



P.O. Box 1960 | Phone: 360-829-1921 ext. 7814 | Fax: 360-829-9363

[www.cityofbuckley.com](http://www.cityofbuckley.com)

Dear Vendor:

The City of Buckley Parks and Recreation Department would like to extend an invitation for you to join us for the 1st Annual Music in the Park Series, scheduled each consecutive Thursday, July 21<sup>st</sup>- August 25<sup>th</sup> 2016.

This six week series will take place on Thursdays from 6:00-7:30 pm on the grounds just behind the Buckley Youth Activity Center. There will be food booths, and artisan booths along with the evening's musical entertainment. It is my expectation that vendors will be set-up and "ready to go" by 4:00 pm, with disassembly starting no earlier than 8:00 pm.

Enclosed you will find a Temporary Sales License Application, as well as a line-up of bands/musicians performing at Music in the Park. If you are interested in participating, your application will need to be returned to City Hall (933 Main) by July 14<sup>th</sup>, 2016. Please make copies for your own records. If mailing in your application, please address it in the following way:

City of Buckley  
Attn: Ellen Boyd – Music in the Park  
P.O. Box 1960  
Buckley, WA 98321

Should you have questions or require further clarification please contact me at 360-761-7814. All participating vendors will be contacted on Monday, July 18<sup>th</sup> with assigned set-up locations.

Thank you for your consideration.

Sincerely,

Ellen Boyd  
Recreation Services Director,  
City of Buckley

# MUSIC IN THE PARK 2016



CITY OF BUCKLEY ♦ PO BOX 1960 ♦ BUCKLEY, WA 98321  
360-829-1921 ext. 7805 ♦ Fax 360-829-2659 ♦ [kmemovich@cityofbuckley.com](mailto:kmemovich@cityofbuckley.com)  
or [www.cityofbuckley.com](http://www.cityofbuckley.com)

## SEASONAL/TEMPORARY SALES LICENSE APPLICATION

**BUSINESS NAME:** \_\_\_\_\_

**TYPE OF BUSINESS (DESCRIPTION):** \_\_\_\_\_

**REQUESTED DATE(S):** \_\_\_\_\_

**LOCATION OF THE SALES:** \_\_\_\_\_

**OWNER/CONTACT:** \_\_\_\_\_

**BUSINESS & MAILING ADDRESS:** \_\_\_\_\_

**BUSINESS PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **STATE UBI #:** \_\_\_\_\_

- Buckley sales tax reporting code: 2702

**Fee: Temporary/Seasonal Sales License** (valid for no more than 120 days per calendar year)  
**\$25.00 or \$30.00 if connecting to City utilities**

**Owner/Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### General Regulations for Seasonal/Temporary Sales:

1. All temporary sales businesses shall obtain, prior to the conduct of the business or occupancy of any site, all required city permits, licenses or other approvals, including food handling permits from PCDOH, if required.
2. Vendors shall be responsible for set up, take down, and clean up of their area and upon completion or removal of the temporary sales business, all canopies, shelters, debris, litter or other evidence of the temporary sales business shall be removed.
3. Parking for vendors utilizing the Saturday Market shall be to an assigned area as designated by the City.
4. If the temporary sales business is utilizing a vendor stall at the Saturday Market, a fee of \$25/vending stall shall be charged for each day of use and shall be paid to the designated site manager which will be used to pay for signage, toilets, advertising and garbage pick up and removal.
5. Hours of operation shall be limited so as to protect the public from unnecessary noise, light and traffic congestion.
6. In conducting sales, the applicant shall comply with all state and federal laws, and all city ordinances and resolutions which are applicable to the use or the conduct thereof.
7. Each site occupied temporary sales must provide safe and efficient interior circulation and ingress and egress from a public right-of-way.
8. In the event that a temporary sales business is conducted within an established parking area, no more than 25 percent of the parking spaces may be occupied by or devoted to the temporary sales business use.
9. No temporary sales shall occupy or be conducted on public rights-of-way, parks or other public lands in any manner unless specifically approved by the city council. In the event that such occupation or use is authorized, the applicant may be required to furnish liability insurance with the city as a named insured, in an amount to be determined by the city administrator commensurate with the risk associated with the conduct of the temporary sales business.
10. All signs used in connection with any temporary sales business shall comply with the applicable sign regulations of the city.
11. The licensee shall maintain a current state retail sales tax number on file with the city for the duration of the temporary business.
12. No temporary sales business shall adversely impact the public health, safety, or convenience, or create traffic hazards or congestion, or otherwise interrupt or interfere with the normal conduct of uses and activities in the vicinity.
13. All personnel engaged in the temporary sales business shall remain fully clothed at all times and shall be neat and orderly in appearance.
14. Temporary sales businesses shall not use loud- speakers or other mechanical or audio devices which project sound beyond the area occupied by the temporary business. Vendors shall not yell, shout or hawk their goods or services in such a manner that sound is audible beyond the immediate premises on which the temporary sales business is conducted.
15. The city administrator may impose other regulations reasonably related to the health, safety and welfare of the citizens of the city before the granting of a temporary sales business license.

\*\*\*\*CITY USE ONLY\*\*\*\*\*CITY USE ONLY\*\*\*\*\*CITY USE ONLY\*\*\*\*

City Administrator Approval: Yes  No  Initials: \_\_\_\_\_  
Temporary Sales License # \_\_\_\_\_ Issued On \_\_\_\_\_

