



FOOD TRUCK PERMIT APPLICATION DOWNTOWN MONROE

Applicant Information

Location	<input type="checkbox"/> Private Property	<input type="checkbox"/> City-Owned Parking Lot	<input type="checkbox"/> Public Right-of-Way
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Food Truck Permit

Applicant's Name: _____

Date/Dates of Use: _____ Times of Use: _____

Food Truck Registered Owner: _____

Registered Owner's Mailing Address: _____

Registered Owner's Email: _____ Telephone: _____

Food Truck Name: _____

Private Property

Property Owner's Name: _____ Tax Parcel #: _____ - _____ - _____

Property Owner's Mailing Address: _____

Property Owner's Email: _____ Telephone: _____

Public Right-of-Way

Location Description: _____

Downtown Host Business Name: _____ Telephone: _____

Downtown Host Business Address: _____

**IF THE PROPOSED LOCATION IS IN A CITY-OWNED PARKING LOT OR WITHIN THE PUBLIC RIGHT-OF-WAY, YOU
WILL BE REQUIRED TO SUBMIT A CERTIFICATE OF INSURANCE WITH THIS APPLICATION. SEE
3RD PAGE FOR CERTIFICATE OF INSURANCE REQUIREMENTS. FOR QUESTIONS, PLEASE CALL 704-282-4597.**

The following items must be attached with the application and fee for any food truck operating in Downtown:

- ☐ A copy of any permits required by the Union County Department of Environmental Health for food vendors or verified permits from other counties.
- ☐ Site plan detailing food truck location.
- ☐ Written permission from property owner *or* Downtown host business invitation.

The following supplemental items must be attached with the application and fee for food trucks operating in City-owned parking lots as well as in the public right-of-way:

- ☐ A copy of the Certificate of Insurance which meets the minimum required limits listed on page three.
- ☐ Site plan detailing food truck location.
- ☐ Valid Vehicle Registration Card

I hereby certify that the information provided herein is, to the best of my knowledge, correct and complete. I understand that providing false or incomplete information or violating "the Food Truck Ordinance" may be grounds for revocation of the permit. By signing this application, I agree to indemnify and hold harmless the City of Monroe its officers and agents from any liability for damages or claims arising out of any Food Truck use of operations authorized by this Permit. By signing and submitting this document, I agree that all signatures where required may be Electronically Signed by either party, pursuant to NCGS 66-315(b).

Operating on private property:

Registered Owner Signature and Date

Property Owner Signature and Date

Operating in City-owned parking lot or public right-of-way:

Registered Owner Signature and Date

Host Business Signature and Date

Certificate of Insurance Requirements:

Applicant shall maintain insurance policies at all times with minimum limits as follows:

COVERAGE	MINIMUM LIMITS
Workers' Compensation	Statutory Limits
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Automobile Liability	\$1,000,000

Applicant shall provide the City with a Certificate of Insurance for review prior to the issuance of any contract or Purchase Order. This should be an ACORD form. All Certificates of Insurance will require thirty (30) days written notice by the insurer or applicant's agent in the event of cancellation, reduction or other modifications of coverage. In addition to the notice requirement above, Applicant shall provide the City with immediate written notice of cancellation, reduction, or other modification of coverage of insurance. Upon failure of the Applicant to provide such notice, Applicant assumes sole responsibility for all losses incurred by the City for which insurance would have provided coverage. The insurance certificate shall be for the initial contract period of one (1) year and shall be renewed by the applicant for each subsequent renewal period of the contract.

The City shall be named as an additional insured and it is required that coverage be placed with "A" rated insurance companies acceptable to the City. Statement should read, "City of Monroe is to be added as an additional insured as evidenced by an endorsement attached to this certificate."