



SOLICITOR'S LICENSE APPLICATION

Return to: City Clerk, cityclerk@baycitymi.gov
301 Washington Ave, Suite 204 Bay City, MI 48708

APPLICANT INFORMATION

Name:

Address:
City State Zip

Email: Phone: () -

ORGANIZATION INFORMATION

Organization Name:

Headquarters Address:
City State Zip

Business Email: Phone: () -

*If corporation, company, or partnership, list names of all owners, officers, or managers on separate sheet.

Extent of charitable or patriotic work being done within City:

Length of time organization has been in continuous existence in City:

GENERAL INFORMATION

Attach additional sheets if needed.

Purpose of solicitation:

Name of person in direct charge of conducting solicitation or sale:

Address:
City State Zip

Names of all promoters connected with solicitation:

Methods to be used in conducting solicitation:

Preferred dates and times for solicitation:



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ATTACHMENTS

Initial to indicate attachments are included with application. Please note, all attachments listed below must be included before application will be processed.

- ☐ Resolution of Corporate Board (if applicable)
- ☐ Tax exempt certification
- ☐ Sample copy of credentials to be provided to individual solicitors
- ☐ Insurance as required by City Ordinance (General Liability with City of Bay City additional insured endorsement)
- ☐ License Fee (\$5 for 90 days, \$0.50 for each additional license/promoter)

STATEMENTS AND SIGNATURE

Initial statements and sign where indicated.

- ☐ Only one permit shall be issued for any one day. One permit issued per applicant, per year. Solicitation may be conducted only between 8AM and sunset, but no later than 8PM.
- ☐ It is understood that if application is granted, it will not be used as an endorsement by the City of Bay City or any department or officer thereof. It is further understood that the applicant will indemnify, protect, defend, and hold the City, its officers, and employees harmless from any claim, action, or suit for any loss, liability, or damage that may be asserted or levied against the City, its officers, or employees, by reason of applicant's acts or omissions, or by its use or occupancy of any public property.

Signature of Applicant:

/ /

Date

CITY CLERK'S OFFICE USE ONLY

Amount Paid:

Date Paid:

License No:

Date Issued:

Approved:

☐

Denied:

☐

Reason for Denial: