



CITY of EASTPOINTE

CLERK'S OFFICE
Phone: 586-445-5026 • Fax: 586-445-5191
www.cityofeastpointe.net

23200 GRATIOT AVENUE
EASTPOINTE, MI 48021

SPECIAL EVENT _____

Special Event Vendor Fee \$50.00

In accordance with the provisions of Ordinance #856 of the Codified Ordinances City of Eastpointe, I hereby make application for a license to conduct the following business.

Merchandise to be sold: _____

Applicant's full name : _____ Home Phone _____

Applicant's permanent address: _____

City/State/Zip _____

Occupation _____ D.O.B. _____

Business Name: _____ Phone _____

Business Address: _____

City/State/Zip _____

In addition to the license fee, the following items are mandatory.

1. Attach to application a list or general description of goods to be sold.
2. Attach two (2) recent photographs to application.
3. Copy of completed Macomb County Health Department application.
4. Applicant to be responsible for all Employees (list of ALL authorized employees to be posted for the entire time of event).
5. Applicant's fingerprints taken and kept on record by Police. Fingerprinting fee \$15.00.
6. Location and layout drawing required (showing where located on property).
7. Signed affidavit if not owner of property.
8. Signed Hold Harmless form.
9. Vendor must provide with application Certificate of Insurance naming the City of Eastpointe as additional insurance.

The City Clerk, in accordance with Chapter 856, Section 856.09 **may** waive for a Non-Profit Organization and/or a Currently Licensed Business in the City of Eastpointe the following requirements.

Applicant Fingerprinting

(continued on back)



I, the undersigned, acknowledge the requirements of all applicable ordinances and regulations of the City of Eastpointe agree to comply.

Signature of Applicant _____ Date _____

APPROVALS (For Office Use Only)		
Chief of Police	Building Official	Treasurer
Approved _____	Approved _____	Approved _____
Disapproved _____	Disapproved _____	Disapproved _____

STATIONARY SITE LOCATION _____

PERMIT ALLOWED FOR DESIGNATED LOCATION ONLY

THIS APPLICATION MUST BE RETURNED TO
EASTPOINTE CLERK'S OFFICE 23200 GRATIOT EASTPOINTE, MI 48021

APPLICATION DEADLINE _____

Special Event

LICENSED VENDOR _____

LOCATION _____

AUTHORIZED TO SELL _____

LIST OF ALL PERSONS AUTHORIZED TO WORK THIS LOCATION

APPLICANT TO BE RESPONSIBLE FOR ALL EMPLOYEES

LIST OF ALL AUTHORIZED EMPLOYEES TO BE POSTED FOR ENTIRE TIME OF EVENT

PROPERTY OWNER PERMISSION SHEET

To Property Owner: By signing this affidavit you are giving permission to

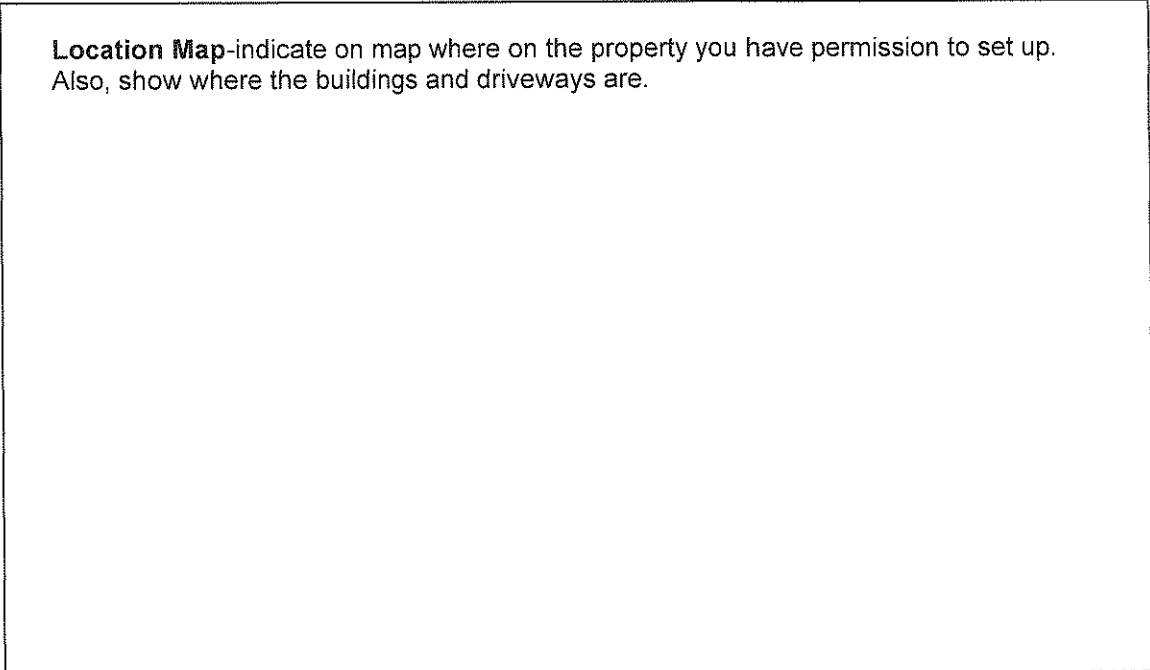
_____ to use the property at _____
(Vendor) (Address)

during the _____ on _____.
(Event) (Date)

Print name of owner of property

Signature of property owner / date

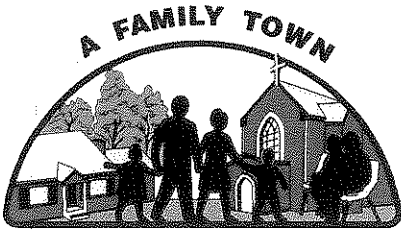
Location Map-indicate on map where on the property you have permission to set up. Also, show where the buildings and driveways are.



sidewalk

grass
(between sidewalk/curb)

(street)



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VENDOR REQUIREMENT

The following Hold Harmless Agreement must be agreed to by all vendors wishing to sell goods and services during the _____ before a permit will be issued.

HOLD HARMLESS AGREEMENT

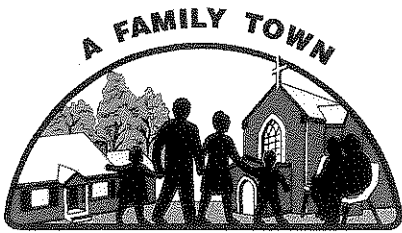
To the fullest extent permitted by law, _____ agrees to defend, pay on behalf of, indemnify and hold harmless the City of Eastpointe, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Eastpointe against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Eastpointe, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Eastpointe by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, or any other matter which arises out of or is in any way connected or associated with the sale of goods and services during the _____ for which a permit was issued.

Company Name

Applicant Signature

Date





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VENDOR REQUIREMENT

The following requirements must be met for all vendors wishing to sell goods and services outdoors during the Special Event before a permit will be issued:

Low Hazard: Any individual or corporation selling less dangerous items such as T-shirts, other wearable or off-site services.

General Liability: \$500,000 per occurrence minimum limits for bodily injury and property damage, including Products and Completed Operations coverage at equal limits.
A rated insurance carrier by A.M. Best Company.
City of Eastpointe named as additional insured.

Workers Compensation: State Statutory limits covering all employees.

Automobile Liability:* \$500,000 CSL minimum limits for bodily injury and property damage.

High Hazard: Any individual or corporation selling more dangerous items such as any edible items, children's items, or services performed on premises.

General Liability: \$1,000,000 per occurrence minimum limits of bodily injury and property damage, including Products and Completed Operations coverage at equal limits.
A rated insurance carrier by A.M. Best Company.
City of Eastpointe named as additional insured.

Workers Compensation: State Statutory limits covering all employees.

Automobile Liability:* \$1,000,000 CSL minimum limits for bodily injury and property damage.

*Automobile Liability required if using vehicle to deliver, drop-off, or pick-up any items directly at booth.

Certificate of Insurance (naming the City of Eastpointe as additional insured) must be attached to the application with all the above items completed. **No exceptions.** The City of Eastpointe reserves the right to reject any application for permit if the above criteria are not completely satisfied.

