

## **CITY of NEW CASTLE GENERAL INFORMATION FOR VENDORS**

### **Vendors must have the following in order to obtain a Vendor's Permit in New Castle:**

1. Request to vend must be made in writing to City Council to be placed on a monthly meeting agenda for vote. Council meetings are the Second Tuesday of each month; request and application must be received 15 days prior to meeting date.
2. City of New Castle Business License – Fee ranges from \$40.00 to \$300.00, depending on number of employees in your company. City of New Castle Business License application enclosed, or may be obtained through Public Services, (302) 322-9813.
3. Proof of Insurance (the minimum amount required is \$100,000.00), naming the City of New Castle, Mayor and Council as additional insured (certificate holder).
4. Board of Health approval (if involved in the handling of any food or drink items except for factory sealed items such as bagged chips and snacks and bottled or caned drinks).
5. Vendor's permit – \$50.00 per season.
6. No more than two vendors with same item (i.e., ice cream, hot dogs, etc.)
7. Location of vendors will be set by the Council.
8. Submit picture, along with your request to Council, of the vehicle you will be selling the item from.