

Vendor Parking Lot Use Request

The Town of Stem allows Granville County businesses and vendors to request use of the Town parking lot. Please complete this form and return it to the Town Clerk. Use of the lot is not allowed until the Town approves this request in writing.

Request Information

Item	Your Response
Business name	
Owner or operator name	
Phone	
Email	
Business mailing address	
Granville County business location	
Type of goods or services offered, with a description of what you will sell or do	
Description of setup (vehicle, trailer, tent, tables, display) and license plate if any	
Requested dates	
Requested days and hours of operation	

Rules of Use

By requesting use of the lot, you agree to follow these rules.

1. **No overnight use.** All vehicles, trailers, tents, tables, displays, signs, and equipment must be removed from the lot by the end of each approved operating day. No overnight parking, storage, or camping.
2. **No trash.** Remove all trash and waste from the lot when you leave. Do not use Town trash cans or dumpsters. If you sell food, also remove all food waste, grease, and wastewater, and never pour grease or wastewater onto the ground or into a storm drain.
3. **No liability on the Town.** The Town of Stem is not responsible for any injury, illness, loss, theft, or damage to persons, vehicles, equipment, or property connected to your use of the lot. You use the lot at your own risk.
4. **Hold harmless.** You agree to protect and hold the Town of Stem, its officials, employees, and agents harmless from any claim arising from your use of the lot.

5. **Insurance.** You must have general liability insurance.
6. **Permits and licenses.** You must hold all permits and licenses required by Granville County and the State of North Carolina.
7. **Keep access clear.** Do not block driveways, entrances, fire lanes, or other vehicles. Stay inside the area the Town assigns to you, including any tents, tables, and signs. Do not stake or bolt anything into the pavement.
8. **Noise and safety.** Keep generators, music, and customer activity at reasonable levels. If you use cooking equipment, heat, or open flame, keep a fire extinguisher on site. Follow all fire and safety rules.
9. **Town events and priority.** The Town may close or limit the lot for Town events, maintenance, or emergencies. Notice will be given when possible.
10. **Approval and removal.** Use of the lot is a privilege, not a right. The Town may deny this request, or end your permission at any time, for any rule violation or for any reason the Town finds necessary.
11. **No transfer.** Approval applies only to the business named on this form and the goods or services listed on it. It may not be shared, sold, or transferred.

Acknowledgment and Signature

I have read and agree to follow the Rules of Use above. I understand that the Town of Stem is not liable for my use of the lot and that my permission may be ended at any time.

Item	Your Response
Signature	
Printed name	
Title	
Date	

Return this form to the Town Clerk, Town of Stem, 102 W. Tally Ho St., Stem, NC 27581, or PO Box 88, Stem, NC 27581. Email: townofstem@stemnc.org. Phone: (919) 529-2717.

For Town Use Only

Item	Town Response
Date received	
Permits verified	
Decision (approved or denied)	
Approved dates and hours	
Assigned area of lot	

Item	Town Response
Approved by	
Date	