THE FOLLOWING ARE REQUIREMENTS BY THE CITY OF KINGSTON PURSUANT TO SECTION 318-5 OF THE CITY OF KINGSTON CODE.

ATTACHED FORM MUST ALSO BE COMPLETED IN IT'S ENTIRETY FOR THE ISSUING OF A VENDOR'S PERMIT.

REQUIREMENTS:

318-5(14) FINGERPRINTS:

All applicants are required to be fingerprinted in the same manner as in a criminal proceeding. All such fingerprints are done by a private company and subject to a full search. Any report received from them will be filed with the Police Department, whether a criminal record is discovered or not. ALERT SECURITY INVESTIGATIONS – 71 ALBANY AVE. – KINGSTON, NY 12401 – PHONE: 234-0923. Please schedule an appointment for fingerprinting by going to www.L1enrollment.com website or calling the L-1 toll free call center at (877) 4726915. Appointment scheduling via the website is available 24/7/365. Appointment scheduling via the call center is available 9am-9pm Monday through Saturday. When making your appointment the correct "Fingerprint Reason" is Peddler/Solicitor and our ORI# is NY0550100.

If the applicant is a corporation or partnership, a full set of fingerprints of all officers of said corporation and all of the partners must be furnished.

318-5 (15) Applicants shall furnish such other information as may be required by the Chief of Police.

318-5 (B) If the applicant's business involves the use of scales or measurers such application shall be accompanied by a certificate from the Sealer of Weights and Measurers certifying that all weighing and measuring devices to be used by the applicant have been examined and approved.

318-5 (C) If the application is for a license to handle food in any form, the application shall be accompanied by a valid permit issued by the County permit issuing official having jurisdiction as determined by the Ulster County Health Department.

318-5 (D) An application for a license shall be accompanied by a bond to the City of Kingston approved as to form and surety by the Corporation Counsel in the penal sum of one thousand dollars ($1000.00), with sufficient surety or sureties or sufficient collateral security, conditioned for the due observance during the time of license of any and all ordinances which are not in force or may be hereafter adopted by the Common Council respecting hawking, peddling and soliciting. In the case of solicitors who demand, accept or receive payments or deposits of money in advance of final delivery such bond shall be further conditioned for making final delivery of goods, wares or merchandise ordered, or service to be performed in accordance with

The terms of such order, or failing therein, that the advance payment of such be refunded. Any person aggrieved by the action of any such licensed solicitor shall have a right by action on the bond for the recovery of money or damages or both. Such bond shall remain in force and effect, and in case of a cash deposit, such deposit shall be retained by the City of Kingston for a period of ninety (90) days after the expiration of any such license, unless sooner released by the Chief of Police.

318-5 (E) Upon issuance of a license, the licensee shall have in full force and effect a liability insurance policy in amounts not less than one hundred thousand dollars ($100,000.00) per individual and one hundred thousand dollars ($100.000.00) per occurrence. A copy of said policy shall be submitted to the City Clerk.

318-5 (F) Upon issuance of a license, the licensee shall execute a hold-harmless agreement indemnifying the City against loss including costs and expenses resulting from injury to person or property as a direct or indirect result of his enterprise. Said hold-harmless agreement shall be covered by a protective policy of insurance obtained by the applicant in an amount not less than one hundred thousand dollars ($100,000.00) and shall be submitted to the City Clerk and shall be subject to the approval of the Corporation Counsel.

318-5 (G) The Chief of Police may, in his discretion, upon good cause shown, waive any of the requirements for a license granted for one (1) day of twenty-four (24) hours.

LICENSE FEE: $150.00 – Money order made out to the City of Kingston due with application.

APPLICATION FOR VENDOR'S PERMIT

Name, address and phone numbers for applicant, including maiden name where applicable.

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Applicant's place of residence for the past five (5) years.

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Applicant's business for the past five (5) years, including the names and addresses.

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Three (3) photographs of applicant, taken not more than sixty (60) days prior to the date of filing the application. Photos to be two by two (2x2) inches in dimension, showing the head and shoulders of the applicant .

Has applicant ever been convicted of a felony, misdeameanor or violation of any municipal ordinance, except with relation to illegal parking, and if so, in what court, when,where,upon what charges and the sentence of the court, including the docket, index, indictment or file number of such court.

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Applicant's marital status. _____

Has applicant been previously licensed in any occupation. _____ If so, when, where and for what period and, if such previous license was ever revoked or suspended, the date of the revocation or suspension and the reason for it.

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If applicant is employed, the name and address of such employer, together with credentials establishing the relationship. _____

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If applicant proposes to operate a vehicle in connection with the license, a description of the cart, boat, contrivance or vehicle together with a license number or other means of identitication and the applicant's license number as issued by New York State Motor Vehicle Department is required below.

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The kind of goods, wares and merchandise applicant desires to sell or the kind of service applicant desires to perform and the method of distribution.

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If the applicant is a corporation or association, the name and address and title of the officer upon whom process or other legal notice may be served.

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A New York State sales tax identification number for all corporations, partnerships, associations or other similar type business entities. In the event applicant is an individual and does not possess such number, please submit social security number.

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HOLD HARMLESS AGREEMENT

PURSUANT TO SECTION 61-5(F)

OF THE CITY OF KINGSTON CODE

IT IS HEREBY AGREED and UNDERSTOOD by and between _____

_____ , hereinafter referred to as "Vendor", and the City of Kingston, hereinafter referred to as the "City" that, the "Vendor" or heirs, executors, administrators, successors and assigns agrees to hold harmless and indemnify the "City" from all actions, cause of actions, suits, debts,dues, sum of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgements, extent, executions, claims and demands whatsoever, in law, admiralty or equity arising out of the "Vendor's" business within the City of Kingston.

_____

VENDOR

DATED: _____ day of _____ 20 _____

CITY OF KINGSTON

Police Department

police@kingston-ny.gov

Egidio F. Tinti, Chief of Police

Steven T. Noble, Mayor

Dear applicant:

The issuance of a "Vendor License" does not guarantee you a particular space. Throughout the year the City of Kingston and other community groups sponsor events in various locations around the City of Kingston. It will be necessary for you to move your vending operation during these events if said operation interferes with the event. If you wish to join and become part of an event you will have to apply directly to the event sponsor. Your signature below indicates that you have read and understand these guidelines.

Applicant

Date

1 Garraghan Drive · Kingston, New York 12401 · (845) 331-1671 · Fax (845) 943-5720 · www.kingston-ny.gov