



CITY OF LARAMIE PARKS & RECREATION
 P.O. Box C / 920 Boulder Drive Laramie, WY 82073
 Phone: (307) 721-5269
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Vending License/Permit Application

A **vending license** is valid from May 1st to October 1st of the calendar year in which it is issued.

A **vending permit** is valid for the seventy-two-hour period stated on the face of the permit.

Name _____ Email _____

Primary Phone _____ Other Phone _____

Address _____ City, State, Zip _____

Are you 18 years of age or older? _____ Event Name (If applicable) _____

The name of the corporation (if applicable) seeking to conduct vending;

Name _____ Phone _____

Person(s) who will be present and authorized to sell goods under the permit **on the day(s)** of operation;

Name _____ Phone _____

Proposed area of operation _____

Second choice _____

The date(s) and time(s) (starting and ending) when the vending is to be conducted, allowable between 10:00 a.m. and 9:00 p.m.

Date _____ Start Time _____ End Time _____

Date _____ Start Time _____ End Time _____

Date _____ Start Time _____ End Time _____

- Items to be sold _____

- Proposed methods for containment of litter _____

- Description of the type and number of vehicles, equipment and/or structures which will be used within the park for vending _____

For Recreation Center Use Only:	
Received by (initial): _____	Date of Receipt: ____/____/____
Issued by (initial): _____	Date of Entry: ____/____/____

Read and Initial Each Section:

_____If any vendor intends to make a request for a malt beverage or catering permit pursuant to Laramie Municipal Code, the applicant for such shall file with the City Clerk’s office as to the issuance of any malt beverage or catering permit. Compliance is expected with any relevant law and in obtaining any legally required permit or license, including, without limitation, alcohol permits or vendor licenses. (Ord. 1460 § 7, 2005) License Attached_____

_____Pursuant to Laramie City Municipal Code (Ord. 1339 § 2 (part), 2001), if food is being served to the public and there is a charge, a proper food license is required. Contact the Environmental Health Specialist at 721-5293. License Attached_____

_____Any additional information which the Parks & Recreation staff or designee shall find reasonably necessary to make a fair determination as to whether vending is within the legislative findings and purpose of LMC Chapter 5.76. Attached_____

_____The applicant and authorized officers of the corporation, if any, are required to possess or obtain public liability insurance and/or liquor liability endorsement to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the vending. Insurance coverage is required as a condition of vending in the parks, and public liability insurance required is 1 million per occurrence, 2 million aggregate. Such insurance shall name on the policy or by endorsement The City of Laramie as additional insured, the city, its officers, employees and agents. A certificate of insurance coverage must be filed with the Parks & Recreation staff no less than five (5) days before the date of the vending permit unless the Parks & Recreation staff or designee changes the filing deadline, in which event such documents shall be provided prior to the vending. Proof of Insurance Attached_____

_____This serves as an agreement that the applicant and corporation listed above, if any, agree to reimburse the city for any costs incurred by the City in repairing damage to city property occurring in connection with the operations proximately caused by the actions of the vending license permit holder, its officers, volunteers, employees or agents, or any person who was under the vending license permit holder’s control. Agreement also provides that the permit holder shall defend the city against, and indemnify and hold harmless, the city, its officers, employees, volunteers and agents from all causes of action, claims or liabilities occurring in connection with permit holder’s operations, except those which occur due to the city’s sole negligence.

_____Vendors shall not use bells, horns, whistles, electrically or mechanically amplified sound, musical instruments, or any other sound producing device.

_____Vendors shall not place or attach any sign, banner, or device upon or to any structure, tree, or bush in any park.

_____Any promotional activities by any vendor shall be confined to the place of sale only. No vendor shall use or employ any other person to advertise, hawk, distribute, or promote the vendor’s wares or business at any location other than the point of sale.

_____No motorized vehicles, trailers, or mobile vending apparatus other than hand-held displays and pushcarts are permitted. No merchandise, displays, containers, supplies, or other items related to the vendor shall be placed in the park or any right-of-way except in or on the hand-held display or pushcart.

_____In the License or permit, the city manager may specify locations where the licensee or permittee may sell to persons within a park from a vehicle lawfully parked in the adjacent street right-of-way. Vending is not otherwise permitted from or within any public right-of-way, including but not limited to streets and sidewalks. Vending is not permitted from or within any jogging path, whether within a designated right-of- way or not.

_____If any person violates any term of a license issued under this chapter, or any provision of this chapter, upon conviction he shall be fined not to exceed seven hundred and fifty dollars for each violation.

_____If any person is convicted of any violation of this chapter or of any municipal ordinance or state statute relating to health permits or littering, the city manager shall revoke that person’s vending license and shall not issue that person another license for a period of one year from the date of conviction. If the violation is by the employee of any licensed corporation or partnership, then the corporation’s or partnership’s license shall be similarly revoked and the entity shall not be issued another license for a period of one year from the date of conviction. (Ord. 1077 § 6, 1992).

_____This vending license permit is issued under Municipal Code: Chapter 5.76, Vending in City Parks, City of Laramie. Any checks, vouchers, or credit card numbers left as a damage deposit will be destroyed if not picked up within 10 business days following the expiration of the vending license permit.

Application fee (nonrefundable)

\$50 Vending License/\$25 Vending Permit Fee Received_____

Nonprofit organizations having tax exempt status under the internal revenue code are exempt from the application fee.

Deposit (refundable)

\$50 refundable upon expiration of the license if no term of the license has been violated and if all litter within the area of sales is removed each day of sales. Deposit Received_____

Signature_____ Date_____