



Town of Telluride Vending Permit Application

TOWN CLERK'S DEPARTMENT
135 W. COLUMBIA AVENUE
P.O. BOX 397
TELLURIDE, CO 81435
(970) 728-2160

PERMIT TYPE		
<input type="checkbox"/> Summer Vending: Application Fee \$40 / Permit Fee \$500 <input type="checkbox"/> Spruce Park: Application Fee \$40 / Permit Fee \$200 <input type="checkbox"/> Winter Vending: Application Fee \$40 / Permit Fee \$250	<input type="checkbox"/> Returning Vendor <input type="checkbox"/> New Applicant <input type="checkbox"/> Year: _____	Summer Application Deadline: March 15 th Winter Application Deadline: August 15 th

APPLICANT INFORMATION			
Owner Name	Corporate Name / DBA / LLC		
Physical Address	Email	Phone	
Mailing Address	City	State	Zip

PUBLIC PROPERTY VENDING (See below for North Spruce Park)
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Oak Street: East _____ West _____ Elks Park: East _____ West _____ Gondola Plaza: East _____ West _____ South Spruce Street Mall Area: _____ Corner of S. Fir St. & W. Pacific Ave: _____

Are you willing to accept an alternate site? Yes ____ No ____ If yes, location: _____
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Intended Hours of Operation:

Describe previous vending experience in Telluride:
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Description of products to be sold:

Description of how products are diverse from other offerings in Town:

If selling food products, have you applied for a retail food establishment license? (For more information, please contact San Miguel County Environmental Health Department at 970-369-5442.) Yes ____ No ____
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Describe how you will dispose of trash:



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Where will your cart be stored after hours? (Include proof of permission if applicable)

Location of commercial kitchen (if applicable) and attach proof of commissary agreement:

RETURNING TOWN OF TELLURIDE VENDORS

Describe vending history in Telluride:

During the previous season, did you vend the required number of days? Yes _____ No _____

If no, describe reason why.

Have you ever received a negative compliance report from the Vending Subcommittee? Yes _____ No _____
If yes, describe in detail:

Have you ever received any warnings from Town of Telluride staff regarding vending compliance? Yes _____ No _____
If yes, describe in detail:

Are you using the same vending cart (if applicable) from the previous season? Yes _____ No _____
If NO, please submit a scaled diagram with new cart dimensions.

NORTH SPRUCE PARK (Summer Only)

Preferred Day: _____ Hours: _____

Describe previous vending experience in Telluride:

Description of products to be sold:

PRIVATE PROPERTY VENDING (Please see Private Property Vending Map for allowed areas.)

Proposed Location:

Proposed Start Date:

Proposed End Date:

Property Owner Name:

Property Owner Email: _____ Phone: _____

Do you have permission from the property owner to vend at this location? Yes _____ No _____
If yes, please submit proof (i.e. lease agreement or letter of approval)



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Describe how you will dispose of trash:
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CHECKLIST	
<i>THE FOLLOWING DOCUMENTS ARE REQUIRED. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.</i>	
	Completed, Signed Application
	\$40 Application Fee (To pay over the phone call Finance Dept. at 728-2162)
	Scaled Diagram of the Vending Apparatus – <i>must include length, width, and height (maximum cart size is 3 feet x 5 feet)</i>
	Scaled Drawing of Proposed Signage
	Diagram of Surrounding Area (bird's eye view of how the cart and accessories fit in 5' x 8' area)
	Menu of Proposed Products, Foods, and Services
	Commissary or Dry Storage Agreement (if applicable)
	Proof of Ability to Provide Liability Insurance (this can be a quote from an insurance company)
	Initialed Acknowledgement of Rules, Regulations, and Advisements
LATE APPLICATIONS (Considered at the discretion of the Vending Subcommittee)	
	\$40 Late Fee
	Letter Addressed to The Vending Subcommittee explaining why deadline was not met and requesting them to consider your application.
PRIVATE PROPERTY	
	Lease or letter of permission from property owner
	Applications for private property vending require a 10-day public notice before any permits can be issued. The Clerk's Office will provide you with the notice.

I hereby apply for a Town of Telluride vending permit for the site, season, and product(s) specified in the application. I have read and agree to the terms and conditions regarding vending as stated above and specified in the Telluride Municipal Code Section 6, Article 4, Vending. I understand that if this application is approved and vending site is awarded, I will be expected to sign a Vending Agreement, purchase a Town of Telluride business license, and pay the season permit fee within five days of the permit issuance, even if I subsequently decide not to vend.

APPLICANT

DATE



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IMPORTANT RULES, REGULATIONS, AND ADVISEMENTS <i>Please read and initial next to each row.</i>	
	Applicants shall obtain all required permits or licenses from all applicable government entities before a vending permit is issued, including but not limited to a Colorado sales tax license, a Town business license, Town sales tax license, Town excise tax license, commercial kitchen license, and Mobile Retail Food Establishment License. ***Vending activity may NOT commence until the permit has been issued by the Town Clerk.
	The products and/or food items that you are approved to vend must be clearly stated in your business plan. Any deviation in menu items must be approved by the Telluride Town Clerk or Vending Subcommittee. Violating this condition may result in immediate suspension or revocation of vending permit.
	The vendor shall prominently display all required permits and licenses on the vending apparatus or, if no such apparatus is used, shall make such permits available upon reasonable request by any member of the public or official of the Town.
	The vendor shall maintain both the permitted area, the immediate area surrounding the permitted area and the display apparatus in a neat, clean, and hazard-free condition.
	The use of gas-powered generators is prohibited. Noiseless alternative energy generators will be considered.
	The use of radios, stereos, and tape decks in connection with any vending activity is prohibited. No person engaged in vending activity shall make any unnecessary sounds or noise, obstruct any sidewalk or other public property, disturb, or impede other persons or otherwise author any public nuisance.
	The vending permit is NON-TRANSFERABLE or assignable.
	The Town Clerk may adopt additional rules and regulations for administering all permits, and all applicants shall comply with said requirements. Vendors will be notified in writing of changes to rules and regulations prior to implementation.
	<p>VENDING SEASONS</p> <p><i>For all sites <u>except</u> North Spruce Street Mall:</i></p> <p>Summer season runs from May 15 through October 14. Permit fee is \$500.00</p> <p>Winter season runs from October 15 through May 14. Permit fee is \$250.00 } Payment due no later than 5 business days after approval</p> <p><i>For the North Spruce Street Mall Site:</i></p> <p>This site is available during the summer only from May 15 (weather dependent) through October 31. Permit fee is \$200.00</p>
	<p>NOTICE TO NORTH SPRUCE STREET MALL APPLICANTS:</p> <p>There are three (3) permits allowed at this site. There shall be no simultaneous vending by vendors. Each vendor is limited to operating one (1) day per week. The mall is multi-use and must be available for general public use. Public picnic tables and public benches may not be used as display apparatus. Allowed use: Sale of fruits, vegetables, nonalcoholic beverages, and flowers.</p>
	<p>SELECTION CRITERIA:</p> <p>Sites will be approved and assigned at the discretion of the Vending Subcommittee. The Vending Subcommittee will consider selection criteria as stated in Telluride Municipal Code Section 6-4-40.</p>
	<p>ABANDON / SURRENDER</p> <p>Summer Vendors – Vending is required from the Friday prior to Memorial Day through the Sunday of the last Minor Festival. A vendor who does not participate in vending activity for four (4) out of seven (7) days (Sunday to Saturday), weather permitting, without prior written notification to and acceptance by the Town Clerk of vacation days and/or extraordinary circumstances, will be considered to have surrendered and abandoned his or her permit. Vendors are allowed fourteen (14) vacation days to be taken at the vendor's discretion, with notification to the Town Clerk.</p> <p>Winter Vendors – Vending is required from December 20 through the official closure of the ski area. A vendor who does not participate in vending activity for two (2) out of seven (7) days (Sunday to Saturday), weather permitting, without prior written notification to the Town Clerk of vacation days and/or extraordinary circumstances, will be considered to have surrendered and abandoned his or her permit, except that vendors are allowed five (5) vacation days to be taken at the vendor's discretion.</p> <p>**From October 15 to December 19 and from the day following official closure of the ski area to May 14, vendors have no minimum days of mandatory activity**</p> <p>When a space has been abandoned, the Town shall have the right to reassign vacated spaces to another applicant.</p>