

**CITY OF GROVE
FOR-PROFIT SPECIAL EVENT
GUIDELINES**

EVENT COORDINATOR: Organizations or individuals who are hosting a For-Profit Special Event.

FOR-PROFIT SPECIAL EVENT: An organized event where more than one Peddler, Solicitor, Mobile Outdoor Seller or Outdoor Sellers are offering for retail sale or making retail sales of any goods, products, wares or merchandise for-profit. The event shall be held at a designated location and only during dates and times approved by the City of Grove.

Limited to four (4) Special Events per year.

The following is required:

1. The coordinator of the event must submit a Special Event Application and remit the Application Fee prior to *each event*.
Application fees are as follows:

| | |
|-----------------|--------------------|
| 1 – 20 Vendors | \$100.00 per event |
| 21 - 40 Vendors | \$200.00 per event |
| Over 40 Vendors | \$300.00 per event |
2. The Event Coordinator shall display their Special Event Permit at all times during the event. If the permit is not displayed, the Special Event will be discontinued, and the Event Coordinator may receive a citation.
3. The Event Coordinator shall submit a For-Profit Special Event Vendor Application for each Vendor participating in the event.
4. The Event Coordinator shall provide each Vendor with an Identification (ID) Tag showing they are a participant in the event. Vendor shall display the ID tag at all times during the event. If Vendor does not display the ID Tag, they will not be allowed to participate in the Special Event, and may receive a citation.
5. The event coordinator shall provide proof of ownership of the property where the event will be held. If the coordinator does not own the property written permission to use the property from the owner shall be submitted with the Special Event permit application.