



# VILLAGE OF RHINEBECK

## PEDDLING AND SOLICITATION PERMIT APPLICATION

Any person, whether a resident or not, that is selling goods for sale either by foot, vehicle, or any other type of conveyance, must first obtain a license from the Village Clerk's Office.

Applicant must include the following information with application and return to the Village Clerk:

- Copy of New York sales tax number
- Driver's license or other valid identification
- List of items being sold
- Vehicle registration (if applying for a vehicle permit)

1. Name, address and telephone number (Legal):

---

---

2. Name, address and telephone number (Local):

---

---

3. A brief description of the nature of the business and the kind of goods or property to be peddled or solicited. (Provide a sample or explanatory list of the same.)

---

---

4. If employed by the owner of licensed vehicle, the name and address of such employer, with credential establishing the exact relationship.

---

---

5. If other than employment, state the nature of the business relationship, the name, address and telephone number of the other contracting party together with credential establishing the exact relationship.

---

---

6. If for a vehicle license or if a vehicle is to be used in the peddling or solicitation, a photo and description of the vehicle, together with license number, owner's name or other means of identification.

---

---

7. If the applicant is a company, the name, address, telephone number and title of the officer of the company upon whom process or other legal notice may be served:

---

---

8. If you claim exemption from payment of fees, please explain:

---

---

9. Name, address, telephone number (Local), copy of driver's license or other valid identification of each employee involved in the kind of goods or property to be peddled or solicited. Please use an additional sheet if needed.

---

---

10. Term for which license is requested: From: \_\_\_\_\_ To: \_\_\_\_\_

**STEPS:**

Complete the application by fully and accurately answering all questions. Please attach a copy of driver's license or other valid identification of all personnel that will be doing solicitation or peddling. Failure to do so may result in revoked privileges.

1. Submit the application together with any supporting documents to the Village Clerk, Martina McClinton (845-876-7015 opt 3) any weekday during office hours.
2. The Village and its designated departments and agencies will review the application and may require that additional information be provided. The Village will notify the applicant in writing of its decision.
3. The Village may impose conditions in an approved application which it deems necessary to protect the public and insure a well-managed event.
4. The Village will require that it be named an additional insured on a \$1,000,000 liability insurance policy for every special request which is held in the Village of Rhinebeck and the applicant shall comply with the limits as set forth on the attached sample certificate of liability insurance.
5. An application that is not approved may be appealed to the Board of Trustees in writing within five (5) business days from notification of denial (or of an approval with conditions.)

**By signing this application, you acknowledge and agree to the terms listed.**

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Once the Village Board has approved the request, the applicant will be notified to pick up the license from the Village Clerk's Office.**

Fee for each vehicle: \$125

Peddlers license: \$50 per month /\$500 per year