LOS ANGELES VALLEY COLLEGE
MASTER CALENDAR OFFICE
5800 FULTON AVENUE
VALLEY GLEN, CA 91401
Office: 818-947-2421 Fax: 818-778-5530

PERMIT TO SELL APPLICATION

Date: _____ # _____

Vendor: _____

Person Requesting Permit: _____

Business Phone (___) _____ Alternate Phone (__) _____

Address: _____

MONARCH SQUARE

Date(s) of Use: _____ _____
1st choice 2nd choice

During the Hours of _____ to _____

Name of Merchandise: _____

_____

CA Resale Permit Number _____

Special Instructions:
A Certificate of Liability Insurance to be provided showing Los Angeles Valley College, Los Angeles Community College District and Board of Trustees, as additional insured.

VENDOR PERMIT PROCEDURE
All vendors must have a permit to sell on campus. This permit shall be issued and approved by Master Calendar, A104. The permit will be given to the College Sheriff's office requesting a parking pass. The permit will be issued for one day or week period depending on the event. Permits must be displayed for the College Sheriff to see. Vendor merchandise is brought on campus at the Vendor's own risk. The College is not liable for any damaged or stolen merchandise. The College reserves the right to revoke this permit at any time with prior notice. The daily fee is non-refundable. Fee is $150 per day. Cash, money order or certified bank check only will be accepted.

- Tables, chairs, and any set-ups are the responsibility of the Vendor.
- No vehicles are allowed in Monarch Square.
- Sidewalks are to remain clear for pedestrian traffic.

_____
Signature of Applicant

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For Office Use Only

Approved by: _____ Date:_____