



MOBILE FOOD VENDING APPLICATION

APPLICANT INFORMATION

Applicant Name: _____ Business/Organization: _____
 Phone Number: _____ Email Address: _____

VEHICLE INFORMATION

Vehicle Description: _____
 Driver's License Number: _____ Vehicle License Number: _____ Plate _____

USE INFORMATION

Date(s) of Use: _____
 Location of Use*: _____
 (If During Event) Event Manager Approval: _____
 Products to Sell: _____

FEES AND CHARGES

2024 Dates excluded from application include: June 15, August 10, and August 31.

- One Day Use _____ \$5*
*Multiplied by Number of Dates Requested.
- One Year Use _____ \$30
- Munchie Mondays _____ \$10/Day or \$60/Series*
*Food Trucks interested in participating in Munchie Mondays must be scheduled and approved in advance of the event.
- 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: _____
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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 before selling.
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/approved space including preparation and displaying of food.
6. No additional furniture, fixtures, or equipment are permitted to be used outside of the mobile unit unless otherwise approved.
7. No vendor shall utilize electricity, power, or water without prior approval from the 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 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 _____