

CITY OF EASTPOINTE
MANDATORY APPLICATION REQUIREMENTS

13th Annual Gratiot Cruise
Saturday, June 18, 2011

VENDOR LICENSE FEE - \$50.00 (license fees are non-refundable)

Currently licensed Eastpointe Business - \$35.00

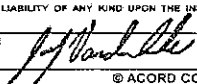
Expedited Processing Fee - \$50.00*

***(Additional fee for applications received within 7 days of event; after June 10th)**

Do not submit application incomplete if you are unsure of completion!!

In addition to the license fee, the following items are mandatory.

1. Attach two (2) recent photographs of applicant to application (at least 2x2, passport size).
2. Applicant to be responsible for all Employees (list of ALL authorized employees to be posted for the entire time of event).
3. Applicant's fingerprints taken and kept on record by Police. Fingerprinting fee \$20.00
(Currently done at the Police Dept. by appointment, 586-445-5100 ext. 130. If a vendor/applicant has previously had fingerprinting done by Eastpointe Police Dept. for the cruise this process is waived. If the same vendor but a different applicant applies, fingerprinting for the new applicant is required.)
4. Location and layout drawing required (Form attached).
 - a. Signed affidavit completed if not owner of property.
5. Signed Hold Harmless form (Form attached).
6. Copy of completed Macomb County Health Department application (if food/drinks prepared on site).
7. Certificate of Insurance must be provided by Vendor with THE "CITY OF EASTPOINTE AS ADDITIONAL INSURED." See Sample Below

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Additional Insured: City of Eastpointe, 23200 Gratiot Avenue, Eastpointe MI 48021	
CERTIFICATE HOLDER City of Eastpointe 23200 Gratiot Eastpointe, MI 48021	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 

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Questions? Call the Clerk's Office at 586-445-5026 x2202
Fax Number: 586-445-5191

The City Clerk, in accordance with Chapter 856.09, may waive for a Non-Profit Organization and/or a Currently Licensed Business the following requirements.

- Applicant Fingerprinting
- Permit fee (non-profit only)

Note: If your business is classified as "non-profit", the first time you apply we need a copy of your 501c (3) papers

The City reserves the right to reject any application for permit if the following requirements are not submitted.



CITY of EASTPOINTE

CLERK'S OFFICE
Phone: 586-445-5026 • Fax: 586-445-5191
www.cityofeastpointe.net

23200 GRATIOT AVENUE
EASTPOINTE, MI 48021

VENDOR LICENSE FEE - \$50.00
Currently licensed Eastpointe Business - \$35.00
(License fees are non-refundable)
Expedited Processing Fee - \$50.00*
*(Additional fee for applications received within 7 days of event; after June 10th)

13th Annual Gratiot Cruise Saturday June 18, 2011

Merchandise to be sold: _____

Business/Vendor Name: _____ Phone: _____

Business Address: _____

City/State/Zip: _____

Applicant's full name: _____ Phone: _____

Applicant's permanent address: _____

City/State/Zip: _____

Occupation: _____ D.O.B: _____

E-mail Address: _____

In accordance with the provisions of Ordinance #933 of the Codified Ordinances City of Eastpointe, I hereby make application for a license to conduct the following business. I, the undersigned, acknowledge the requirements of all applicable ordinances and regulations of the City of Eastpointe and agree to comply.

Signature of Applicant _____ Date _____

VENDOR LOCATION _____ ADDRESS _____

****PERMIT ALLOWED FOR DESIGNATED LOCATION ONLY****

APPROVALS (For Office Use Only)		
Chief of Police	Building Official	Treasurer
Approved _____	Approved _____	Approved _____
Disapproved _____	Disapproved _____	Disapproved _____



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LICENSED VENDOR _____

LOCATION _____

AUTHORIZED TO SELL _____

LIST OF ALL PERSONS AUTHORIZED TO WORK THIS LOCATION

APPLICANT TO BE RESPONSIBLE FOR ALL EMPLOYEES

LIST OF ALL AUTHORIZED EMPLOYEES TO BE POSTED FOR ENTIRE TIME OF EVENT

PROPERTY OWNER PERMISSION AFFIDAVIT

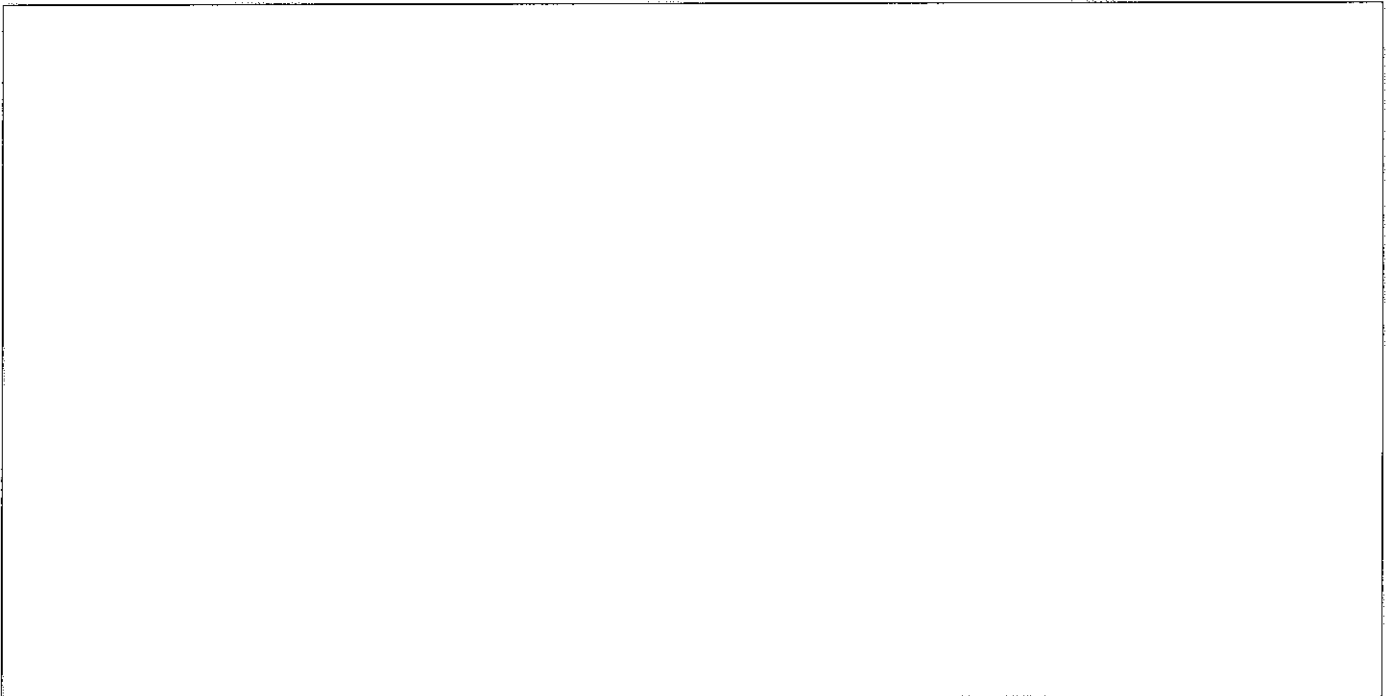
To Property Owner:

By signing this affidavit you are giving permission to _____ to use the
Vendor Name

property at _____ during the Gratiot Cruise on June 18, 2011.

Print Name of Property Owner


Signature of property owner / date



Sidewalk									
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(Show driveway here)

Gratiot Ave



If you are going to set up at multiple locations this sheet is needed from each property owner



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VENDOR REQUIREMENT

The following Hold Harmless Agreement must be agreed to by all vendors wishing to sell goods and services during the Gratiot Cruise before a permit will be issued.

HOLD HARMLESS AGREEMENT

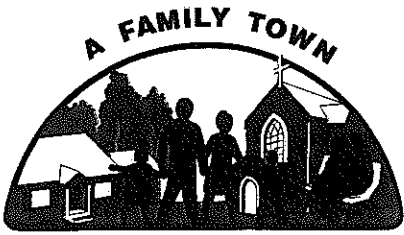
To the fullest extent permitted by law, _____ agrees to defend, pay on behalf of, indemnify and hold harmless the City of Eastpointe, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Eastpointe against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Eastpointe, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Eastpointe by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, or any other matter which arises out of or is in any way connected or associated with the sale of goods and services during the Gratiot Cruise for which a permit was issued.

Company Name

Applicant Signature

Date





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EASTPOINTE, MI 48021

VENDOR REQUIREMENT

The following requirements must be met for all vendors wishing to sell goods and services outdoors during the Gratiot Cruise before a permit will be issued:

Low Hazard: Any individual or corporation selling less dangerous items such as T-shirts, other wearable or off-site services.

General Liability: \$500,000 per occurrence minimum limits for bodily injury and property damage, including Products and Completed Operations coverage at equal limits.
A rated insurance carrier by A.M. Best Company.
City of Eastpointe named as additional insured.

Workers Compensation: State Statutory limits covering all employees.

Automobile Liability:* \$500,000 CSL minimum limits for bodily injury and property damage.

High Hazard: Any individual or corporation selling more dangerous items such as any edible items, children's items, or services performed on premises.

General Liability: \$1,000,000 per occurrence minimum limits of bodily injury and property damage, including Products and Completed Operations coverage at equal limits.
A rated insurance carrier by A.M. Best Company.
City of Eastpointe named as additional insured.

Workers Compensation: State Statutory limits covering all employees.

Automobile Liability:* \$1,000,000 CSL minimum limits for bodily injury and property damage.

*Automobile Liability required if using vehicle to deliver, drop-off, or pick-up any items directly at booth.

Certificate of Insurance (naming the City of Eastpointe as additional insured) must be attached to the application with all the above items completed. **No exceptions.** The City of Eastpointe reserves the right to reject any application for permit if the above criteria are not completely satisfied.

