

MASTER PERMIT APPLICATION FOR COMMUNITY EVENT ORGANIZERS

(Applies to all City-owned property except Five Rocks Amphitheater, the Gering Civic Plaza and the Gering Civic Center)



Will you, as the Event Organizer, be inviting vendors (as defined below) to set up and sell at your event? Yes _____ No _____

If you answered yes, please complete this application in addition to the Special Event Permit Application. If you answered no, do not complete this form.

DEFINITIONS (Per City Ordinance No. 2181):

GOODS: Merchandise of any description and includes but is not restricted to manufactured and hand-made products and foodstuffs.

ITINERANT VENDOR: Shall mean a temporary food or merchandise establishment or a person without a fixed business address that sells merchandise, products or prepackaged food, or time/temperature-controlled food from an approved source at a nonpermanent location including but not restricted to a farmer's market, craft show, festival or other organized event in public or private spaces where the event organizer is responsible for organizing, monitoring and regulating all vendors. **Mobile food/beverage vendors, who have obtained a permit to sell in Gering, are not itinerant vendors.**

APPLICATION

MUST BE SUBMITTED TO THE CITY OF GERING NOT LESS THAN 30 DAYS PRIOR TO THE EVENT

Event Name _____

Event Date(s)/Time(s) _____

Location of Event _____

Event Organizer's Name _____

Organization's Name _____ Owner Name _____

Organizer's Mailing Address _____ Phone _____

City _____ State _____ Zip code _____

Organizer's Email Address _____

Total Number of Vendors	Fee per Vendor	Total
	\$	\$

This fee helps the City defray the costs of staff time, preparation prior to the event, and maintenance post-event.

Please submit a complete list of itinerant vendors that are expected to set up and sell at this event no later than five days prior to the event.

By signing, I acknowledge that I have read the requirements as set forth by the City of Gering. I understand that all fees, if applicable, must be paid in advance of the event in order for the permit to be issued. I understand that I am required to submit an accurate count of itinerant vendors that will be present at the event. I understand that I, as the Event Organizer, am responsible for monitoring and regulating itinerant vendors at this event, including but not limited to: public health and safety, appropriateness of products being offered for sale, complaints from the public or other vendors, damage to property. Event Organizers found operating at an event without a permit may be asked to close the event. Additionally, future permits may be denied.

Print name/title _____

Signature: _____ Date: _____

Date application was received: _____ Confirmed number of vendors _____ x \$ _____ Total: \$ _____

Date approved: _____ Cash/Check/Card: _____ Receipt No.: _____

Approved by: _____ Title: _____ Date: _____

Special conditions/requirements, if any, shown on reverse.

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