

# Downtown Wayland Vending Zones Rules

Thank you for showing your interest to become a vendor downtown Wayland. If you are interested, an application will need to be turned into Wayland City Hall for review. This process can take a couple weeks so please plan ahead. This process is only for the vending zones set by the City Council. All other requests must complete the use of City Asset form.

Vendors will receive a decal that must be visible on your cart(s) at all times. All licenses are valid from January 1st to December 31st. Vendors can apply at any time throughout the year. The application fee is \$150 for the year and will only apply to the year you are applying. Annual fee covers 20 times, anything over can be requested and will cost \$20 a time

Once you have received approval, a copy of your license and the decal will be available for pick-up at the City Hall. You are then able to start vending in your approved zones and times.

Please note: This process is not needed if you are attending a City of Wayland or Downtown Wayland event that you were asked to attend. If you have selected a day that falls on one of these events, you will let you know at time of application as it is a black out day.

If a vendor violates any of the rules or conducts themselves in a concerned manner, the City Council has the right to review and appeal their eligibility. If the City Council votes to remove their license, they are no longer able to be a vendor for the rest of the year and are not welcome to return.

Items that can promote the City Council to review their eligibility are but not limited too:

- Changing the cart/truck that do not meet the requirements listed below
- Conducting themselves in a poor manner
- Health license or permits revoked by the county or state

If you are interested in becoming a vendor in the downtown Wayland vending zone please read the below for the rules before applying.

## **Check your eligibility**

You are eligible if you have a valid driver's license and don't owe money to the City. We're unable to issue you a business license if you don't meet these requirements.

UNSURE IF YOU OWE - Check if you owe taxes, water bills, or parking tickets. You can also call Wayland City Hall to check.

## **Gather your information**

- Insurance: You'll need liability insurance for **\$1,000,000**. Please turn in your copy of the certificate of insurance with the application. Make sure to list the City of Wayland on the

# Downtown Wayland Vending Zones Rules

- policy as additionally insured.
- Business License in Michigan
- If you are selling food:
  - Mobile Food Facility Permit
  - Public Health Permit
  - Food Seller's Permit
  - Employee Health Permit

## **Criminal Background Check**

The City will conduct a background check regarding the criminal history of the owners and all employees that will be present on location. The City will disqualify anyone with a Felony conviction. Further the City of Wayland reserves the right to evaluate lesser offenses (misdemeanors) and disqualify any applicant who has convictions that would call into question their ability to appropriately represent the City while on City property. In the event that an application is denied by the City Manager and/or DDA Director an applicant may submit an appeal to the City Council and the appeal will be placed on the next regular meeting agenda.

## **Cart requirements**

Here's a look at the requirements for downtown vending carts:

- Maximum height (including canopy): 15 feet
- Maximum length: 20 feet
- Maximum width: 8 feet
- Between 2-4 functional wheels
- Litter receptacle
- Constructed of durable and easily cleaned material
- Brakes or chocks
- Detachable tongue, hitch, or handle
- Company name
- Menu and prices shall be visibly displayed on the vending cart
- If you're selling food, you'll need a Food Permit from the Health Department
- You will need to submit pictures of your cart with your application so we can make sure it meets all cart requirements.

## **Select vending zone and times**

We allow mobile vending carts in designated downtown vending zones during specific times. See the Downtown Vending Zones guide for designated zones.

## **Have your payment ready**

There is a \$150 license application fee for the first cart and \$30 for each additional cart.

# Downtown Wayland Vending Zones Rules

Application fees are non-refundable.

## **Complete the application**

Please visit Wayland City Hall or request a PDF application from Wayland City Hall at 103 S. Main Street, Wayland, MI 49348 or [director@downtownwayland.com](mailto:director@downtownwayland.com). Your application might take some time. That's why we recommend that you gather all the required information first.

## **We'll review your application**

We'll call or email you to let you know that your license and vehicle decals are ready. You can either pick them up from the office. Your license is valid through the season (January 1st to December 31st).

Make sure to keep a copy of the license with the cart operator. You should display your decals on each cart.