

Benjamin Florsheim  
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# Middletown POLICE DEPARTMENT

*"To proudly serve in partnership with the community through a commitment to  
excellence, professionalism and integrity."*

## INSTRUCTIONS FOR APPLICANTS

Return completed and notarized application with a recent photograph of yourself (no larger than 3x5). Bring in the original Connecticut Sales Tax ID documentation and a Photo Identification with the completed, notarized application.

The applicant must provide the endorsement adding the City of Middletown, its officers, agents, servants, and employees as additional insureds on a liability insurance policy having a minimum of \$1,000,000 combined single limit bodily injury and property damage liability along with a copy of said policy, which insurance shall be in force for the duration of the license hereunder covering the activity for which the license is being issued.

Each additional employee shall also submit a notarized application and photo ID (no fee for additional workers).

Once the application has been reviewed and approved by the Chief of Police, you will be contacted.

The cost for the Vendor License:

\$10/day  
\$25/month  
\$200/year

If Common Council classifies your event as a "special event" the fee is \$25 for the organizer of the event and the vendor fee is waived. However, the application process remains the same. Please see the city ordinance pertaining to special events- City of Middletown Ordinance 218-10.

With large events involving multiple vendors please present all applications thirty (30) days prior. Any events involving more than 50 vendors should have applications in sixty (60) days prior to the event.

Common Council meetings are held the 1<sup>st</sup> Monday of the month, you need to be on the agenda to apply for Special Event status. **Contact the Common Council Clerk for more information at 860-638-4890.**