



"meeting community needs  
.....enhancing quality of life"

License Fees (See Section 5) \$ _____	Acct 11030.4309	Date Rec'd ___/___/___
Investigation Fee – REQUIRED + \$7.00	Acct 100.2359	Receipt No. _____
<b>Total Amount Paid</b>	\$ _____	<b>FEES ARE NON-REFUNDABLE</b>

## FARM MARKET APPLICATION

**SECTION 1 – ORGANIZATION INFORMATION – Answer all questions completely. Please PRINT clearly**

Name of Organization			
Street Address		City	State      Zip
Telephone Number	Contact Person	Contact Telephone No.	Date of Birth

**SECTION 2 – EVENT INFORMATION**

Location/Site where Farm Market will be held (Please be Specific)	
List ALL dates the market will be held	
Number of Vendors	Estimated number of persons attending the event

**SECTION 3 – ADDITIONAL INFORMATION**

	NO	YES	Action to be taken
Are you requesting any street closures?			If Yes, please indicate which street and from what point to what point?

**NOTE: A permit cannot be issued for a major thoroughfare (arterial or collector streets; federal, state and county highways; bus routes) unless traffic flow can, in the opinion of the Traffic Section, be reasonably accommodated on adjacent streets.**

Are you requesting any special parking restrictions?			If Yes, please contact the Appleton Police Department Operations Coordinator to discuss this request. (920.832.5500)
Will portable restrooms be used?			Describe toilet facilities available to participants:
Will the event be held in an Appleton Park or utilize any park facilities?			If Yes, please explain. What Park?  Contact the Appleton Parks and Recreation to reserve this park. (920.832.5905)
Will the event be held indoors?			If Yes, what building (Provide street address)
Will a tent or any other temporary structure be erected?			The Appleton Fire Department will need to review your structure plans (920.832.5810)
Will food be prepared and/or served at the event?			If Yes, please explain:  Contact the Appleton Health Department (920.832.6429)
Will alcoholic beverages be served/sold?			If Yes, contact the City Clerk to obtain a "Special Class B" license to sell/serve beer and/or wine. (920.832.6443)

**SECTION 3 – ADDITIONAL INFORMATION (CONTINUED)**

	NO	YES	Action to be taken
Do you have the correct level of insurance for this event?			A license WILL NOT be issued without an approved Certificate of Insurance on file. For further questions you may contact the City's Risk Manager. (920.832.6300)

**SPECIAL NOTE: Dumpsters and barricading of streets will NOT be provided by the City. You will be responsible to contract these services with an outside provider. For additional information, please contact the City of Appleton's Traffic Section (920.832.5580)**

**SECTION 4 – INSURANCE NOTICE**

Insurance Coverage:

Insurance Carrier: \_\_\_\_\_

Insurance Agent Name and Phone Number: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Period: \_\_\_\_\_

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee, or duly authorized representative of the entity obtaining this permit/license. I have reviewed and understand the insurance requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license, have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance carrier, the policy number, and policy period above. Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify, defend and hold harmless the City of Appleton and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorneys fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right-of-way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Signature \_\_\_\_\_

**SECTION 5 – FEE STRUCTURE**

2 to 10 Vendors	\$120.00
11 or more Vendors	\$12.00 each ( _____ X \$12.00) =

**FOR OFFICE USE ONLY**

Department	Approve	Deny	By	Reason
Police				
Fire				
Health				
Inspection				
Community Development				
City Sealer				

Public Works				
Parks and Rec				
Safety & Licensing date			Common Council	
Date Issued			Expiration Date	
			License Number	

8-10-12

*Reasonable accommodations for persons with disabilities will be made upon request and if feasible.*

Return application to: City Clerk, 100 North Appleton Street, Appleton, WI 54911-4799

## **FARM MARKET LICENSE**

- A license is required to hold a Farm Market in the City of Appleton. ALL dates of the proposed Farm Market are to be included on the application form. The process to obtain a Farm Market License takes approximately 3 weeks from the date of application until the date of issuance and requires approval from numerous City departments, the Safety and Licensing Committee and the Common Council.
- To apply for a Farm Market License, file your completed, signed application form with the City Clerk's office. You are required to have insurance in force as specified in the attached City of Appleton insurance requirements for the duration of this license.
- License fees are non-refundable and are to be paid at the time of filing the application form. Fees are as follows:
  - 2 to 10 vendors - \$120.00 plus \$7.00 Police investigation fee
  - 11 or more vendors - \$12.00/per vendor plus \$7.00 Police investigation fee.
- QUESTIONS? Please call 832-6443.

**"EXHIBIT D-1"**

**INSURANCE REQUIREMENTS  
FOR CITY OF APPLETON  
SPECIAL EVENTS – large event less than 25,000 people**

It is hereby agreed and understood that the insurance required by the City of Appleton is primary coverage and that any insurance or self insurance maintained by the City of Appleton, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the clean up period after the event.

**1. GENERAL LIABILITY COVERAGE**

- A. Commercial General Liability
  - (a) \$1,000,000 general aggregate – per project
  - (b) \$1,000,000 products - completed operations aggregate
  - (c) \$1,000,000 personal injury and advertising injury
  - (d) \$1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
  - (a) Premises and Operations Liability
  - (b) Contractual Liability including coverage for the joint negligence of the City of Appleton, its officers, council members, agents, employees, authorized volunteers and the named insured.
  - (c) Personal Injury
  - (d) Explosion, collapse and underground coverage
  - (e) Products/Completed Operations
  - (f) The general aggregate must apply separately to this project/location

**2. BUSINESS AUTOMOBILE COVERAGE**

- A. Limits - \$250,000 each person/\$500,000 each accident for Bodily Injury and \$100,000 for Property Damage  
OR  
\$500,000 Combined Single Limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

**3. WORKERS COMPENSATION AND EMPLOYERS LIABILITY - If required by Wisconsin State Statute or any Workers Compensation Statutes of a different state.**

- A. Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:
  - \$100,000 Each Accident
  - \$500,000 Disease Policy Limit
  - \$100,000 Disease - Each Employee

4. **AIRCRAFT LIABILITY** (including helicopter) - Owned, Non-Owned or hired.
  - A. If this exposure shall exist, the limits must be at least \$5,000,000 combined single limit for bodily injury (injury passenger liability) and property damage.
  - B. Any liability exclusions relating to slung cargo must be deleted.
  
5. **LIQUOR LIABILITY** - If the event holder is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:
  - A. Limits - \$500,000 each occurrence/ \$500,000 aggregate

6. **ADDITIONAL PROVISIONS**

\* Additional Insured - On the General Liability Coverage, Business Automobile Coverage, Aircraft Liability and Liquor Liability. City of Appleton, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.

\* Endorsement -

The Additional Insured Policy endorsement must accompany the Certificate of Insurance.

\* Certificates of Insurance -

A copy of the Certificate of Insurance must be on file with the City Clerk.

\* Notice -

NOTE: City of Appleton requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage.

\*The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All Carriers shall be admitted carriers in the State of Wisconsin.