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.
**CITY OF BOWLING GREEN OHIO**

Mobile Food Vendor SPECIAL EVENT Permit Application

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<thead>
<tr>
<th>EVENT DESCRIPTION</th>
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<tbody>
<tr>
<td><strong>Event Title</strong></td>
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<tr>
<td><strong>Description</strong></td>
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| **Anticipated Attendance** | Total _______  Per Day _______ |
| **Anticipated Participants** | Total _______  Per Day _______ |

<table>
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<tr>
<th>DATE/TIME</th>
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<tbody>
<tr>
<td><strong>Setup</strong></td>
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<tr>
<td><strong>Event Starts</strong></td>
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<td><strong>Event Ends</strong></td>
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City of Bowling Green Mobile Food Vendor Special Events Permit Application
Revision- May 2019
Location Description
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Applicant and Host Organization Information

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 __________________________

City of Bowling Green Mobile Food Vendor Special Events Permit Application
Revision- May 2019
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:


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
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:

________________________________________________________________

________________________________________________________________

________________________________________________________________
Please complete the following information regarding all vendors expected to be in attendance:

<table>
<thead>
<tr>
<th>Business/Vendor Name</th>
<th>Contact Person</th>
<th>Phone Number</th>
<th>Confirmed Individual Liability Insurance</th>
<th>Confirmed Vendor License from State of OH</th>
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Per Bowling Green Codified Ordinance 113.04, it is the applicants responsibility to confirm that all participating vendors have proper licensing with the State of Ohio and vendors successfully pass a Fire Safety Code inspection conducted by the Bowling Green Fire Division. If a vendor is found to be not in compliance, that vendor will be asked to cease operations or mitigate the deficiency in a manner acceptable to the Fire Division.
Submitted by (please print) ______________________________________________________

Signature _________________________________________________________________

Telephone ___________________________ Date ________________________________

Approved-Date _____________________ Denied-Date _____________________________

Signature __________________________________________________________________

Municipal Administrator