



Town of Hooksett
(603) 485-4117

Farmer's Market Permit Application

To apply for a permit for a Farmer's Market, fill out this application completely and **submit the following items to the Code Enforcement Office:**

- Farmers' Market Permit Application Package (3 copies of all materials)
- Written authorization from the landowner to operate the market on the property.
- Vendor list (see below). Vendors must supply market coordinator with a copy of current food service licenses.
- Site sketch
- With site sketch, include provisions to secure tents/EZ-ups
- Sanitation provisions
- Electrical requirements
- Liability Insurance
- Permit fee \$10 (cash, card, or check made out to the Town of Hooksett)

Seasonal Market

One Time Event

Location: _____

Dates & Time of event: _____

Proposed "rain dates" _____

Vendors

Maximum number of vendors _____

List all vendors, with contact information (for seasonal markets, provide a list for the initial date, with the final list due to the Code Enforcement Office five (5) days prior to the next market date. All applicable food safety guidelines must be adhered to for vendors providing food and drink. (Attach additional pages if necessary.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Sanitation

Outline sanitation (handwashing, toilets) provisions for the event: _____

Electricity

Outline how electricity will be provided for the event: _____

I HAVE READ AND AGREE TO THE “FARMERS’ MARKET GUIDELINES” ATTACHED TO THIS FORM.

Applicant’s Signature: _____

Date: _____

Office Use Only	
Reviewed by Code Enforcement:	_____
Date:	_____
Reviewed by Fire Prevention:	_____
Date:	_____
Permit Approved Date:	_____
Fees Paid: _____	<input type="checkbox"/> check <input type="checkbox"/> cash <input type="checkbox"/> credit card

Farmer's Market Guidance

In the absence of an ordinance outlining policy for Farmer's Markets, the following will be required until such time as the Town formalizes a process. Please feel free to contact the Community Development Department with any questions.

1. Farmer's Market permit required.
2. Note the proposed dates and hours of operation for the Market. Include all dates if proposed to be a seasonal market.
3. Note any proposed "rain dates".
4. Written authorization from the landowner to operate the market on the property is required to be submitted with the permit application. In cases where there may be lessees on the property, the authorization shall be from the landowner, not a lessee.
5. Include maximum number of vendors – the number of vendors may not increase beyond what was submitted with the permit application, although the total number of vendors may be less.
6. Include site sketch (to scale) noting:
 - a. the location of the vendor stalls
 - b. Size of vendor stalls
 - c. Aisle widths
 - d. Travel lanes
 - e. Proposed pedestrian circulation/vehicular circulation plan
 - f. Include location of any proposed food trucks
 - g. Include location of any proposed entertainment areas
 - h. Include location of protective barriers
7. Explain how tents will be secured so as not to blow into aisle ways or roadways (public or private)
8. If cooking is proposed, note cooking cannot occur under the same tent from which food is being served.
9. Outline sanitation provisions:
 - a. Handwashing stations
 - b. Toilet facilities (must follow portable sanitation guidelines)
10. Explain how electricity needs will be met. Provide a plan if required.
11. Provide a list of vendors with contact information to the Building Department prior to issuance of the special event permit.
 - a. For seasonal markets, the vendor list shall be provided to the Building Department 5 business days in advance of the market.
12. Animals (not including service animals) are not permitted.
13. Outdoor music, if proposed, must comply with the Town of Hooksett Other Ordinance #32, Noise Regulation Ordinance and the Development Regulations, Part II, Section 3.12, Noise. Please provide contact information for any entertainment vendors.
14. Approval of the site set up is required by the Building and Fire Departments prior to the issuance of the permit.
15. All applicable food and liquor licenses, or other state and local permits shall be obtained and kept on file with the Market Coordinator (person filing the special event permit) and shall be available for inspection at the Market upon request.
16. Provide applicable liability insurance – with the property owner listed as the additional insured for private property. The Town of Hooksett would be the additional insured for Markets occurring on Town property.