



### **PURPOSE**

**2<sup>nd</sup> Saturdays** is a family event hosted by the City of Gahanna Department of Parks & Recreation and held at Creekside Park & Plaza in Gahanna on **the second Saturday of each month, June through September**. **ARTSpeak** is an indoor/outdoor artisan showcase celebrating local artists and their talents, while providing attendees a firsthand opportunity to learn about and experience the creation of artwork. Whether you are a potter, painter, photographer, basket weaver, jewelry maker, woodworker or performer, we encourage you to apply, showcase and sell your work at these summer events. For more information about the Gahanna's 2<sup>nd</sup> Saturdays, please visit [www.gahanna.gov](http://www.gahanna.gov)

### **PROPOSAL CONTENT**

In order to obtain an ARTSpeak permit from the Gahanna Department of Parks & Recreation the following items are needed. Gahanna Department of Parks & Recreation vendor application;

1. Mifflin Twp Fire Dept. inspection (if applicable);
  - a. Inspections are required if using a temporary structure larger than 120 sq. ft.
2. Completed W9 (if applicable);
3. Proof of obtaining City income tax filing number or exemption for the City of Gahanna from the Regional Income Tax Authority (RITA) (*only required for Non-Profits*);
4. Picture(s) of works, and any items for sale or on display.

Application will be processed within 10 business days; no vendor may operate their business until the permit has been issued and picked up at the Department of Parks & Recreation.

### **PERMIT FEES**

The ARTSpeak fees shall be as follows:

1. \$25 – ARTSpeak at one 2<sup>nd</sup> Saturday event (June-September)
  - i. One (1) time usage fee for Parks & Recreation sponsored events including ARTSpeak at 2<sup>nd</sup> Saturdays.
2. \$75 – ARTSpeak annual fee for all 2<sup>nd</sup> Saturday events (June-September)
  - i. Four (4) time usage fee for Parks & Recreation sponsored events including ARTSpeak at 2<sup>nd</sup> Saturdays.

\*Artisans must provide any necessary equipment; including tables, chairs, tents

Checks should be made payable to: City of Gahanna

### **LICENSE REFUSAL**

The Department of Parks & Recreation may refuse to issue ARTSpeak permits if any of the following is found to be true:

1. The applicant has made a false statement as to any matter in the application;
2. The applicant or his prospective employer has violated any provision of this policy within the last three (3) years;
3. The applicant is under 18 years of age;
4. The applicant has not complied with all applicable regulations of this or any other City agency, as well as those of the state and federal governments;
5. Any other reason for which a license may be refused as provided in various sections of the City of Gahanna Codified Ordinances.

### **LICENSE SUSPENSION, REVOCATION**

ARTSpeak permits may be suspended or revoked by the Department of Parks & Recreation for one or more of the following reasons:

1. Fraud, misrepresentation or bribery in securing a license or during the course of business; or,

2. Violation of any provision of this chapter;
3. Failure to display the identification card as is required by subsequent sections of this chapter;
4. Failure to notify the Department of Parks & Recreation of a change of address within ten (10) days of such change; or
5. Conviction of any criminal or traffic offense while operating, or conviction of any criminal offense involving theft or fraud; or
6. For any of the reasons which could have been grounds for refusing to issue the original license; or
7. Operating or working for any unlicensed Vendor; or
8. Possessing, selling or distributing intoxicating liquor, beer or illegal substances such as illicit drugs and/or drug paraphernalia.

Upon the suspension or revocation of any permit, such permit shall immediately be removed from public view and shall be returned to the Department of Parks & Recreation within seven (7) days of such suspension or revocation unless a stay is granted by the Director of Parks & Recreation until further review.

### **GAHANNA PARKS OPERATION**

Vendors shall not:

1. Obstruct pedestrian or vehicular traffic upon any walkway or other public right-of-way. Leaving less than five (5) feet of space available for pedestrian traffic on any walkway shall be considered obstruction of pedestrian traffic.
2. Sell, barter, offer or expose for sale any goods or services to occupants of vehicles whether parked or in motion which may be located in parking lots adjacent to the Creekside Plaza or on roads, alleys and streets.
3. Operate on any sidewalk or trail.

Vendors shall:

1. Operate only in areas designated by the Director of Parks & Recreation.
2. Operate using only authorized and licensed trailer, pushcarts and/or tents.
3. Be responsible for own utility needs (electric).
4. Have a fire extinguisher as required by the Mifflin or Jefferson Township Fire Department. Inspection of your fire extinguisher will be at the discretion of the Mifflin or Jefferson Township Fire Department.
5. Post cost of all items for sale.

### **TENT REQUIREMENTS**

1. Tents shall:
  - a. Not be larger than 120 sq ft;
  - b. Be anchored without stakes (use weights).

**Artisan Application**

ARTISAN NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_ TAX ID: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ARTSpeak Single Event: Which date(s)? \_\_\_\_\_  ARTSpeak Annual

Requested items to sell: \_\_\_\_\_

Preferred display location:  Indoor space  Outdoors (main plaza at Creekside)

Unit selling from:  Tent  Table

I have read and understand the conditions of this permit and have the authority to enter into this agreement and agree to abide by the conditions of this permit.

**HOLD HARMLESS CLAUSE**

For and in consideration of the opportunity to participate as a vendor for the City of Gahanna, Department of Parks & Recreation, I, for myself, my heirs, executors, and administrators, acquit, discharge and covenant to hold harmless the City of Gahanna, its successors, its officers, employees, servants, and agents of and from any and all actions, claims, causes of actions, claims demands, damages, costs, loss of services, expenses and compensations, on or account of or in any way growing out of any and all personal injury or property damage which may result to me as a result of participation as a vendor. I/We have read and agree to the vendor application and related department policies, including the right to use my photograph or image with or without my name, both single and in conjunction with other persons or objects for any and all purposes, including, but not limited to, private or public presentations, advertising, publicity and promotions relating thereto.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

The CITY OF GAHANNA, DEPARTMENT OF PARKS & RECREATION

Hereby enters in to an agreement with \_\_\_\_\_ for the operation as a vendor at \_\_\_\_\_ during the hours of \_\_\_\_\_.

The terms of this agreement and its associated licenses are valid from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Tony Collins, Director  
Department of Parks & Recreation

\_\_\_\_\_  
Date

Office Use Only:	Fire Dept. License #	GDP&R Permit #	App Rec'd	HH Clause Rec'd	License valid dates	Amount Paid