

# Transient Merchant Temporary Vendor Application

City Code Chapter 115



## Fees:

\_\_\_\_\_ Day \$30.00

\_\_\_\_\_ Month \$100.00

\_\_\_\_\_ Special Event Vendor \$25.00

\_\_\_\_\_ Year \$225.00

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## APPLICATION CHECKLIST:

To prevent delay, please ensure the following information is submitted.  
Incomplete applications are not accepted and will be returned immediately.

- Transient Merchant/Temporary Vendor Application
- Application Fee
  - Checks should be made payable to the City of Hastings. Credit card and cash are also accepted. *All credit/debit card payment will be assessed a 3.7% convenience fee.*
- Ordinance Acknowledgement
- Tennessen Warning
- Color Copy of Driver's License
- Current Copy Certificate of Insurance
  - The City of Hastings must be listed as additional insured.
- If Food Vendor:
  - Copy of MN Department of Health or Department of Agriculture License
- If Selling on Private Property:
  - A Letter of Consent from the Property Owner

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## APPLICATION PROCESS:

- Return the complete application packet and the required fee(s) to the Deputy City Clerk.
- Once all required documents and fees have been received, the application will be reviewed. Please allow 10 business days after all materials have been received for review.
- If additional information is required, the applicant will be contacted by the Deputy City Clerk.
- Once approved, the license certificate will be issued. The license shall be posted in a conspicuous place in the licensed establishment at all times throughout the licensing period.

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## Data Practices Notice

Every city in Minnesota must comply with the Minnesota Government Data Practices Act (MGDPA), which, in conjunction with other state and federal laws, classifies all government data. Government data are classified in different categories depending on whether they are accessible by the public.

Government data means all data collected, created, received, maintained or disseminated by the City regardless of its physical form, storage media or conditions of use. There is a presumption that government data are public and are accessible by the public for inspection and copying unless there is a federal law, state statute or temporary classification of data that provides differently.

The data supplied in this application will be used to assess the qualifications for a license. This data is not legally required but the City will not be able to grant the license without it. If a license is granted, the data will constitute a public record. The data is needed to distinguish this application from others, to identify this application in city license files, to verify the identity of the applicant, to contact the applicant if additional information is required and to determine if the applicant meets all ordinance requirements.

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## **Applicant Details**

Name:	
Address:	
Phone Number:	
Email Address:	
Date of Birth:	
Driver's License Number:	Expiration:
Local Address AND Phone Number of where you are staying <i>(if applicable)</i> :	
In the past 5 years have you ever been convicted of a felony, gross misdemeanor, or misdemeanor for violation of any state or federal statutes or any local ordinances, but excluding traffic violations? <p style="text-align: center;">_____ No      _____ Yes</p> <i>If yes, please detail the date, place of conviction and nature of offense.</i>	
List the three most recent locations where you have been issued the same license:	
1. _____	
2. _____	
3. _____	

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## **Business Details**

Business Name:
Business Address:
Business Phone Number:
Business Website:
Proposed Dates of Sales:

Proposed Hours of Sales:	
Proposed Location(s): <i>If on private property, a letter of consent from the property owner must be included.</i>	
Name and Description of Products:	
Vehicle(s) used for this business (if more than one, please list separately):	
Make	Model
Year	License Plate Number

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### **Insurance Details**

The applicant hereby agrees to save, defend, hold harmless, and indemnify the City of Hastings and all of its officers, departments, agencies, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, and costs, including attorneys' fees, charges, liability, or other exposures, however caused, resulting from, arising out of, or in any way related to the applicant's activity as herein described and applicant's use of City property and/or right-of-way. Nothing herein shall have any effect on the City's right to assert any liability defense in accordance with Minnesota Statutes, Chapter 466.

The applicant must provide the City with a certificate of Insurance showing proof of the required liability insurance(s). The City must be listed as an additional insured on all liability policies. Applicant's insurance shall act as the primary insurance coverage for any claims of loss covered by the insurance policy.

Commercial liability insurance or equivalent coverage protecting applicant and City from claims for damages or bodily injury and property damage which may arise out of or in connection with the operation and use of the City's property or right-of-way. This general liability insurance policy shall be in an amount not less than \$1,000,000 per occurrence and \$1,000,000 annual aggregate and for property damage of not less than \$50,000.

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*I hereby certify that all statements made in this application are true and complete and understand that any misstatements or omissions of material facts may result in disqualification or denial of the license. I agree to abide by the provisions of this application and all applicable City polices and ordinances.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# **Minnesota Government Data Practices Act** **Tennessen Warning**



The purpose and intended use of the requested data is to verify the applicant meets all state statute and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as Private data until license approval when the data becomes Public: (Minn. Stat. § 13.41, Subd. 4).

1. Data submitted by applicants (other than names and designated addresses).
2. Orders for hearings and findings of fact.
3. Conclusions of law and specification of the final disciplinary action contained in the record of the disciplinary action.
4. Entire record concerning the disciplinary proceeding.
5. License numbers and license status.

The following data collected, created, or maintained is classified as Private: (Minn. Stat. §13.41, Subd. 2).

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to the disclosure.
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action.
3. Inactive investigative data relating to violations of statutes or rules.
4. The record of any disciplinary proceeding except as limited by Minn. Stat. §13.41, Subd. 4.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, and/or contracted inspection officials as required by court order; this may include City officials who have a bona fide need to review it. The City of Hastings may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

*(Please initial)*

\_\_\_\_\_ I have read and understand the above information regarding my rights as a subject of government data.

## **Ordinance Review**

*(Please initial)*

\_\_\_\_\_ I hereby acknowledge that I have read, understand, and agree to abide by the regulations set forth in the City's Ordinance associated with the license for which I am applying. Furthermore, I also understand that I must comply with the provisions of all applicable state laws.

**Letter of Consent**  
**Sales on Private Property**



This letter hereby authorizes \_\_\_\_\_ to sell or provide goods or  
(Vendor)  
services adjacent to my private property located at \_\_\_\_\_.  
(Address of Property)

This shall run concurrent with the license. If at any time the license expires or is revoked, this consent shall be void. The owner and operator of the vendor business is required to comply with all applicable sections of the City of Hastings Ordinances and State of Minnesota Statutes. Failure to do so will cause license for said location to be revoked.

The vendor agrees to hold harmless the property owner for any claims for damage to property or injury to persons which may be caused by any activity in connection with the issuance of any mobile food vendor license.

**Property Owner**

Name:
Title:
Phone Number:
Email Address:

**Vendor**

Name:
Title:
Phone Number:
Email Address:

**Property Owner**

**Vendor**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date