



CITY OF CHARLEVOIX
MOBILE FOOD VENDOR APPLICATION
SERVICE ON CITY PROPERTY

CONTACT INFORMATION

Business Name: _____

Name of Mobile Food Vendor (if different): _____

Address: _____
Street City State Zip

Business Contact Person: _____

Mobile Telephone #: _____ Email: _____

City of Charlevoix Business License #: _____ Expiration Date: _____

VENDING UNIT INFORMATION

Make of vending unit: _____ Model: _____

VIN (or serial #): _____ Year: _____

Cooking method used (check all that apply):

Fryer Grill Griddle Broiler Other (list): _____

Type of cooking fuel used: _____ Location on unit: _____

How much fuel will be kept in the unit at max capacity? _____

Is there a cooking hood? _____ Is there a suppression system? _____

Method and location for disposal of grey/untreated water: _____

Method and location for disposal of grease/cooking oil: _____

IMPORTANT: UNITS MUST BE FULLY SELF-CONTAINED AND CANNOT RELY UPON ONSITE WATER AND/OR ELECTRICITY

MOBILE FOOD VENDOR APPLICATION

REQUIRED DOCUMENTS

Please attach copies of the following to this application:

- Special Transitory Food Unit License issued by the State of Michigan with proper notice given to the Health Department of Northwest Michigan
- Certificate of Insurance for not less than \$1 million per occurrence with the City of Charlevoix named as an additional insured
- Michigan Sales Tax License
- Photograph and brief description of the food vendor unit
- Payment of \$450 fee for vending on City property

All vendors must comply with the City of Charlevoix Food Truck Pilot Policy and the following:

- Provide appropriate waste receptacles at the site of the unit and remove all litter, debris and other waste attributable to the vendor on a daily basis. Waste shall not be disposed of in City receptacles. Wastewater, grey water, and grease shall not be disposed of on or in City premises or City storm sewers.
- Comply with the City's Noise Ordinance, Sign Ordinance and all other City ordinances.
- Comply with all federal, state, and county regulations.
- Shall not leave food truck parked on City property beyond one hour before and one hour after scheduled hours for the location.
- All other directions given by City Staff and Police Officers.
- Pay parking fees at the Charlevoix Municipal Airport when applicable.

The undersigned is a legal representative of the business first named in this application and agrees to abide by all rules, conditions, and requirements of the State of Michigan, the City of Charlevoix and the Health Department of Northwest Michigan. The undersigned and his/her heirs and assigns agrees that any failure to abide by the rules set forth by the City of Charlevoix in this document and any future document issued under this policy may be grounds for termination of this license and the ability to provide vending on property owned by the City of Charlevoix.

Applicant

Date

UPON FULL COMPLETION OF THIS DOCUMENT AND PAYMENT OF ALL FEES, THE VENDOR WILL BE PERMITTED TO SCHEDULE DATES ON THE CITY OF CHARLEVOIX FOOD TRUCK SCHEDULE. SCHEDULING IS BASED SOLELY ON A "FIRST COME, FIRST SERVED" BASIS IN THE ORDER OF FILING THIS DOCUMENT. VENDORS MUST REGISTER DATES ON THE SCHEDULE PRIOR TO OPERATION. ANY TRADE AMONG VENDORS MUST BE MADE IN WRITING TO THE CITY.

FOR OFFICE USE ONLY

APPLICATION COMPLETE: YES NO

APPROVED: YES NO

INITIALS: _____ DATE: _____