



# MALL VENDOR PERMIT APPLICATION

## Loudoun Street Pedestrian Mall

Permit # \_\_\_\_\_  
Contract Period: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Contact Information:

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

Cell phone: \_\_\_\_\_

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

Work phone: \_\_\_\_\_

Email: \_\_\_\_\_

Home phone: \_\_\_\_\_

Project Information: Indicate if there are any changes from previous year. If so, describe.

Change from previous year.  No  Yes If yes, OTDB reviews appropriateness \_\_\_\_\_

Brief description of vending cart, umbrella and proposed vending area: (Attach additional sheet if necessary.)

Planned months, days of week & hours of operation: \_\_\_\_\_

Product to be sold: \_\_\_\_\_

Submit the following materials with your application:

- Photograph of proposed vending unit (new applicants or changes to previous)
- \$150 annual permitting fee (make check payable to *Treasurer, City of Winchester*).
- Marketing and advertising plan for letting your clients know you are in Old Town
- Select 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice of vendor location. Placement is at the discretion of OTDB.
- Certificate of Insurance (see attached regulations).
- Signed Hold Harmless Agreement.
- Copy of City of Winchester Business License.
- Copy of Health Department License (food service)
- BAR approval is required for all portable signs

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

**Signing this application verifies that you have read and understand the attached regulations.**

### FOR OFFICE USE

Date received:

<b>BAR Approval:</b>	<input type="radio"/> Yes	<input type="radio"/> No
<b>Taxes current?:</b>	<input type="radio"/> Yes	<input type="radio"/> No
<b>Permit Approved:</b>	<input type="radio"/> Yes	<input type="radio"/> No

**Permit Period:** From \_\_\_\_\_ To: \_\_\_\_\_

Return application & attachments to:

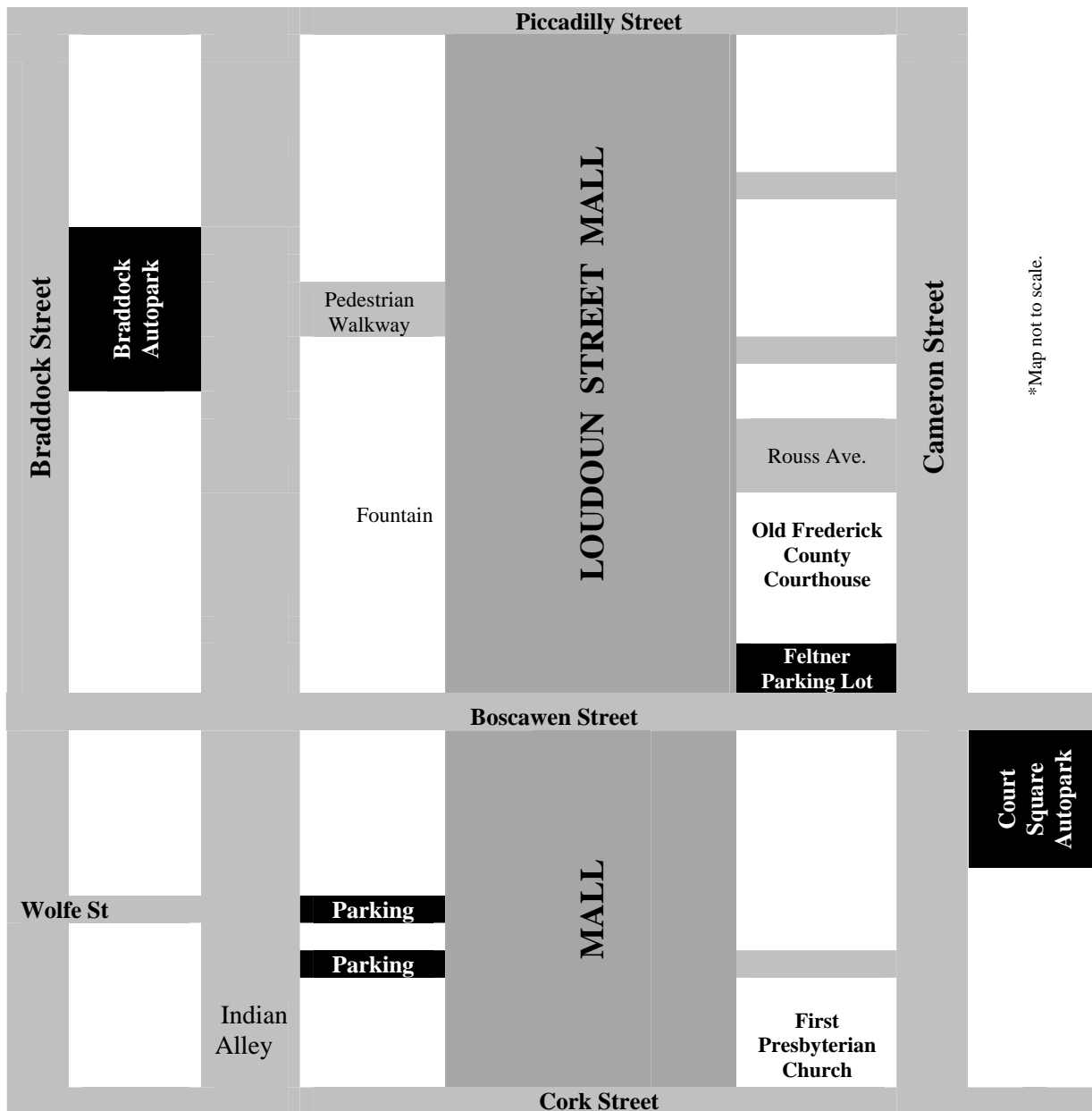
Old Town Development Board  
2 North Cameron Street, Suite 100  
Winchester, VA 22601

Phone: (540)722-7575 Fax: (540)722-7570  
Email: wincmaint@ci.winchester.va.us



Pedestrian Mall Map: Indicate 3 preferred areas where your vending unit could be placed. **Be specific.** OTDB recommends that you visit Old Town in person to determine which locations would be your preferred choices and follow these guidelines:

1. Select 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice of vendor location. Permanent placement is at the discretion of OTDB.
2. Location is restricted to the Loudoun Street Mall at designated locations approved by the OTDB.
3. Designated vendor locations are limited to:
  - 10 spots on the south end of the Mall around the public parking lots, and
  - 3 spots in front of the Feltner parking lot.
4. Vendors may not directly block access to a retail business
5. Vendor may not be located within 50' of a like business (i.e., restaurant)
6. Special restrictions apply to the commons area in front of Frederick County Court House.
7. At no time shall the entrance or properties of the First Presbyterian Church at 116 S. Loudoun Street be blocked or occupied by the vendors, organizers, and patrons of any Mall activity without express permission from the First Presbyterian Church.



## Hold Harmless Agreement

\_\_\_\_\_ (Legal name of business, exactly as it appears on Certificate of Insurance.), shall defend and hold harmless the City, its officers, employees, agents and representatives thereof, harmless from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violation of rights sustained by any person or property in consequence of any neglect on behalf of \_\_\_\_\_ (Legal name of business.), while their personal property is situate on City property. \_\_\_\_\_ (Legal name of business) shall further hold the City harmless from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree.

**Legal name of business:**  
(as it appears above)

\_\_\_\_\_  
**By (signature):**

\_\_\_\_\_  
**Name (printed):**

\_\_\_\_\_  
**Title:**

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

\_\_\_\_\_  
**Signature:**

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

**FOR OFFICE USE**

Comments: