

**Village of Kalkaska
Solicitor's Permit**

Permit # _____
Permit Fee Paid _____

Organization Name	Mailing Address
Contact Person	Street Address
Phone	Fax
Type of Organization <input type="radio"/> Religious <input type="radio"/> Charitable <input type="radio"/> Educational <input type="radio"/> Citizens <input type="radio"/> Patriotic	
Purpose of Solicitation	Type of Solicitation
Location(s) of Solicitation	Date(s) of Solicitation
# of secondary solicitors, if any	Time(s) of Solicitation
Have you ever had a solicitation permit revoked? Yes <input type="radio"/> No <input type="radio"/> If yes, please explain on a separate sheet	
Date of last solicitors permit application	MI Solicitation Number
Have you ever been convicted of a misdemeanor or felony? Yes <input type="radio"/> No <input type="radio"/> If yes, please explain on a separate sheet	
If citizen group, is attorney general certificate attached? Yes <input type="radio"/> No <input type="radio"/>	If using a sign, is sign permit attached? Yes <input type="radio"/> No <input type="radio"/>
If fixed location, is permission slip from property owner attached? <div style="text-align: right;">Yes <input type="radio"/> No <input type="radio"/></div>	
If selling food/drink products, is health department permit copy attached? <div style="text-align: right;">Yes <input type="radio"/> No <input type="radio"/></div>	

The undersigned, declares the following: that he/she wishes to be permitted to perform the operation. Service or act stated hereon; that the statements made above are true and correct to the best of his/her knowledge and belief; that he/she will comply with all provisions of the ordinances of the Village of Kalkaska relative to the operation, service or act for which the permit is requested; that he/she agrees to hold the Village of Kalkaska free and harmless from all liability which may be imposed upon it and to reimburse the Village of Kalkaska for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued. The undersigned understands that soliciting is not permitted in Village parks, and acknowledges that he/she has received a copy of the rules for soliciting. The fee is ten dollars (\$10.00) per permit. (Cash or money orders only.) The undersigned further declares that the proceeds over reasonable expenses thereof, will be used for a charitable, religious, patriotic, civic, educational or philanthropic purpose.

Applicant Signature

Date

Village Clerk or Designee
Above conditions approved

Date
yes no

**Village of Kalkaska
Solicitor's Permit Checklist**

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Completed	The following is required before a Solicitors Permit will be issued.
	1. Location to be used (see guidelines for solicitors). If at a fixed location, peddler must obtain written permission from the commercial private property owner (sample attached). If using a sign, solicitor must obtain a temporary sign permit from the Village Office. If in the residential area, there is a 72 hour waiting period.
	2. A copy of your Michigan Sales Tax License. If you do not have one, you must apply for one with the Michigan Department of Treasury.
	3. A copy of your Health Department Permit if you are selling food or drink products; 503 N. Birch Street (231)258-8669
	4. A 2" x 2" photo of front facial view. (Must be an original photo, no copies or negatives).
	5. A fee of ten dollars (\$10.00) per permit.
	6. After completing steps 1-5, bring in the completed application and attachments to obtain your permit to the Kalkaska Village Office, 109 Fourth Street; Monday through Friday 8:00 a.m. until 5:00 p.m.; closed weekends and holidays.

The Kalkaska Trout Festival Committee handles solicitors during the Trout Festival and persons interested in soliciting during this festival should contact the National Trout Festival, P.O. Box 291, Kalkaska, MI 49646 (231) 258-9103.

Anyone working with you must supply all information as required by this checklist.

GUIDELINES FOR SOLICITORS

Proof of Permit: When this office receives a completed application, with all attachments required, this office will issue a Village of Kalkaska Permit and identification badge. The identification badge is to be worn in a conspicuous place while soliciting. Michigan Department of Health approval is required for any sale of meat, food, beverage, confections, ice cream, or refreshments.

Duties: Solicitors must:

1. Immediately and peacefully depart from premises when requested to do so.
2. Identify him/herself and the name of the organization they represent.
3. Reveal all information contained on the application.

Village of Kalkaska
Solicitor's Fixed Location Form

Permit # _____
Permit Fee Paid _____

Organizations Name _____

Solicitor's Name _____

Signature of Solicitor (Responsible Party) _____

The following is to be completed by the commercial private property owner:

I, _____ Hereby certify that the above named person/organization
has contacted me and has my permission to use my property located at

(Street Address)

More commonly known as _____
(Business Name)

for the period of time from _____ to _____
(Month/Day/Year) (Month/Day/Year)

Date _____ Signature of Property Owner or Designee _____

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Solicitor's Name _____

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