CITY OF TALLAHASSEE

Mobile Vendor Permit Application

Email Application to
Maron.Chbat@talgov.com

A. General Information

Name of Applicant:		
Business Name:		
Address:		
City:	**State:**	**Zip:**
Phone:		
Phone (Alt):		
Web Site:		
Email Address:		

B. Vending Information

Vending Type (Circle one) **Truck** **Truck & Trailer** **Cart**

Expected Start Date:	**Expected End Date:**

Proposed Days & Hours of Operation (Must be within venue operating hours if applicable)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Location Requested:

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.
- Copy of Vehicle Insurance (**Certificate of Insurance or Declarations Page: Insurance cards not allowed)**
- Complete Menu including pricing
- Picture or detailed drawing of vending unit and/or vehicle
- Completed Mobile Vendor Permit Application
- State of Florida business license

As the applicant, I hereby acknowledge that I have read and agree and understand that it is my responsibility to oversee all contractors, vendors or parties affiliated with vending operation and to ensure 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. I also understand that I must comply with any applicable CDC guidelines relating to food concessions and restaurants and with all applicable Florida and Federal laws including, but not limited to, as applicable, fire safety requirements such as Chapter 633, Florida Statutes and Chapter 69A-60, Florida Administrative Code.

Signed: _____ Date: _____

Tallahassee Parks, Recreation & Neighborhood Affairs, 1201 Myers Park Dr. Tallahassee, FL 32301
Phone: 850-509-07855 Via Email: Mario.Palmentieri@talgov.com

CITY OF TALLAHASSEE

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. 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 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.

All food and beverage vendors (including food and beverage inside the VIP areas) will comply with any applicable CDC guidelines relating to food concessions and restaurants. Mobile food vendors are also required to comply with all applicable Florida and Federal laws including, but not limited to, as applicable, fire safety requirements such as Chapter 633, Florida Statutes and Chapter 69A-60, Florida Administrative Code.

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.

a. 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.
b. Copy of Vehicle Insurance (Certificate of Insurance or Declarations Page: Insurance cards not allowed)
c. Complete Menu including pricing
d. Picture or detailed drawing of vending unit and/or vehicle
e. Completed Mobile Vendor Permit Application
f. State of Florida business license

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. Parking Spaces adjacent to the Bloxham Building on Madison Street between Calhoun & Gadsden (727 S Calhoun St.) (meters 01452, 01453, 01454, 01455)
5. Parking Spaces on Park Avenue at Copeland Street (547 Park Ave W) (meters 12971, 12970, 12969)
6. Tom Brown Park Rotary Playground
7. Additional City Parks not located in the downtown area as approved by the Director of Parks, Recreation & Neighborhood Affairs.

Food Vendor Carts

1. Adams Street Commons
2. West Jefferson Street, including City Hall Plaza
3. Other Downtown Streets
4. Kleman Plaza
5. Tom Brown Park Rotary Playground
6. Additional City Parks not located in the downtown area as approved by the Director of Parks, Recreation & Neighborhood Affairs.

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 where electric is available
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

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.

INSURANCE REQUIREMENTS

The City requires an insurance certificate to be submitted for approval to the Special Events office at 891-3885. 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.

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.

FEES

Fees must be paid no less than 48 hours in advance of permit date. The Department accepts cash, checks, credit cards or money orders made payable to: City of Tallahassee.

$36.00 per day per mobile food vehicle site/ $42.00 per day per mobile food vehicle electric site
$67.00 per month per food vendor cart
Additional charges may apply during peak seasons for various City property, parks, playgrounds and adjacent streets and sidewalks.

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 or faulty vendor equipment.

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.

FOR QUESTIONS REGARDING MOBILE VENDOR PERMITS PLEASE CONTACT Maron Chbat 850-891-3885 OR Maron.Chbat@TALGOV.COM

www.talgov.com