

Vendors, Peddlers and Solicitors Licenses for the City of Montague

Vendors in vehicles, trailers or mobile booths, who wish to sell food and/or beverages within the City of Montague, must first obtain a license by filing an application with the City Clerk at Montague City Hall. All licenses are subject to approval by the Chief of Police and City staff. Allow at least one week for processing an application.

To obtain a license, all vendors must provide proof of the following:

- Health Department Permit for Sale of Food
- State of Michigan Sales Tax License
- General Liability Insurance (naming the City as an additional insured with \$1,000,000/occurrence coverage when operating on City property or streets)

All permit fees to the City are due in advance. In addition, the following rules/regulations apply to specific events or situations:

Vendors

This category includes those vendors doing business on either private property or City-owned property, at any time, including holidays and special events not otherwise specifically addressed below. Vendors may sell food or other products from an operable truck/van, or from a trailer that can be pulled behind a vehicle to be relocated. Vendor permits are also required for parties who wish to set up a table, booth, etc. from which to distribute literature or materials to the public free of charge, to solicit signatures, enroll volunteers, etc.

- **Private Property:**
- Vendors may set-up on private property by making arrangements with property owners. Written proof of permission from the property owner is required. City approval is required.
- **City Property:**
- Not all City property is available for use by vendors. Requests are evaluated on a case-by-case basis by the Chief of Police and City staff.
- Approval to use City electric must be received in advance, where available.
- For vendors wishing to operate in one location for longer durations, the City may require a written agreement between the vendor and the City to establish the length of stay and other obligations.
- **Fees:**
- Daily fee - \$10.00
- Annual fee - \$100.00

Cruz'In

- Vendors operating in the City the day of the event must be authorized by the City's Cruz'In Committee.
- The fee to participate in Cruz'In is \$175 per wagon/truck/stand.

Farmers' Market

- Vendors at the Farmers' Market must apply through and obtain permission from the Market Manager, who will assign a location, as available.

Pumpkinfest

- Pumpkinfest vendors must register, pay, and be authorized by the White Lake Chamber of Commerce.
- Regular rates for private property and City parks/property apply to other areas of the City not being used for Pumpkinfest on the day of that event.

Peddlers and Solicitors on Foot

- The daily permit fee is \$5 per individual.
- A special daily rate of \$5 is available to all members of a single non-profit corporation.
- Weekly, monthly and/or annual permits are not available.
- No license is required for peddlers under 18 years of age, operating under the direct supervision of a school or recognized charitable or religious organization.

Bandshell

- When the bandshell is not rented, the grassy area in front of the bandshell operates like any other City park and a vendor permit may be obtained for use on City property. When the bandshell is rented, the grassy area in front of the bandshell is also reserved. Anyone wishing to obtain a vendor permit during those times will first need to obtain permission from the party renting the facility at that time and then obtain the vendor permit from the City. For example, a potential vendor at an Arts Council of White Lake (ACWL) free concert must obtain permission from the ACWL and then apply to the City for a vendor permit on City property.

Updated July 2019