



Mobile Vendor Permit Application Form

A. General Information

1. Name of Applicant: _____
 Business Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone (H): _____ (W): _____ (Mobile): _____
 Fax: _____ Web Site: _____
 Email Address: _____

B. Vending Information

1. Requested Vending Location(s) – in order of preference
 a. _____
 b. _____
 c. _____

2. Type of Business: _____

3. Expected Periods of use: Start Date: _____ End Date: _____

4. Proposed Days & Hours of Operation (Must be within regular venue operating hours if applicable)
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

C. Required Documentation

Please attach the following documentation (incomplete applications will not be considered)

- _____ General Liability Insurance listing the City of Tallahassee as additionally insured in the amount of \$1,000,000 per occurrence for the date(s) of the permit. The certificate holder must be listed as City of Tallahassee, 300 S. Adams Street, Tallahassee, FL 32301.
- _____ Accessible Planner (Americans with Disabilities Act Requirements for permitting on City Property).
- _____ Copy of vehicle insurance (if applicable)
- _____ Copy of current City business/occupational license
- _____ Copy of State business license (DBPR or Dept. of Agriculture, Food Safety)
- _____ Complete menu, including pricing information
- _____ Photograph or detailed drawing of vending unit and/or vehicle

As the applicant, I hereby agree and understand that it is my responsibility to oversee all contractors, vendors or parties affiliated with vending operation and to insure compliance with all policies, rules, regulations and guidelines of the City of Tallahassee and other relevant procedures and laws. I understand that any violations may result in immediate cancellation of the reservation and/or revocation of the permit. I understand that the permit is non-transferable and must be displayed at all times.

Signed: _____ Date: _____

<p><u>FOR OFFICE USE ONLY</u></p> <p>PAID ON DATE _____</p> <p>PERMITTED ON DATE _____</p>

Mobile Vendor Permit Guidelines

PERMITTING POLICY

Permit applications for mobile food vehicles and food vendor carts in the areas designated below shall be submitted in writing to the Parks, Recreation and Neighborhood Affairs Department (the "Department") on the Mobile Vendor Permit Application. Permits for mobile food vehicles will be issued on a first come, first serve basis for specific locations designated for such purpose. All permits issued pursuant to this policy shall be effective for the dates designated on a daily, weekly or monthly basis, but under no circumstance can a mobile food vehicle be permitted for the same designated location for more than sixty (60) available consecutive days. All permits issued pursuant to this part shall be effective on the first day of the month of issuance and shall expire one year from the effective date thereof unless sooner revoked. Vendors may request a shorter permit duration. Nothing in these guidelines prohibits the use of properly licensed mobile food vehicles or food vendor carts on private property or non-City owned governmental property. By signing the Mobile Vendor Application, Vendors agree to be self-containing for waste removal and that all waste will be removed from site by the Vendor daily.

Applications and initial fees must be submitted at least two weeks in advance of the requested date(s) for usage. The Department shall coordinate review of the application with appropriate City authorities.

SPECIAL EVENTS

Permits granted under this Policy will not be valid during Special Events approved by the City, Downtown Improvement Authority, or the Department in the downtown area, on City property, on streets and sidewalks adjacent to City property, parks and playgrounds. The Department will notify applicants of scheduled Special Events and of procedures for the vendor to participate in those Special Events. Special Event permits require an application and additional fees to the sponsor of the Special Event separate from the application(s) for a Mobile Vendor Permit.

SUMMARY OF DOCUMENTATION REQUIRED

All fees and documentation will be due at the time of application submittal. The applicant is responsible for securing all required permits and licenses for vending in the City of Tallahassee. Below is a summary of required documentation. Proof of required licenses and permits must be provided in order to receive permit confirmation.

1. Completed Mobile Vendor Permit Application
2. General Liability Insurance (see INSURANCE REQUIREMENTS)
3. Proof of vehicle insurance if utilizing motorized transportation
4. City of Tallahassee Occupational License
5. State of Florida Business License
6. Menu with prices
7. Photograph of cart or vehicle
8. Accessible Planner (ADA Requirements)

AVAILABLE VENDING LOCATIONS

The following areas may be requested as a part of the Mobile Vendor Permit Application as long as the public purpose is compatible with the existing facilities and does not interfere with health, safety, and welfare of the public:

Mobile Food Vehicles (Daily Use Only)

1. Bus pull out at Park Avenue & Adams Street
2. Northwest Corner of College Ave. & Adams St. when available
3. Adjacent to Boulevard & Doug Burnette Parks located at South Martin Luther King Jr. Blvd and Gaines St.
4. Former Johns' Bldg. Property at corner of Bronough, Madison and Gaines Streets
5. City Property, parks, playgrounds and adjacent streets and sidewalks, as approved by the City Manager

Food Vendor Carts

1. Adams Street Commons / Gallie Alley
2. West Jefferson Street, including City Hall Plaza
3. Other Downtown Streets
4. Kleman Plaza
5. City Property, parks, playgrounds and adjacent streets and sidewalks, as approved by the City Manager

FEES

Initial Fees must be paid with the application. Renewal payment is required by the 15th of each month for the following month’s permit or 48 hours prior to a daily permit. The Department currently accepts checks, cash or money orders made payable to: City of Tallahassee.

\$25.00 per day per mobile food vehicle site

\$50.00 per month per food vendor cart

Additional charges may apply during peak seasons for various City property, parks, playgrounds and adjacent streets and sidewalks.

TYPE OF INQUIRY

Tallahassee Occupational License
Permitting / Application
Trash Receptacles

DEPARTMENT TO CONTACT

Revenue
Special Events
Solid Waste Services

PHONE NUMBER

891-6488
891-3887
891-4968

ELECTRICAL REQUIREMENTS

Electricity may available in some locations. For use of electricity at available locations, the cost is \$5.00 for daily mobile vehicle sites or \$40.50 per month for use of one (1) 110 outlet. If more power is needed, rate will be based on cost for power usage. If electricity is not available, vendors need to be self-sufficient for their power needs, but mobile food vehicles cannot use electric generators.

ADA GUIDELINES/ANTI-HARASSMENT POILCY

Applicants under all parts of Policy 106 shall comply with the Americans with Disabilities Act (ADA) and shall complete the City of Tallahassee Accessibility Planner for each permit issued. All ADA routes and ramps must remain clear and cannot be blocked by the mobile food vehicle or cart or associated business. Furthermore, the applicant agrees to comply with the City’s Anti-Discrimination Policy which strictly forbids discrimination on the basis of an individual’s race, color, gender, religion, national origin, age, disability, marital status, pregnancy, sexual orientation and gender identity, or any other characteristic protected by law.

RESTRICTIONS

No vendor permitted under this section will be allowed to do the following:

1. Sell or distribute alcohol
2. Operate an electric generator in any mobile food vehicle site
3. Operate any type of amplified speaker system or play music of any kind
4. Operate during any special event unless a separate permit is obtained
5. Operate in a location where City of Tallahassee provides concessions
6. Leave a vehicle or cart unattended
7. Park at a designated spot overnight

INSURANCE REQUIREMENTS

The City requires an insurance certificate to be submitted for approval to the Special Events office at 891-3887. All policies must list the City of Tallahassee as an additional insured for \$1 million dollars. As well as listing the certificate holder as, City of Tallahassee, 300 South Adams Street, Tallahassee, FL 32301.

VIOLATIONS

Operating without the proper permit, in violation of City Commission Policy 106, or in violation of these guidelines may result in fines and/or additional penalties. The City of Tallahassee may revoke a permit granted for any activity, which is found to be in violation of any ordinance, law or conditions of approval. In the event that the applicant is not ready to vend at the designated time, or if vital vending individuals is/are not present, or if the applicant arrives in such a condition as to appear to a reasonable person to be incapable of vending in a reasonably acceptable manner, then the applicant shall be deemed to have violated these terms and the City of Tallahassee has the absolute right at its sole discretion to revoke a granted permit and to withhold any fees paid.

CANCELLATION OF REQUESTS AND REFUNDS

Notice of cancellation by approved applicants must be submitted in writing by the authorized representative a minimum of five (5) business days prior to the start of vending. The Department may cancel any permit, in which a vendor fails to meet mandatory criteria, such as obtaining necessary permits and licenses, non-compliance to rules and regulations and lack of payment. Refunds will not be issued for inclement weather.

www.talgov.com

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Accessibility Planner

Date of Application: _____

This form is to be used in planning events or activities sponsored by the City of Tallahassee or held on property owned by the City. The purpose of this checklist is to assure that persons with disabilities have access to all functions and events open to the public.

Event / Activity Name: _____

Date(s) of Event / Activity: _____

Location: _____

Contact Name: _____ Contact Primary Phone: _____

Facility

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are routes and site entrances accessible (i.e. curb cuts, ramps, elevators, etc)?

Corrective Action to be taken: _____

Are pathways through the site accessible (i.e. width of paths, surfaces, protrusions)?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Corrective Action to be taken: _____

Are designated parking places nearby?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Corrective Action to be taken: _____

Are the following items accessible:

1. Restrooms?
2. Restrooms (portable)?
3. Water dispensers (if provided)?
4. Public telephone (if provided)?
5. Elevators?
6. Doorways?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Corrective Action to be taken: _____

Note: At least one (1) restroom per cluster must be accessible. If only one portable is provided, it must be accessible.

Communication

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do event announcements include reasonable accommodations notice?

Corrective Action to be taken: _____

Is signage visible and placed appropriately for:

1. Routes?
2. Entrances?
3. Exits?
4. Function of Locations?
5. Restrooms?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Corrective Action to be taken: _____

**** Please suggest corrective actions on any items marked NO**



Accessibility Planner

Reasonable Accommodations Notice

The following statement should appear in all printed material, newspaper advertisements, television and radio announcements.

If a person with a disability requires an accommodation to participate or if special seating arrangements are needed, requests should be made to the event coordinator seventy-two (72) hours prior to the event.

Applicant's Signature

Date