



CITY OF VALDEZ, ALASKA - PORT VENDOR PERMIT APPLICATION

A Port Vendor Permit is required of all persons doing business at the John Thomas Kelsey Municipal Dock (Kelsey Dock) when a cruise ship is in port.

Business Information

Business Name			
Nature of Business			
Owner Name			
Address	<i>Last</i>	<i>First</i>	<i>M.I.</i>
	<i>Street Address</i>		<i>P.O. Box</i>
	<i>City, State and Zip</i>		<i>Phone Number</i>
Local Emergency Contact	<i>Street Address</i>	<i>P.O. Box</i>	
	<i>City, State and Zip</i>		<i>Phone Number</i>

Permit Information

Type of Permit Requested <i>Check One</i>	<input type="checkbox"/> Permit for Vendor Space (Tours/Services)	<input type="checkbox"/> Permit for Vendor Space (Retail)
	<input type="checkbox"/> Carriers & For-Hire Vehicles	<input type="checkbox"/> Permit for Dual Purposes
Vending Facilities <i>Check One</i>	<input type="checkbox"/> Table/Stand <input type="checkbox"/> Cart	<input type="checkbox"/> Tent
	<input type="checkbox"/> Bus <input type="checkbox"/> Trailer	<input type="checkbox"/> Other _____
<i>* Vendor must supply vending facility equipment. Subject to Port approval. Maximum 10x10 space for tour and retail vendors.</i>		
Proof of Insurance Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No Expiration Date: _____	Current City Business Registration Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Vendor Permit Fee Paid at City Hall? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waived

I have read the Port Vendor Permit rules as contained on the reverse side of this application form and have received a copy of the Policies & Procedures for Port Vendors at the John Thomas Kelsey Municipal Dock and hereby agree to comply with these rules.

SIGNATURE: _____ DATE: _____

Office Use Only	
Permit Approved/Issued By: _____	Date: _____
Type of Permit Issued: _____	Expiration: _____

PORT VENDOR PERMIT APPLICATION

Rules

1. City Business Registration. Permittee must comply with all City and State business licensing and registration requirements.
2. For-Hire Vehicles. (Valdez Municipal Code, Chapter 5.16) If Permittee's business involves a for-hire vehicle, Permittee must:
 - A. Obtain a chauffeur's license for any driver of a for-hire vehicle.
(Applications available at Police Department)
 - B. Obtain a Vehicle for Hire Inspection Report.
(Applications available at Police Department)
 - C. Obtain a Certificate of Public Convenience and Necessity.
(Applications available at City Clerk's office) Certificates of Public Convenience and Necessity require a recommendation by the Ports & Harbor Commission, a Public Hearing, and approval by City Council.
3. Insurance Requirements. The Permittee shall, at its own expense, maintain and keep in force during the terms of this permit adequate insurance to protect the City of Valdez and Permittee against comprehensive public liability claims arising from the use of Port facilities in the minimum limit of:
 - A. ONE MILLION DOLLARS (\$1,000,000) per accident or occurrence for bodily injury or death.
 - B. ONE HUNDRED THOUSAND DOLLARS (\$100,000) for property damage.All such insurance of the Permittee shall deposit with the City of Valdez a copy or copies of such insurance coverage together with appropriate evidence that the premiums thereupon have been paid. Such requirements for insurance coverage shall not relieve the Permittee of any of its other obligations under this permit.
4. John Thomas Kelsey Municipal Dock & Plaza Location. The dock itself, all areas designated for security necessities, and any area west of the Kelsey Plaza comfort station are to remain unobstructed of vendor operations to provide pedestrian and vehicular access.
5. Hours of Operation. Three hours prior to ships' arrival and one hour past ships' departure, the Permittee shall have access for set-up and removal of the operation.
6. Permit Termination. The City reserves the right to terminate the permit for cause, or direct the Vendor to move to another location at any time due to anticipated conflicts in vessel scheduling and/or ongoing work on the dock.