



VENDOR LICENSE APPLICATION

Office of the City Clerk, 229 Main Street, Nashua, NH 03060
Telephone: 603-589-3010
cityclerkdept@nashuanh.gov

All vendors and licensees required by law to have city health licenses, state licenses or licenses of any other type, are responsible for obtaining said licenses and shall be considered in violation of city vending ordinances in the event that they are found to be without said licenses. All health licenses shall be posted in a conspicuous place.

Today's Date: _____

Section I. Identification.

Applicant's last name: _____ First name: _____

or Business/Organization name: _____

Address: _____

Telephone Number: _____

As part of the application process, some city departments may need to contact your business to schedule an interview or an inspection. Please identify the person to be contacted and his/her telephone number, if different than above, and the best time(s) to call.

Contact Person: _____

Telephone: _____

Day(s)/Time(s): _____

Section II. License Type.

- Flea markets and shows exhibiting wares for sale (at least 5 vendors)
- Hawker or Peddler
- Itinerant magazine salesman
- Itinerant photographer
- Itinerant vendor
- Street Fair
- Street Fair License Exemption

Section III. Date & Location.

Date/Time Period of Proposed Sales: _____

Hours of operation: _____

Location(s) of proposed operation: _____

Written permission from the owner/possessor of the property has been obtained, if required:
_____ Yes _____ Not Applicable

Section IV. Description of product to be sold (Sec. 231-11(2)).

Please provide a description of the source and type of food, beverage, merchandise or service to be sold and in the case of products of farm or orchard, whether produced or grown by the applicant. A separate *Food Service License*, in addition to the Vendor's License, must be obtained from the *Environmental Health Department* (18 Mulberry Street, 589-4530) for the sale of various food items. A copy of that license must be attached to this application, if applicable. Write "N/A," if not applicable.

Section V. Description of stand or motor vehicle to be used (Sec. 231-11(3)).

Please provide a description of (or attach a photograph) of any stand or motor vehicle to be used for the vending, including the license and registration number of any motor vehicle used for the vending. Write "N/A," if not applicable.

If using a motor vehicle:

Driver's license: State: _____ Number: _____

Vehicle registration: State: _____ Number: _____

Section VI. Certificate of Insurance (Sec. 231-11(4)).

Attach a certificate of insurance issued by an insurance company licensed to do business in the state and a signed Event/Vendor Insurance Requirements form protecting the licensee and the city from all claims for damages to property and bodily injury...which may arise from operations under or in connection with the license. Exceptions to certificates of insurance may be considered on a case-by-case basis by Risk Management.

Attached Certificate of Insurance _____ Yes _____ No

Attached Event/Vendor Insurance Requirements _____ Yes _____ No

Section VII. Business Identification & Signature(s).

All signatures must be of an individual applicant, owner or duly-authorized corporate officer.

Business or d/b/a Name: _____

Business Address, if different from Section I (No P.O. Box):

Business Mailing address, if different from above:

Business Telephone Number, if different from Section I: _____

Section VIII. Additional information, where applicable.

1) Street Fair Applicants:

Attach a list of all sub-licensees to this application and evidence that applicant represents 50% of the ground floor occupants of any and all buildings to be included in the geographic area, which is the subject of the proposed license.

2) Street Fair Exemption:

Location of sidewalk obstruction/approved vendor location:

3) Itinerant Magazine Salesman:

Name of company or organization that the salesman will be representing:

On the backside of the last page of this application, list the name(s) and address(es) of all organization(s) by which the salesman is employed or receives compensation or commission of any kind.

Has the applicant ever been denied any city license or had any license of any type revoked by the City of Nashua? _____ Yes _____ No

If the answer is "yes," please provide complete details on the reverse side of the last page of this application

I, the undersigned, certify that all information provided in this application is true and correct to the best of my knowledge. I understand that any false statement(s) will be considered sufficient grounds to refuse issuance or revoke a license to operate within the City of Nashua and that I am subject to the rules and regulations of the Nashua Revised Ordinances and the laws of the State of New Hampshire.

Signature: _____

Print name: _____ Position: _____

Section VII. Fees.

\$10.00 per day, or \$25.00 for one week, or \$100.00 for one year:

- Flea markets and shows exhibiting wares for sale
(For events of four days or longer, add \$5.00 per additional vendor over 10, per month.)
- Hawker or Peddler
- Itinerant magazine salesman
- Itinerant photographer
- Itinerant vendor

Street Fair: \$5.00 per sub-licensee

Street Fair License Exemption: \$10.00

Amount enclosed: \$ _____

Please make checks payable to the "City of Nashua."

Checks returned by your financial institution are subject to a \$25.00 penalty.

Please return all pages of this application with all applicable information completed.

Additional documentation may be required by the Office of the City Clerk.

As a condition of licensure, and at any time during the license period, an applicant or licensee may be subject to additional restrictions or conditions ordered by city departments pertaining to a specific vendor or vending site or to prevent any nuisance related to or caused by the licensed activity.



EVENT/VENDOR INSURANCE REQUIREMENTS

The City of Nashua requires that all entities participating in an event on City of Nashua property provide proof of insurance. A COI (Certificate of Insurance) must accompany this signed form no later than ten (10) days prior to the commencement of the event.

- ✓ Coverage must be written with an insurance carrier licenses to do business in the State of New Hampshire.
- ✓ COI should identify the event being held; along with dates of event.
- ✓ Certificate holder should be listed as – City of Nashua, 229 Main Street, Nashua NH 03061.
- ✓ Any and all companies hired by the event holder are the agents of the event holder and NOT the City of Nashua. They are subject to the same insurance requirements as the event holder.

BASIC INSURANCE REQUIRED

- Comprehensive General Liability** - \$1,000,000 per occurrence/\$2,000,000 aggregate. City of Nashua must be named as an additional insured.
- Motor Vehicle Liability** (*If vehicles are being utilized*) - \$1,000,000 combined single limit. Coverage must include all owned, non-owned and hired vehicles. The City of Nashua must be named as an additional insured.
- Workers' Compensation** (*If event holder utilizes employees*) – as required by statute/Employers' Liability of \$100,000/\$500,000/\$100,000.

Additional or specialized insurance coverage(s) will be determined based on the activities of the event. See back of form for details and call RISK MANAGEMENT for further clarification or assistance - 603.589.8850

OBSERVANCE OF LAWS AND ORDINANCES

The undersigned shall faithfully observe, keep and obey all terms and conditions of the permit, laws, rules and ordinances of the City of Nashua. The undersigned shall also faithfully observe, keep and obey all laws, rules and regulations of any other governmental entity including, State and federal regulations which may apply.

INDEMNIFICATION

The undersigned shall have the power to act on behalf of the organization. The undersigned shall save and protect, hold harmless, indemnify and defend the City, its commissions, officers, agents, and employees against any and all liability, causes of action, claims, loss damages or cost and expenses arising from, allegedly arising from, or resulting directly or indirectly from any acts of the applicant or any of its officers, employees, or agents done in the performance or operations of the event, or any act done under pretended authority of this application. This agreement to indemnify and hold the City harmless shall include any costs incurred by the City in defending any action involving an act by the applicant or any of its officers, employees, or agents, and shall include attorney's fees incurred by the City.

By signing below, I further understand the conditions herein.

Signature: _____ Date: _____

(For insurance purposes; signed application serves as a contractual obligation as it relates to naming the City of Nashua as an additional insured)

- ☐ **Food** – canteens, ice cream vendor, hotdog carts, etc.
 - ✓ Basic Insurance as required

- ☐ **Motor Vehicle** – ice cream trucks, canteens, etc.
 - ✓ Basic Insurance as required

- ☐ **Door to Door** – magazine sales, vacuum sales, etc.
 - ✓ Basic Insurance as required

- ☐ **Alcohol** – beer and wine only

Nonprofits are the ONLY entities allowed to apply for a 1-day liquor license and should be applying at least 2 months in advance. Farmer's Markets are governed by RSA 179:44 and city ordinance 170-3.1. If you are a resident, business, etc. renting one of our city buildings, YOU cannot serve alcohol at your event and will need to hire an entity or person that has a Caterer Off-Site Liquor License. Any questions regarding liquor licensing should be direct to the NH Liquor Commission (603.271.3521)

NH Liquor Commission Special One Day Training | NH Liquor Commission, Division of Enforcement

- ✓ Event holder must show proof of Basic Insurance as required
- ✓ Event holder must show proof of liquor liability insurance in the amount of \$1,000,000
- ✓ Entity/person serving alcohol must show proof of liquor liability insurance in the amount of \$1,000,000
- ✓ Entity/person serving alcohol must show proof of an off-site liquor license
- ✓ Entity/person serving alcohol must show proof of Basic Insurance as required

- ☐ **Theaters and Shows** – carnival, circus, parade, concert, etc.

- ✓ Motor Vehicle Liability and Workers' Compensation Basic Insurance as required
- ✓ Comprehensive General Liability Insurance for all activities of event holder and its subcontractors arising out of or in connection with the event in an amount not less than \$3,000,000 combined single limit for each occurrence

- ☐ **Fireworks** – regulated by Fire Marshal's Office (603.589.3460)

- ✓ Basic Insurance as required
- ✓ COI must reflect that coverage includes blasting

- ☐ **Encumbrance of sidewalks/streets** – parades, benefit walks, races, public gathering, etc. Regulated by the Engineering Department (603.589.3120)

- ✓ Basic Insurance as required

- ☐ **Bounce Houses** – moonwalks, inflatables, air supported structures, etc. Regulated by the NH Bureau of Tramway and Amusement Ride Safety (603.223.4289)

RSA 321:A <http://www.gencourt.state.nh.us/rsa/html/xxx/321-A/321-A-mrg.htm> and,

Chapter Saf-C 1400 http://www.gencourt.state.nh.us/rules/state_agencies/saf-c1400.html

- ✓ Entity/operator of the device must show proof that structure has been inspected by the New Hampshire Bureau of Tramway and Amusement Ride Safety.
- ✓ Entity/operator of the device must show proof of Motor Vehicle Liability and Workers' Compensation Basic Insurance as required.
- ✓ Entity/operator of the device must show proof of Comprehensive General Liability Insurance for all activities of entity/operator and its subcontractors arising out of or in connection with the event in an amount not less than \$3,000,000 combined single limit for each occurrence.
- ✓ Certificate of Insurance must recognize that insurance includes the bounce house.

- ☐ **Use of stadiums** – Holman, Stellos, etc. Regulated by the Park and Recreation Department (603.589.3370)

- ✓ Basic Insurance as required

- ☐ **Animals** – Petting zoo, pony rides, etc.

- ✓ Basic Insurance as required
- ✓ Proof that each animal is current on all vaccinations