

Upper Sandusky Food Truck Application

License Requirements:

- All individual vendors must file a Food Truck Application to operate within the City of Upper Sandusky, be it on public or private property
- All Individual vendors must have consent from private property owners
- Copy of Driver's License
- Proof of Health Department License
- Notice of Fire Department Inspection (upon FD request)
- Proof of Insurance

(Million Dollars/City of Upper Sandusky/additional insured)

Requirements per Ordinance No. 131-13

Fees

Please check the license you are applying for:

___ \$25.00 fee available for one-time/Special Event	Paid___ Date_____
___ \$100.00 fee for annual permit February to October 2022	Paid___ Date_____
___ \$10.00 fee for one-time event for non-profit organization	Paid___ Date_____

Location/Set Up Requirements for Non-Profit & Special Events

- Responsible for providing and disposing of all trash receptacles and keeping the area free of litter while operating
- The vending vehicle, equipment and area are to be attended at all times
- Assigned locations (as attached)
- Set up/Clean up times determined by Safety Committee for each special event
- Additional spaces determined by the event coordinator

Location/Set Up Requirements for Annual/One-time Events

- Vending areas are reservable two weeks in advance
- Reservations through Mayor's Office (Linda Stansbery)
- Hours of operation are 5:00 pm-12:00 am Monday and Thursday evenings, February through October
- No early set up
- Vehicles must be removed from site following operational hours
- Vending service windows must face the sidewalk
- Responsible for providing adequate trash receptacles, disposing of all trash and keeping the area free of litter while operating
- The vending vehicle, equipment and area are to be attended at all times

Name of Event/Organization: _____

Vendor Information:

Name: _____

Mailing Address: _____

Telephone Number:

Home: _____ Cell: _____

Email Address: _____

Employer Identification Number: _____

License Plate Number on Vending Vehicle _____

Event Date: _____ Event Hours: _____

Description of the Vending Products:

Applicant's Signature _____ **Date:** _____

Registrar's Signature _____ **Date:** _____

Linda K. Stansbery-Administrative Assistant

Mayor's Office/City Building:
119 North 7th Street
Phone: 419-294-3862
Fax: 419-294-6767

lstansbery@uppersanduskyoh.com