

CITY OF RICHMOND, MICHIGAN
Application for Special Event Activity
Mobile Food Vendors

The Richmond City Council requires all mobile food vendors on both public and private property to receive City Council Approval prior to operation.

Mobile Food Vendor means any food truck, food trailer, food cart or other mobile means of providing food to the public.

Exceptions not requiring a permit:

Mobile food vendor does not include vendors that produce packaged food for consumption at a later time (such as pickles, honey, etc.).

Mobile Food Vendors hired as a caterer to provide food to a private party, such as a graduation party, at a residential home do not require a permit.

Please contact City Hall if you have questions on whether a permit is required.

Cost: There is a \$10 fee per mobile food vendor submitted with this application.

Applicant Information

Name of Applicant: _____

Business name, if applicable _____

Address: _____

City/State/Zip: _____

Phone Number: _____ Email: _____

Check here if you are filling out this form on behalf of the Owner of the Mobile Food Truck.
If you checked this box, please provide the name of the Mobile Food Vendor(s) below:

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Mobile Food Vendor Information

1. Number of Mobile Food Vendors: _____

2. Location – Public or Private Property: (Please provide the location of the proposed Mobile Food Vendor(s). Is the location on private property or public property (including public streets)

3. Date(s) of Operation: _____

4. **Hours of Operation for the Mobile Food Vendor(s):** _____
5. **Association with an Event:** (Are the Mobile Food Vendor(s) being requested as part of a larger special event? If so, please list event below) _____
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6. **Proof of Permit:** (Do the Mobile Food Vendor(s) have a health department permit? Applicant will need to provide copies to the City) _____
7. **Type and/or Make of Vehicle:** (provide photo) _____
8. **Driver's License number or Copy of License of the Operator of the Mobile Food Vendor(s)** _____
9. **Is the Mobile Food Vendor(s) Self-contained? Or will they need access to the following:**
 (check all that apply)
 Self-contained Require water Require electric
10. **Lighting** – Will the Mobile Food Vendor(s) utilize external lighting? _____
11. **Sound Amplification** – Will the Mobile Food Vendor(s) be utilizing amplified sound or a PA system? _____
12. **Trash** – How will the Mobile Food Vendor(s) deal with trash? _____
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13. **Menu** – please describe the menu options of the Mobile Food Vendor(s):

For questions related to this form, please email info@cityofrichmond.net or contact:

Heather L. McCallister, City Clerk
 CITY OF RICHMOND
 36725 Division Road, P.O. Box 457
 Richmond, MI 48062
 (586) 727-7571

FOR CITY USE ONLY		
Barricades/Traffic Cones _____	Permit/License _____	
Police/Security _____	Insurance _____	
Other _____		
Copies sent to: <input type="checkbox"/> Approval received: <input type="radio"/>		
<input type="checkbox"/> Police Dept.	<input type="checkbox"/> DPW Dept.	<input type="checkbox"/> MDOT
<input type="checkbox"/> Fire Dept.	<input type="checkbox"/> RLEMS	<input type="checkbox"/> City Clerk
Referred to City Council on _____ and approved/denied on _____. Approval subject to the following restrictions: _____		
PLEASE RETURN COMPLETED FORM TO THE CITY CLERK		