



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

Appleton
DOWNTOWN
incorporated

WE HAVE MOVED!
Red Lion Paper Valley
333 W. College Ave
Suite 100
Appleton, WI 54911

1920

License Fees (See Section 5) \$ ~~1500~~ - Acct 11030.4309 Date Rec'd 2/28/19
 Investigation Fee - REQUIRED + \$7.00 Acct 100.2359 Receipt No. 5299
 Total Amount Paid \$ 1927 - ~~1507~~ - FEES ARE NON-REFUNDABLE

FARM MARKET APPLICATION

ck# 17139
1.14.19 \$1927-

market
cell

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

| | | | | | | | |
|----------------------|----------------|-------------------------|-----------------------|-------------------------------------------|--|-------|--|
| Name of Organization | | | | Appleton Downtown Inc. - Summer Farm Mkt. | | | |
| Street Address | | City | | State | | Zip | |
| 333 W. College Ave. | | Appleton | | wi | | 54911 | |
| Telephone Number | Contact Person | Contact Telephone No. | Date of Birth | | | | |
| 920.515.3547 | Dynawa Hugdahl | XXXXXXXXXXXX | XXXXXXXXXX | | | | |

SECTION 2 - EVENT INFORMATION

Location/Site where Farm Market will be held (Please be Specific)
 College Ave. - Appleton to Drew St., Houdini Plaza, Oneida - South

List ALL dates the market will be held
 Saturdays - June 15 thru October 21e (19 wks. - no market Octoberfest)

| | |
|-------------------|-------------------------------------------------|
| Number of Vendors | Estimated number of persons attending the event |
| 750 160 | 5000+ |

SECTION 3 - ADDITIONAL INFORMATION

| | NO | YES | Action to be taken |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Are you requesting any street closures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If Yes, please indicate which street and from what point to what point? Same as previously |
| 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? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If Yes, please contact the Appleton Police Department Operations Coordinator to discuss this request. (920.832.5500) |
| Will portable restrooms be used? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Describe toilet facilities available to participants: Rentals - Houdini Plaza, Morrison St. and grassy area near Taste of Thai. |
| Will the event be held in an Appleton Park or utilize any park facilities? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If Yes, please explain. What Park? Houdini Plaza Contact the Appleton Parks and Recreation to reserve this park. (920.832.5905) |
| Will the event be held indoors? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | If Yes, what building (Provide street address) |
| Will a tent or any other temporary structure be erected? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | The Appleton Fire Department will need to review your structure plans (920.832.5810) |
| Will food be prepared and/or served at the event? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If Yes, please explain: Contact the Appleton Health Department (920.832.6429) |
| Will alcoholic beverages be served/sold? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 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:

On file with City

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

Dyanne Ingdahl, ADI

SECTION 5 – FEE STRUCTURE

| | |
|--------------------|-----------------------------------------------------------------------------------------------------------------------|
| 2 to 10 Vendors | \$120.00 |
| 11 or more Vendors | \$12.00 each $(150 - 100) \times \$12.00 = \600 180 160 1920 1800 |

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



Name: _____

PLEASE MARK THE DATES YOU WISH TO RESERVE YOUR SPACE FOR SATURDAY ATTENDANCE AT THE **2019** FARM MARKET.

June 15 _____ June 29 _____

June 22 _____

July 6 _____ July 20 _____

July 13 _____ July 27 _____

.....

August 3 _____ August 24 _____

August 10 _____ August 31 _____

August 17 _____

September 7 _____ September 21 _____

September 14 _____

Note: No Farm Market on Saturday, September 28th – Octoberfest weekend!!!

October 5 _____ October 19 _____

October 12 _____ October 26 _____

.....

Please fill out the above schedule & return ASAP! Thank You!

