

**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 FOR THE ISSUING OF A VENDOR'S PERMIT.**

**THIS PROCESS MUST BE COMPLETED YEARLY IN ITS ENTIRETY FOR EACH OFFICER/PARTNER IN THE CASE OF A CORPORATION OR PARTNERSHIP.**

**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 IdentoGO, 280 Wall Street, Kingston (a private company) and are 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. Please schedule an appointment via the toll-free call center (877)472-6915, Monday through Saturday, 9am-9pm or by going to the website [www.L1enrollment.com](http://www.L1enrollment.com). 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/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 measures such application shall be accompanied by a certificate from the Sealer of Weights and Measures 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 any form of food, the application shall be accompanied by a valid permit issued by the County issuing official having jurisdiction as determined by 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. This does not apply to food vendors. 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, 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 released sooner 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) per individual and one hundred thousand dollars (\$100,000) per occurrence. ***The City of Kingston must be listed on this policy as an additional insured (City of Kingston, 420 Broadway, Kingston, NY 12401).*** A copy of said policy shall be submitted to the Police Department with this application.

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 licensee's enterprise. Said hold-harmless agreement shall be covered by the protective policy of insurance referenced in Section 318-5 (E) above and shall be subject to the approval of the Chief of Police. (See Page 7)

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: \$250 Certified Bank Check or Money Order made out to "City of Kingston" is due with the application for each Owner/Partner. No Personal/Business checks or cash will be accepted.**

Three 2x2 photos of each Applicant/Owner/Partner must be submitted with the application. They must be head and shoulder shots, taken no more than sixty (60) days prior to application submission.

**APPLICATION FOR VENDOR'S PERMIT**

Name: \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has applicant been previously licensed in any occupation? If so, what type of license, when, where and for what period? If such previous license was ever revoked or suspended, the date of 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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Does applicant propose to operate a vehicle in connection with the license? Describe the cart, boat, contrivance or vehicle together with a license plate number or other means of identification. **Indicate the location/street where you intend to vend.** What is the applicant's Driver's License number as issued by the New York State Motor Vehicle Department?

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Describe (in detail) the type of goods, wares and merchandise applicant desires to sell, or the type of service applicant desires to perform and the method of distribution:

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If the applicant is a corporation or association, what is the name, 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 is required for all corporations, partnerships, associations or other similar type business entities. Please submit a copy of the tax ID certificate. In the event that the applicant is an individual and does not possess such a number, please submit the Social Security number.

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# CITY OF KINGSTON

## Police Department

police@kingston-ny.gov

Egidio Tinti, Police Chief



Steven T Noble, Mayor

## 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 agree to hold harmless and indemnify the "City" from all actions, cause of actions, suits, debts, dues, sums 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's Signature

Dated: \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

# CITY OF KINGSTON

## Police Department

police@kingston-ny.gov



Egidio Tinti, Police Chief

Steven T Noble, Mayor

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Dear Applicant:

The issuance of a "Vendor License" does not guarantee a particular parking space. Throughout the year the City of Kingston and other community groups sponsor events in various locations around the city. 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 must apply in advance directly to the event sponsor and there may be an additional fee. In addition, you must submit the location you anticipate parking your vending vehicle while selling throughout the year (see Page 5 of this application). Your signature below indicates that you have read and understand these guidelines.

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**Vendor's Signature**

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**Date**