

# 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. 109-13

## **Fees:**

- \$25.00 fee available for one time only vending
- \$100.00 annual fee payable to the City of Upper Sandusky Mayor's Office

## **Location/Set Up Requirements:**

- Vending areas are reservable two weeks in advance
- Reservations through Mayor's Office (Linda Stansbery)
- Hours of operation are 5:00pm-10:00pm Monday evenings, May 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

## 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:** \_\_\_\_\_

## Application Submissions/Reservations:

**Linda K. Stansbery-Administrative Assistant**

Mayor's Office/City Building:

119 North 7th Street

Phone: 419-294-3862

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