

TRANSIENT BUSINESS LICENSE AND TEMPORARY USE PERMIT MANCHESTER, TN

The Transient Business License and Temporary Use Permit allow the selling of merchandise and food to the public in Manchester. The **Transient Business License costs \$50.00**; the **Temporary Use Permit costs \$100.00 per vending booth space**. If you are temporarily operating a business or selling merchandise in Manchester, you are required to purchase both. The license and permit may be purchased at anytime, but will only be valid for the 14 days requested.

New Era Property Vendors: You will need to submit two (2) separate applications with two (2) separate payments.

For the **Transient Business License:**

\$50.00

Make Payment to: City of Manchester
Mail to: Lisa Myers
Finance Director
200 West Fort Street
Manchester, TN 37355
Phone: (931) 728-4652 ext. 1302
Email: moguin@cityofmanchestertn.com

For the **Temporary Use Permit:**

\$100.00 per booth

Make Payment to: City of Manchester
Mail to: Brittany Fiske
Planning and Codes Director
200 West Fort Street
Manchester, TN 37355
Phone: (931) 723-1464
Email: gfrazier@cityofmanchestertn.com

PAYMENTS along with your **COMPLETED, SIGNED APPLICATIONS** must be received at the above addresses by **14 days prior to the event**. The completed Transient Business License, Temporary Use Permit, and Receipts will be emailed back to you. An additional fee may be added to the original fee if the application and payment are received less than 14 days prior to the event. A vendor operating multiple booths will only have to obtain one Transient Business License but will have to obtain a Temporary Use Permit for each booth.

If you do not complete an application for the TEMPORARY USE PERMIT AND SEND PAYMENT, you may be charged double the \$100.00 fee.

-----APPLICATION-----

APPLICATION MUST BE COMPLETED IN FULL & LEGIBLY PRINTED OR IT WILL NOT BE ACCEPTED.

Business Name Using at Event: _____ **Circle:** FOOD or CRAFT

Owner of Operation: _____

Owner Street Address, City, State, Zip: _____

Owner Phone: _____ Owner E-mail: _____

Tax ID#: _____

Circle Location: VIP Centeroo Market Planet Roo Main Venue/Main Stage Campground Pod/Phase: _____

If you are **OUTSIDE NEW ERA PROPERTY**, please provide your location address and/or owner's name:

IF YOU FAIL TO CIRCLE A LOCATION OR WRITE YOUR LOCATION, YOUR PERMIT WILL NOT BE PROCESSED.

Dates operating from _____ to _____

Signature (of person responsible): _____ Date _____

Please Print Name: _____ Date _____