

Food Truck Rally Permit



APPLICANT INFORMATION

ORGANIZER NAME:	
ORGANIZER ADDRESS:	
E-MAIL:	
PHONE NUMBER:	

EVENT LOCATION INFORMATION

PROPERTY OWNER:	
LOCATION OF REQUEST:	

QUESTIONS

- All required documents must be submitted at the time of application. Do you have all documents? (Please review the list of requirements)** Yes No
- By signing this application, I am acknowledging I have read the Ordinance and will comply with all applicable requirements herein. Confirm?** Yes No

Applicant Signature :

Print Signature :

Date: / /

For Official Use Only

Received by: Application Fee: **\$300.00**

- An additional \$10.00 will be added to the application fee due to a permitting technology fee**

Submittal Checklist:

- Completed application form.
- Application fee of \$300.00 + \$10.00 permitting technology fee = \$310.00.
- Property owner's written authorization.
- Site Plan of the property on which the food truck rally will be held, showing proposed location of each food truck; location of any portable restroom facilities, if applicable; and location of any stages, tents, seating areas and any other facilities, structures, or equipment to be used in conjunction with the food truck rally.
- Written description of the plans for the food truck rally including parking locations, traffic control plans, and the anticipated hours of operation.
- List of all mobile food service vehicles participating in the food truck rally, along with confirmation that each vehicle operator has obtained or will obtain a mobile food vendor permit from the Town. This permit shall be valid only during the time period covered by the food truck rally permit, at the location of the food truck rally, shall be subject to all other provisions of this section, and shall require a fee.
- Submitted at least 15 calendar days prior to the date the food truck rally is proposed to be held.

Permit Conditions:

1. All participating mobile food service vehicles must hold a valid mobile food vendor permit.
2. All lighting and electrical equipment brought to the site shall be subject to applicable permitting and inspection requirements, including payment of applicable fees.
3. All tents, stages, and other temporary facilities shall be subject to safety inspections by the Town before use.
4. The location shall be cleared of all trash and debris at the end of the event and cleared of all temporary structures and restored to its previous condition within 48 hours after the end of the event.
5. Traffic control and pedestrian safety in the vicinity of the event shall be the responsibility of the permittee of the event. The Town may require that Town forces be employed to assist with traffic control and pedestrian safety. Costs anticipated by the Town for these services shall be estimated by the Town and paid at least ten days in advance by the permittee as a condition of the permit. Following the event, any overpayment shall be refunded to the permittee, and any underpayment shall be billed to the permittee.
6. In order to protect the health, safety, and welfare of the general public, to mitigate the potential impacts of a food truck rally and to ensure compliance with applicable laws and regulations, the Town may impose additional conditions and restrictions on the issuance of a food truck rally permit. Such conditions and restrictions may include, but are not limited to, hours of operation, layout, parking and security, and insurance requirements.