PEDDLER / VENDOR LICENSE FORM for Producers at Sanders Theatre and Lowell Hall

If you are selling goods at your event (EXCLUDING tickets, printed materials, CDs or other recorded materials), this form is needed to obtain the appropriate license from the City of Cambridge License Commission. You must purchase a One Day Peddler/Vendor License for each calendar day you are selling goods.

PLEASE ALLOW ENOUGH TIME TO HAVE THIS FORM TO THE CAMBRIDGE LICENSE COMMISSION AT LEAST TWO WEEKS BEFORE YOUR EVENT:

The Cambridge City Council must vote and approve your application; the two weeks will give time to have the request put on the Council’s meeting agenda.

PROCEDURES FOR OBTAINING APPROPRIATE MUNICIPAL LICENSE(S):

1. Complete the form below. Either email the signed copy to memprod@fas.harvard.edu or bring it to the Memorial Hall/Lowell Hall Complex office for a signature. The office is at Memorial Hall, 45 Quincy Street, Room 027, Hours: Mon-Fri 9AM-5PM, Telephone: 617.495.5595. If you do email, please follow up with a phone call to let us know you have done so.

2. Memorial Hall Production Department will obtain the signature of the Harvard University Police Department. When this has been done you will receive an email that it is ready for pick up.

3. Scan the signed form and submit to the Cambridge License Commission’s web portal at cambridgema.viewpointcloud.com. A fee is charged for each license. The form will need to be uploaded at least two weeks in advance. Call the License Commission back to see if the license is ready.

Copies of this form are sent to the following: Harvard University Insurance Office, Memorial Hall/Lowell Hall Production Staff, and kept on file at the Memorial Hall/Lowell Hall Complex administrative office.

PRODUCING ORGANIZATION: ____________________________________________

ORGANIZATION REPRESENTATIVE: ____________________________________________

SPACE(S) RESERVED: ____________________ EVENT(S): ____________________________

DATE(S) & TIME(S): ____________________________________________________________________

ITEMS BEING SOLD: _________________________________________________________________

Harvard University: Memorial Hall/Lowell Hall Complex Director’s Approval

Signature: ________________________________________________________________ Representative, Memorial/Lowell Complex

Date: __________________________

Harvard University Police Verification (required for all Municipal Licenses)

Signature: ________________________________ Title: ________________________________

Date: __________________________