

10/4/13

Request to conduct sales on city right-of-way or in city parks.

No sales on any city right-of-way unless granted permission by the City Council (City Code 6-4-8).

No sales in any city park without approval (City Code 7-4-1 B).

- 1) Submit request in writing to the City Council.
 - Describe your request in detail including locations where sales will occur.
 - The City Council meets the first and third Monday of each month. Turn in your request two weeks prior to the meeting.
- 2) Submit proof of liability insurance (a Certificate of Insurance) to the City Clerk.
- 3) Criminal History Check is required of each person conducting sales. Complete the criminal history check application which can be found on the city's web site – www.menomonie-wi.gov.
 - Submit application(s) to the city clerk's office along with the fee of \$10.00 for each application.

JoAnn L. Kadinger, City Clerk
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Menomonie, WI 54751

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