



Food Truck Vendor Application

Application Deadlines: Please email this form and required documents (see list below) **seven (7) days prior** to the date on which you plan to operate.

Vendor Fees: City-Sponsored Events: NO FEE Private Events on Private Property: \$50 per event
(note: vendors with a Clarkston business license are exempt from all fees)

Questions? Send email to jgaines@cityofclarkston.com, call **404-296-6489** or visit
<http://www.clarkstonga.gov/food-truck-events/food-truck-festival.html>

Business/Food Truck Name: _____ Food Type: _____

Web Site: _____ Email: _____

Contact Person: _____ Contact Phone: _____ Cell/Alt.Phone: _____

Mailing Address _____ City: _____ State: _____ Zip: _____

Please list, in detail, each of the food items you would like to sell – you can attach a menu if you like (we want to try to ensure we do not have duplicates). Beverages may be sold (and must be listed below), but alcohol is **prohibited**. Items not listed below (and approved by staff) may not be sold. _____

Proposed Date(s) of Operation: _____ **Circle One:** City-Sponsored Event/Private Event
(For Private Events Only) → **Proposed Hours of Operation:** _____ → **Proposed Location (Address):** _____

(For City-Sponsored Events Only) Check All that Apply:

Do you have a generator? What size space does your truck require? _____ What side of your truck is your customer window on? (Passenger / Driver Side) Other special circumstances/requests? _____

Email your application, along with the following required documents to emontfort@cityofclarkston.com, or bring them in-person to the **Clarkston City Hall Annex, 1055 Rowland Street, Clarkston, GA 30021** during regular business hours (9:00 AM to 5:00 PM, Monday through Friday)

- **This Completed Two-Page Application**
- **A copy of your menu**
- **Valid DeKalb Board of Health Food Service Permit (MUST be from the DeKalb Board of Health)**
- **Proof of valid General Liability Insurance & Vehicle Insurance**
- **Valid Business License (from any city or county in the State of Georgia; Does not have to be from Clarkston)**
- **(For private events only) A letter from the property owner or authorized party granting permission to locate the food truck**
- **(For City-sponsored events only) A JPEG or GIF of your logo, at least 2 digital color photos of your food truck, as well as, 2-3 digital color photos of your food (if accepted, these may be used later for promotion future food truck events).**

Vendors will be notified via email of their application status within two (2) business days of receipt.

Once your application has been approved, all applicable fees must be paid prior to the requested date(s) of operation. Please make checks payable to the City of Clarkston and either mail or bring in-person to:

City of Clarkston
1055 Rowland Street
Clarkston, GA 30021

ADDITIONAL TERMS:

Please **initial** each applicable item below (application will not be accepted if these areas are not initialed).
All references to "Staff" or "the City" within this two page application refer to the City of Clarkston.

- ____(City Events Only) All food trucks are expected to be fully operational during the entire time of the event. Food trucks shall be on site at least 30 minutes prior to the event for preparation/set-up. Failure to arrive on time, stay open during the entire allotted time or selling beyond the allotted time may disqualify vendor from participating in future events.
- ____ Vendors must have professional-looking menus posted prominently and tastefully at their food truck.
- ____(City Events Only) Vendors will be pre-assigned a space by Staff, it is not "first come first served" on the day of the event. Vendor's use of the Space is non-transferable.
- ____(City Events Only) Vendors are responsible for set up, operation, and removal of all equipment at their location. Vendors will be responsible for the periodic removal of their own trash to the appropriately designated trash receptacle during the event, as well as, the cleaning of their space at the close of each event.
- ____(City Events Only) The City will provide waste receptacles for use by vendors and event patrons.
- ____ The sale of items advertising the event requires prior written approval from staff.
- ____ Food vendors are expected to fully cooperate with personnel from the City, DeKalb County and/or the DeKalb Board of Health. Vendor is responsible for obtaining and paying for any and all taxes that are required for its operation, including state sales tax. I understand that I must comply with all applicable laws, regulations and event polices concerning my products, presentations and conduct at the event. Non-compliance will result in penalties. The City assumes no liability or responsibility.
- ____ (City Events Only) The City offers no guarantees or warranties of any kind. The event occurs rain or shine. No refunds or rain checks will be given. There will be no refunds if any unforeseen circumstances, acts of God, etc. result in the cancellation of the event.
- ____ No amplified music is allowed within vendor space or the event site without written permission from the City.
- ____ The sale of or consumption of alcoholic beverages by vendors, volunteers or employees of vendors is prohibited.
- ____(City Events Only) Vendor must provide proof of general liability insurance naming the City of Clarkston as additionally insured.
- ____ All food items must be stored in the vehicle, covered and off the ground. Vendors are responsible for their own refrigeration.
- ____ Vendor agrees to allow the City to use images depicting its likeness (i.e. photographs of food and/or mobile conveyances, logos, etc.) for marketing/advertising purposes.
- ____ The City reserves the right to make changes, amendments and additions to these rules at any time and all changes, amendments and additions so made shall be binding on the Vendor with the provision that all Vendors will be advised of any such changes. Any matters not specifically covered herein are subject to decision by Staff.

Compliance Contract: I have read and understand all of the policies as expressed above, and I will comply with all policies, procedures and regulations set forth above and below in this application.

Signature _____ Date _____

Indemnification:

Food Truck Company / Vendor will defend, indemnify and hold harmless the City of Clarkston (hereinafter referred to as "the City") and its agents, employees, officers and legal representatives from any and all claims, causes of action, liabilities, fines, and expenses (including without limitation, reasonable attorneys' fees, court costs, and all other defense costs and interest) (collectively, the "Losses") for injury, death, damage, or loss to persons or property sustained by Vendor or its employees or agents while the Food Truck Company/ Vendor is participating in the event under this Agreement and for any Losses occasioned by any harm to any customer of Vendor. Such indemnification shall include but not be limited to (i) any injury, death, damage or loss to persons (including workmen) or property sustained while participating, (ii) any Losses occasioned by any acts or omissions of Vendor or its employees or agents, and (iii) any breach of any representation, warranty, obligation or agreement of the Food Truck Company / Vendor contained in this Agreement, but in all cases only to the extent not caused by the negligent acts or omissions of the City.

Signature _____ Date _____

Printed Name _____

FOR OFFICE USE ONLY		
Date Received: _____	Received by: _____	STATUS: Approved__ Denied__ Date: _____