

Mark services to be used during special event

City Water

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Office of Tax Administrator
 Tammy M. Hanlon

Application for Special Event License-Vendor

Welcome to the special event vendor license process! We are happy to have you as a part of our family of special events held within the City of Hazard every year. Please visit our website www.hazardky.gov for additional information including the City of Hazard Code of Ordinances. The special event ordinance can be found in Chapter 114 Miscellaneous Business Regulations, §114.04, Special Events.

In order to sell goods or services at a permitted special event, all vendors must have a valid City Occupational License or a special event vendor license (“vendor license”). Per ordinance, you may be exempt from paying the vendor license fee but you still must fill out a vendor application and received a vendor license.

Number of Booths	Vendors License Fee		
	Size (in feet)	Day	Cost
1	10 x 10	1	\$15.00
1	10 x 10	2	\$30.00
1	10 x 10	3	\$45.00
1	10 x 10	4+	\$10.00 per extra day
1	10 x 10 or larger	1+	multiply per day fee

If you are using a booth, stand or other designated location greater than 10 x 10 feet, you will pay the multiple of the single location fee to operate the location; *for example, if you have a 20 x 20 feet stand for 2 days your license fee cost will be \$60.00 [2 days, 10 x 10 feet, @ \$30.00 x 2 = \$60.00]*

Amusement Ride Vendors- Each amusement ride will require a fee of \$10.00 per day. All other amusements provided aside from amusement rides will be charged the regular vendor license fee stated above.

Once issued, the vendor license is valid for a year, with a vendor license year beginning May 1 and ending April 30. Every special event attended by you, the

vendor, within the license time period requires a license fee. The vendor license fee is to be paid by check, cash or money order made out to the order of the City of Hazard.

Exceptions to Vendor License Fee.

Upon submitting valid proof with your vendor license application, the following vendors will be **excluded from paying the vendor's license fee or will pay a reduced fee** (Please check the box that applies to you)

- Local vendors residing in Perry, Knott, Leslie, Letcher or Breathitt County, Kentucky.
- A non-profit business or organization.
- Individuals or businesses that have a current and valid Occupational License with the City.
- A charitable organization.
- Sheriffs, constables, or other public or court officers, or any other person or persons acting under the direction or authority of any court, state or federal, selling goods, wares or merchandise in the course of their official duties.
- Regional individuals or organizations residing in the Eastern Kentucky Coal Fields and Mountain Regions, also known as Coal Area Counties or ARC counties, will pay a reduced festival vendors license fee of \$10.00 per day of the special event;
- Persons or businesses that are for-profit but donate twenty-five percent (25%) or one hundred dollars (\$100.00), whichever is greater, of their net profit, from the special event to a local non-profit business or charitable organization with offices in the local area counties.

Please return the completed application and required fee to your special event sponsor ***no less than fifteen (15) business days, excluding weekends and holidays, from the start date of the event.***

No application will be accepted unless all of the information requested herein is submitted at the same time as the application. If a submitted application must be changed, only the vendor may request the change, no less than 7 days prior to the event. Each change requested costs an additional, non-refundable, fee of \$15.00 to be paid by check, cash or money order made out to the order of the City of Hazard.

Upon approval of the application, the City will issue your vendor license. If your license is granted, the fee is non-refundable, regardless if you participate in the special event or not. Your vendor license is not transferable. The license issued by the City must be displayed on the front of the vendor stall at all times.

GENERAL INFORMATION

1) Is the Special event vendor a Business, Individual, Government or Organization?
[Circle one]

2) Is the Business, Government or Organization officially organized? YES NO
If answered YES, name of State where officially organized _____

3) Is the Business, Individual, Government or Organization located within city limits
of the City of Hazard? YES NO

4) Does the Business, Individual, Government or Organization have a current City of
Hazard business license? YES NO

5) If a Business, Government or Organization, are you non-profit and tax-exempt?
 YES NO

If Yes, Please attach proof of current non-profit status.

6) Vendor Name: _____

7) Vendor Address: _____

8) Vendor Telephone Number: _____

9) Vendor Social Security Number or Employer Identification _____

10) Vendor Date of Birth [if Individual]: _____

11) Vendor Email Address: _____

12) Vendor Website: _____

13) On-site Vendor Contact Name: _____

14) On-site Vendor Contact Mobile Phone Number: _____
[must be the phone number that the City may contact during day(s) of the special event]

15) On-site Vendor Contact Address [if different from the Vendor address]:

16) On-site Vendor Email Address: _____

17) Will you as vendor be advertising and promotion for the special event?

YES NO

If YES, please provide a description of the type of advertising and promotion of the event, including what markets will be targeted and the frequency of the advertisements:

18) Name and date of special event: _____

19) Date and time of the vendor set-up at the special event:

20) Date and time of vendor clean-up and departure from special event premises:

FOOD AND BEVERAGE

21) Please list the goods or services offered for sale or provided by the vendor during the special event:

22) Will the vendor offer food and beverages for consumption at the special event?

YES NO

- If YES, in addition to this application, you must contact the Perry County KY Health Department (606) 436-2196 to obtain the required permit. A valid permit must be submitted to the City tax administrator prior to the set-up of the special event in order for the vendor to be able to provide food and/or beverage.*

23) Will the vendor sell or offer any type of food/beverage or other natural product (soap, cosmetics, pet products, etc.) during the special event? YES NO

If YES, name the type or variety of food/beverage or product, where and by whom are such goods manufactured or grown, and how such goods are to be transported to the special event: _____

Please contact the KY Department of Agriculture (800) 327-6568 for information regarding presentation, serving and other requirements for providing food/beverage and natural products at a special event. If an additional permit is required by the KY Department of Agriculture, please present to the City tax administrator.

ALCOHOLIC BEVERAGES

24) Are Alcoholic Beverages being offered for sale on-site in closed containers by the vendor during the special event? YES NO

25) Are Alcoholic Beverages being offered for sale for on-site consumption by the vendor during the special event? YES NO

- 26) If YES to question 24 and/or 25, please submit your KY Department for Alcohol Beverage Control and City of Hazard license for the sale or consumption of alcoholic beverages.

Contact the KY Department for Alcohol Beverage Control (888) 847-7222 and the City of Hazard Alcoholic Beverage Control Officer (606) 436-2222 to determine if additional licenses for the temporary sale or consumption of alcohol at a special event are required.

27) As a special event vendor, if you are offering closed containers of alcoholic beverages for sale on-site and/or for on-site consumption, you must comply with all rules and regulations with regard to the sale and consumption of alcoholic beverages at a special event at your own cost. This includes, but not limited to, within the area of your stall, booth or other designated area, the cost of posting all signage associated with alcohol consumption health warnings, signage regarding the requirements for the purchase of alcohol and that open alcoholic beverage containers must only be consumed in the special event designated area. Additional signage shall be posted stating that any person may be denied service or ejected from the special event based on their consumption of alcohol. Do you understand and accept this duty and responsibility?
 YES NO

ADDITIONAL AMUSEMENTS

28) Are you, as vendor, offering Transient Amusement Enterprises, such as amusement rides and carnival rides, at the Special event? YES NO

- If YES, please present your Amusement Ride and Attraction Business Identification Number issued by the KY Department of Agriculture.

29) Are you, as vendor, responsible for providing and operating a fireworks display at the special event? YES NO

- If YES, please contact the City of Hazard Fire Department (606)436-2345 and the office of the State Fire Marshall (502)573-1702 to obtain required permits. A valid permit must be submitted to the City of Hazard Fire Chief and City tax administrator in order for the special event to perform a firework display.

HEALTH, SAFETY AND CITY SERVICES

30) Do you have general liability insurance coverage applicable to the special event? YES NO

- If YES, please provide verification of the liability insurance by providing a certified copy of the policy.

31) Will you, as vendor, require use of any City of Hazard utility services; water, gas, and/or electricity? YES NO

If YES, please contact the special event sponsor to discuss if they are providing adequate services for your needs. If the sponsor is not providing adequate services, please contact City Manager, Grady Varney (606) 436-3171 to discuss your utility needs. If applicable, the City Manager has authority to enter into a separate contract to supply you with the requested utilities with the cost of the utilities being the responsibility of the vendor.

32) Has the vendor or its agents or employees that are associated with the special event been convicted of any crime or misdemeanor? If so, name the offender, date of each offense, location of each offense, the nature of each offense and the penalty assessed for each offense:

33) Has the vendor or its agents or employees that are associated with the special event who propose to handle food/beverage items been diagnosed with contagious or communicable disease? If so, name the person, disease, date of disease, treatment and attach a certified statement from a licensed medical provider stating that the person is free of the disease and symptoms for at least 10 days prior to opening for business:

34) As vendor, do you agree to comply with any and all federal, state, county and city laws and regulations, including obtaining all required permits, licenses or other approval per the laws and regulations? YES NO

INDEMNIFICATION

By acknowledging and signing this application, as the applicant/vendor of the special event, the sponsor agrees and shall indemnify and hold the City of Hazard harmless from any and all loss, liability and claim against the City of Hazard, City of Hazard employees, elected or appointed City of Hazard officials and City of Hazard agents and assigns, directly or indirectly arising out of the special event. In no event shall the City of Hazard be liable to the special event sponsor or any third party for any indirect, special, incidental, exemplary or consequential damages including, without limitation, those based on loss of revenues, profits or business opportunities, whether or not a party had or should have had any knowledge, actual or constructive, that such damages might be incurred.

Signature of the vendor: _____

ACKNOWLEDGEMENT

I, applicant/vendor, confirm that the information contained within this application, including any attachment, is correct. I understand that if the information provided herein is found to be false, the special event vendor license will not be granted and all monies paid to the City of Hazard will be forfeited.

As applicant/vendor, I have read the City of Hazard Code of Ordinances applicable to my special event and on behalf of myself, as vendor, including my associates, employees and agents, I agree that we are informed of and agree to comply with the ordinances and all other applicable city, county, state and federal law. As vendor, I fully understand my duties and responsibilities as vendor of a special event in the City of Hazard.

Signature of the vendor: _____

Print name: _____

Date: _____, 20__