



CITY OF BOWLING GREEN OHIO

Mobile Food Vendor SPECIAL EVENT Permit Application *Compliance with Chapter 113 of the Bowling Green Codified Ordinances*

The following guidelines of the *Mobile Food Vendor Special Event Permit* will help ensure that completion of the necessary documents required by the City of Bowling Green occurs. This application is for a one time multi-vendor event. **More information or coordination may be required. No signs may be placed in the public right-of-way.**

Turn the completed application and all supporting documents into the Office of the Municipal Administrator located at 304 N. Church Street, Bowling Green, Ohio 43402. Questions about this form or the submission process may be directed to the Municipal Administrator’s office at bgcity@bgohio.org or (419) 354-6204. Applications must be submitted in person.

Complete and submit the following:

- Review and comply with Bowling Green City Codified Ordinance Chapter 113 and all other ordinances listed within
- Complete the Mobile Food Vendor Special Event Permit Application
- Permit fee of \$50 made payable to “City of Bowling Green”, submitted at time of application
- Deposit fee of \$100 made payable to “City of Bowling Green”, submitted at time of application and refundable pending any additional clean up required by the City
- Proof of liability insurance of at least \$1,000,000.
- Confirm that you have read and understand fire safety regulations for Food Trucks listed at www.com.ohio.gov/fire/TechnicalBulletins.aspx

§ 113.04(D) Mobile Food Vendor Special Event Permit. This permit, to be obtained in the Office of the Municipal Administrator, shall provide for permitting of events centering on mobile food vendors. It is not required that each individual vendor, operating as part of an approved Mobile Food Vendor Special Event Permit, carry a Mobile Food Vendor Permit as described in Section 113.04(B). The applicant for the Mobile Food Vendor Special Event Permit is responsible to confirm that all participating vendors have proper licensing with the State of Ohio.

- (1) Mobile Food Vendor Special Event Permit on Private Property. Applicant must complete permit application provided for in Section 113.04(D) and pay the fee as provided for in Section 35.70.
- (2) Mobile Food Vendor Special Event Permit on Public Property. In addition to the permit application provided for in Section 113.04(D) and the fee provided for in Section 35.70, a proposed gathering on public property shall also meet the following minimum requirements:
 - (a) The applicant shall also deposit, before the license is issued, the sum of \$100 to guarantee the cost of cleaning the premises and removing any property therefrom after the termination of the business. If the premises on which the business is conducted are not cleaned and all merchandise, property, refuse, and temporary structures are not removed therefrom and properly disposed of within 48 hours after the termination of the business, the Public Works Director shall immediately cause such work to be done and report the cost thereof to the Finance Director, who shall deduct the cost and return any balance of the deposit. The licensee shall be liable for any deficiency.
 - (b) Plan for electrical and water service must be submitted to the Municipal Administrator.
 - (c) If external signage or seating is requested, the plan must be submitted as part of the application.
 - (d) Proof of liability insurance of at least \$1,000,000.
 - (e) Organizers may not charge an admission or cover charge for events to be held on public property.



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EVENT DESCRIPTION

Event Title _____

Description (This should be promotional in nature and not exceed 300 characters) _____

Anticipated Attendance Total _____ Per Day _____

Anticipated Participants Total _____ Per Day _____

DATE/TIME

Setup	Date _____	Time _____	Day of Week _____
Event Starts	Date _____	Time _____	Day of Week _____
Event Ends	Date _____	Time _____	Day of Week _____
Dismantle	Date _____	Time _____	Day of Week _____



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LOCATION

Location Description

APPLICANT AND HOST ORGANIZATION INFORMATION

CONTACTS

Host Organization _____

Applicant/Organizer Name _____
(Primary Contact)

Address Street _____
City _____ State _____ Zip _____

Telephone Day _____ Cellular _____

Web Address _____

President or Chairperson Name: _____

Telephone: () _____

Email _____

Additional Contact Name: _____

Area of responsibility _____

Telephone: () _____

Email _____



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ORGANIZATION STATUS/PROCEEDS/REPORTING

YES

NO

- Is the Host Organization a commercial entity?

- Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach to this application a copy of your IRS 501© tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.

- Are patron admission, entry or participant fees required? If yes, please provide amounts: _____

ENTERTAINMENT AND RELATED ACTIVITIES

YES

NO

- Are there any musical or other entertainment planned? If yes, complete the following:
 Number of stages _____
 Number of Performers/Bands _____
 Performer/Band name and music type _____
- Will sound checks be conducted prior to the event? If yes,
 Start time _____ Finish time _____
- Will sound amplification be used? If yes,
 Start time _____ Finish time _____



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Please describe the sound equipment that will be used for your event:

_____ Will inflatables, hot air balloons or similar devices be used at your event?
If yes, please describe: _____

ENTERTAINMENT AND RELATED ACTIVITIES- Cont.

YES **NO**

_____ Does your event include the use of fireworks, rockets, lasers, or other
pyrotechnics? If yes, please describe:

_____ Will your event include the use of any signs, banners, decorations, or
special lighting? If yes, please describe: _____



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Submitted by (please print)_____
Signature_____
Telephone_____Date_____

Approved-Date_____ Denied-Date_____
Signature_____
Municipal Administrator