



# Village of Cooperstown

22 MAIN ST. P.O. BOX 346 COOPERSTOWN, NY 13326 (607) 547-2411 • FAX (607) 547-5487

## APPLICATION FOR VENDING

Complete applications must be submitted at least two weeks prior to the event.

- NON-PROFIT ON PUBLIC PROPERTY       NON-PROFIT ON PRIVATE PROPERTY
- PROFIT ON PRIVATE PROPERTY       PROFIT ON PUBLIC PROPERTY

1. NAME: \_\_\_\_\_

2. BUSINESS/ORGANIZATION NAME: \_\_\_\_\_

3. ADDRESS: \_\_\_\_\_

4. PHONE NUMBER: \_\_\_\_\_

5. SALES TAX ID / TAX EXEMPT NUMBER (Circle the one that applies) \_\_\_\_\_

6. OWNER OF PRIVATE PROPERTY: (if applicable) \_\_\_\_\_

7. DATES REQUESTED:

A) Hall of Fame Classic/Memorial Day Weekend (Generally the following days are approved but are subject to change based on BOT Approval - Friday, Saturday, Sunday & Monday on private property; Saturday only on public property in Doubleday Field Parking Lot; Saturday & Sunday in Pioneer Park; Saturday, Sunday & Monday in Lakefront Park)

B) Induction Weekend (Generally the following days are approved but are subject to change based on BOT Approval - Friday, Saturday, Sunday & Monday if private property; Saturday & Sunday on public property)

C) Other approved dates (to be set by the Village Board of Trustees)

8. REQUESTED LOCATION OF SALE (if on public property): \_\_\_\_\_

10. TYPE OF SALE TO BE CONDUCTED (Check appropriate box and indicate items to be sold):

Food sales from a fixed stand with a permit from Department of Health (indicate precisely what items you will vend (ie. soda, ice cream)

Non food items from a fixed stand (indicate precisely what items you will vend (ie. baseball cards, hats, memorabilia)

\_\_\_\_\_  
\_\_\_\_\_

Continued on reverse

**THE FOLLOWING ITEMS MUST BE INCLUDED WITH THE APPLICATION:**

*Incomplete applications will **NOT** be processed, application fee will be forfeited and no permit will be issued.*

- A) **Application fee** –
  - a. Non-Profits \$25.00 per event with a copy of appropriate 401c3
  - b. Profit organizations \$100.00 per event
  - c. Electric fee \$300.00 per event (if using Village electric service in Doubleday Field parking lot or Pioneer Park)
- B) **Certificate of Insurance** naming the Village of Cooperstown as additionally insured with coverage of \$2,000,000 aggregate, \$1,000,000 occurrence.
- C) **A map of the property** showing exact area to be used for vending unless vending on public property
- D) **A letter of authorization** to vend on private property from the property owner if the applicant is not the property owner.
- E) **Copy of Permit from Department of Health** for food vendors

*\*\* Please note that each of the above items must be **included with EVERY application even if you have submitted these items previously.** The Village Clerk will **NOT** look up information from a previous year. If you anticipate your information remaining the same we recommend that you keep a copy for your records to ease in your application process.*

It is the applicant’s responsibility to review the Zoning, Sign and Vending Laws that pertain to this permit. The Village Clerk may ask for Proof of ownership if there are any questions as to the ownership of the site requested. This application is not a permit and must be accompanied by the items listed above. Said use shall not start until the issuance of a permit.

\_\_\_\_\_ DATE

\_\_\_\_\_ SIGNATURE OF APPLICANT

**OFFICE USE ONLY**

<i>Certificate of Insurance</i>		<i>Fee</i>	
<i>Map</i>		<i>Authorization Letter</i>	
<i>DOH Permit</i>		<i>Other</i>	
<i>Approved / Denied</i>		<i>Permit Number</i>	

*Other Notes and/or Reason for Denial:* \_\_\_\_\_