



Mobile Vendor Location Application

A. General Information

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

B. Vending Information

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

Expected Start Date: _____	Expected End Date: _____
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Proposed Days & Hours of Operation (Must be within 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)

- Copy of Mobile Food Establishment Permit from the Florida Department of Business and Professional Regulations.
- General Liability Insurance listing the City of Marianna 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 Marianna, 2895 Jefferson Street, Marianna, FL 32446.
- 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
- Copy of deed showing ownership of location to be used
- If not the owner, a **notarized** letter of authorization from property owner

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 Marianna 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: _____

Total Cost: _____ Date: _____

Dates of Use: _____

City of Marianna – Municipal Development 2895 Jefferson Street, Marianna, FL 32446
Phone: 850-482-4353 Via Email: bburns@mariannafl.city



Mobile Vendor Guidelines

APPROVAL POLICY

Applications for mobile food dispensing vehicles and food vendor carts in the areas designated below shall be submitted in writing to Municipal Development Department (the "Department") on the Mobile Vendor Permit Application. Approval for mobile food vehicles will be issued on a first come, first serve basis for specific locations designated for such purpose. All approvals 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 approvals 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 Florida Department of Business & Professional Regulation Division of Hotels and Restaurants licensed mobile food dispensing vehicles or food vendor carts on commercial or industrial zoned 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.

SUMMARY OF DOCUMENTATION REQUIRED

All fees and documentation will be due at the time of application submittal. Below is a summary of required documentation. Proof of required licenses and permits must be provided in order to receive approval confirmation.

1. Copy of Mobile Food Establishment Permit from the Florida Department of Business and Professional Regulations
2. Completed Mobile Vendor Permit Application
3. General Liability Insurance (see INSURANCE REQUIREMENTS)
4. Proof of vehicle insurance if utilizing motorized transportation (Policy coverage's, not just ID Cards)
5. State of Florida Business License
6. Menu with prices
7. Photograph of cart or vehicle
8. Copy of deed showing ownership of the location to be used
9. If not the owner of property to be used, a notarized letter of authorization from property owner

AVAILABLE VENDING LOCATIONS

In addition to Commercial and Industrial zoned property, 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. Airport Commerce Park
2. Madison Street Park (2 spaces)
3. Overlook Park (1 space)

Food Vendor Carts

1. Lafayette Landing
2. Confederate Park
3. Additional City Parks not located in the downtown area as approved by Municipal Development

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. Leave a vehicle or cart unattended
6. Park at a designated spot overnight

7. Impede pedestrian or vehicular traffic.
8. Sell items other than food expressly related to vehicle or cart.
9. Create a public nuisance.
10. Erect signage in violation of the City's sign ordinance, other than signs painted on vehicle or cart.

SPECIAL EVENTS

Permits granted under this Policy will not be valid during Special Events approved by the City, Main Street Marianna, or the Department in the downtown area, on City property, on streets and sidewalks adjacent to City property, parks and playgrounds. 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. All policies must list the City of Marianna as an additional insured for \$1 million dollars. As well as listing the certificate holder as, City of Marianna, 2895 Jefferson Street, Marianna, FL 32446.

ADA GUIDELINES/ANTI-HARASSMENT POLICY

All ADA routes and ramps must remain clear and cannot be blocked by the mobile food dispensing 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 at the time of application no less than 24 hours in advance of permit date. The Department accepts cash, checks, credit cards or money orders made payable to: City of Marianna. There will be a 4% charge on all credit card payments

**\$25.00 per day per mobile food dispensing vehicle site/ \$35.00 per day per mobile food vehicle electric 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.

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 approval, or in violation of these guidelines may result in fines and/or additional penalties. The City of Marianna may revoke approval 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 Marianna has the absolute right at its sole discretion to revoke a granted approval and to withhold any fees paid.

All food and beverage vendors will comply with any applicable CDC guidelines relating to food concessions and restaurants.

FOR QUESTIONS REGARDING MOBILE VENDOR PERMITS PLEASE CONTACT BRIDGITTE BURNS 850-482-4353 OR BBURNS@MARIANNAFL.CITY.