing, (when applicable) and/or signoff from Parks & Recreation Department.
 5. Letter from sponsoring company ex. Comcast, Trinity etc. (if applicable)
 6. Certificate of Insurance \$1,000,000 adding "Town of Putnam" as additionally Insured.
 7. \$50.00 background check for each person - Certified Bank Check(s) or Money Order made out to: Putnam Police Department.
 8. If Exempt - Veteran's DD214 - copy. Veteran must be the business owner.
- If approved - \$200.00 per individual solicitor or \$200.00 per food truck/tent will be due. Certified Bank Check(s) or Money Order made out to: Putnam Town Clerk.
 - If submitting the \$200.00 per person with the application, one Certified Bank Check(s) or Money Order **per person** will need to be submitted.
 - **NO Personal Checks accepted**

Vendor Parking at Simonzi Park

The Town of Putnam has designated three Vendor Parking spaces in Simonzi Park. They are available from Sunrise to Sunset. No business after Sunset. These spots are on a first come first serve basis.

Vendors must wear their ID Badge at all times when working the event or at Simonzi

PUTNAM MUNICIPAL COMPLEX
Town Clerk
200 School Street
Putnam, CT 06260
860-963-6807

APPLICANT

Name _____ SS# _____

Date of Birth _____ Driver's License # _____ State _____

Home Address: _____

City _____ State _____ Zip _____

Telephone Number _____

Relationship to Business or Organization _____

BUSINESS/ORGANIZATION

Name of Business/Organization _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone Number _____ Years of service _____

Non-Profit _____ Has organization functioned as a non-profit within Putnam for at least six (6) months _____

CT Sales Tax # _____ Federal Employee # _____

Additional Licenses if required _____

Certificate of Insurance Yes / No _____ Food Vendor Health Dept. License # _____

Check organizational Category

| | | |
|----------------------------|-------------------------------|---------------------------------|
| <u>Agriculture</u> | <u>Civic or Service</u> | <u>Municipal Volunteer</u> |
| <u>Business for Profit</u> | <u>Educational/Charitable</u> | <u>Political Town Committee</u> |
| <u>Church or Religious</u> | <u>Other</u> _____ | |

TYPE & LOCATION OF ACTIVITIES/SALES

Stationary sale of foods or nonalcoholic beverages intended for immediate consumption

Roaming sale of foods or nonalcoholic beverages by way of order for a later delivery

Stationary sale of any goods, wares, merchandise, or subscriptions which has immediate delivery

Roaming sale of any goods, wares, merchandise or subscriptions by way of order for later delivery

Stationary sale of ticket for chance or solicitation of donation

Roaming sale of ticket for chance or solicitation for donation

Description of Activity

Briefly describe the activity which your business/organization plans to conduct within the Town of Putnam. Please include a detailed description of the product/service:

Location of Activity - Vendor Permit

(Prior approval from property owner or Putnam Recreation required prior to submitting application)

Simonzi Park

Privately Owned Property

Location of Activity - Special Event Vendor Permit

(Excludes Main Street Car Cruise & Pumpkin Festival)

Rotary Park (Non-Profit only)

Kennedy Drive Municipal Parking Lot

Riverview Marketplace

Privately Owned Property

Streets/Highways within Putnam

APPROVAL – TOWN OF PUTNAM USE ONLY

Recreation Director: _____

Date: _____

PLEASE ANSWER THE FOLLOWING (circle Yes or No)

1. Will your activity include the use of a legally registered motor vehicle, including trailers

If yes, type of vehicle _____

Registration # _____ State _____ Owner _____

2. Will your activity include the use of a temporary structure, including tents/canopies

If yes, type and approximate size _____

3. Will your activity include the use of roaming sales people and push carts

If yes, number of sales people and push carts _____

4. Will your activity include the use of roaming sales people without push carts

If yes, number of sales people _____

5. Will your activity include the sale or delivery of prepared food

If yes, where will the food be prepared _____

Name of individual(s) certified in safe preparation of food products _____

6. Has the applicant being represented ever been denied or had a vendor permit revoked

If yes, please explain _____

7. Has the applicant ever been convicted of any crime including Felonies or Misdemeanors?

If yes, please explain the nature of the crime _____

By signing below, I agree to indemnify hold harmless, and defend the Town of Putnam and its representatives against liability and/or loss arising from activities connected with and/or undertaken pursuant to the Vendor Permit. The Town of Putnam is not liable for any business loss, property loss, or other damage that may result from the use of the Permit, or suspension or revocation of the Permit. No vendor shall maintain any claim or action against the Town, its officials, officers, employees, or agents on account of any suspension or revocation.

The facts contained within this application are true, to the best of my knowledge

Signature _____ Date _____

Printed Name _____

APPLICATION ROUTING

1 Application and application fee submitted to Town Clerk for Review:

Date _____ Application Fee \$ _____ (\$50 for each sales person)

Make check payable to: Putnam Police Department

Approved upon review

Denied upon review

Date _____ Signature _____

Chief of Police

2 Application and application fee submitted to Chief of Police for processing Date _____

Photo Permit Badge Issued to: _____

Badge Number _____ Date Issued _____

Number of additional photo badges issued _____

Badges issued to Name

Date of Birth

Badges and application returned to Town Clerk Date _____

Signature _____

Issuing Officer

3 Application returned to Town Clerk Date _____

Permit Fee Waived Permit Fee Collected \$ _____ (\$200 for each sales person)

Permit & Badges Issued on _____ Signature _____

Date

Town Clerk