



# MOBILE FOOD VENDING APPLICATION

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Business/Organization: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### VEHICLE INFORMATION

Vehicle Description: \_\_\_\_\_  
 Driver's License Number: \_\_\_\_\_ Vehicle License Plate Number: \_\_\_\_\_

### USE INFORMATION

Date(s) of Use: \_\_\_\_\_  
 Location of Use\*: \_\_\_\_\_  
 Products to Sell: \_\_\_\_\_

### FEES AND CHARGES

- One Day Use \_\_\_\_\_ \$5\*  
\*Multiplied by Number of Dates Requested
- One Year Use \_\_\_\_\_ \$30
- Brick and Mortar \_\_\_\_\_ \$0

**Brick and Mortar Businesses/Organizations located in Buchanan will have fees waived.  
 All other rules apply. Application must be received to have space reserved.**

Total Fee\*\*: \_\_\_\_\_ Date Paid: \_\_\_\_\_

**Payment due at time of permit pick-up.**

Make payments out to City of Buchanan.

Internal Use Only:
Deposit Refund Requested:
_____
Initial: _____
Date of Refund Mailed:
_____

\_\_\_\_\_  
 Authorized By

**\*\*NOTE: Financial compensation may be sought under extreme circumstances due to loss and/or damages.**



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## RULES AND REGULATIONS\*

1. All food vendors must secure & prominently display permit from the City of Buchanan.
2. Mobile Food Vendors are required to contact Berrien County Health Department at (269) 684-2800 for Temporary Food License and to list the City of Buchanan on their insurance.
3. Provide appropriate waste receptacles and removal of all waste, litter, and debris daily.
4. Follow Nuisance rules including loud/distracting sounds, décor and lighting.
5. All operations must be contained within the mobile unit including preparation and displaying of food.
6. No additional furniture, fixtures or equipment are permitted to be used outside of the mobile unit.
7. No vendor shall utilize electricity, power, or water without prior written approval from appropriate power customer.
8. Applicant shall not damage or remove property of any sort from the premises.
9. All vendors are subject to walk through and inspection by Police Department personnel at any time.
10. Applicant agrees to ensure that its guests, staff, and representatives during set-up, use, and tear down and all times in between follow and comply with all laws and regulations, including local, County, State and Federal relating to any and all health-related mandates. This shall include but is not limited to following health and safety measures, City codes and ordinances.

\*Please refer to the Mobile Food Ordinance available at [www.cityofbuchanan.com](http://www.cityofbuchanan.com) for full details.

## AGREEMENT

I have read the above rules and regulations and will fully comply with them, and the items listed. I understand that I and other members of the business/organization applying for mobile food vending must comply with the provisions of these rules. I further understand that I am responsible for reimbursing the city of Buchanan for its reasonable clean-up and repair costs resulting from any littering or damage to the facilities resulting from the use of the space that has been reserved.

Signature of Vendor: \_\_\_\_\_ Date \_\_\_\_\_

### THIS FORM IS VALID ONLY AFTER THE VENDING FEES HAVE BEEN PAID

Application for:

\_\_\_\_\_

Approved By: \_\_\_\_\_

Date \_\_\_\_\_