

**TOWN OF HORSEHEADS
APPLICATION FOR VENDING/FOOD TRUCK
HOLDING POINT RECREATION COMPLEX**

DATE OF APPLICATION:

APPLICANT NAME:

PHONE #:

BUSINESS NAME:

TAX ID#:

MAILING ADDRESS:

E-MAIL ADDRESS:

Type of Permit:

_____ Annual Permit – Holding Point Recreation Complex for period from April 1 through October 31;

_____ Event Permit for Name of Event:
Dates of Event:

Describe Event:

Provide dates and times which you plan to operate in the park on the attached sheet.

Required Documentation

The following documentation must be submitted with the Application to the Town Clerk's Office in order for the application to be considered complete. Incomplete applications will not be accepted or reviewed.

1. Insurance Certificate of Liability in the amount of \$1,000,000 naming the Town of Horseheads as an Additional Insured (Contact your local insurance company for more information);

2. A copy of a New York Sales Tax Certificate (NYS Taxation & Finance Office (800) 225-5829) www.tax.ny.us;

3. Proof of Workers' Compensation and Disability Coverage required by New York State. Please note the "ACCORD" form is no longer acceptable proof of workers' compensation coverage. Contact New York State Workers' Compensation at 1-866-802-3604 or visit their website at www.wcb.state.ny.us with questions; OR

Completed NYS Workers' Compensation waiver if the applicant is not required to provide such coverage. Contact New York State Workers' Compensation at 1-866-802-3604 or visit their website at www.wcb.state.ny.us with questions.

4. Health Department Certificate from Chemung County Department of Health;

5. Description of food items offered for sale (for informational purposes only);

6. Description of the mobile vending unit (food truck) or photographic image;

7. Copy of the current vehicle registration and proof of automobile insurance, as required by NYS Department of Motor Vehicles.

8. A written description of your waste disposal plans for trash, water, grease, and other materials.

Vending Location:

1. The park location for the vending vehicles will be set by the Town upon discussion with the permit holder.

2. The Town shall not provide any utilities or hookups for utilities for the vendor.

Permit Fees

1. The annual fee shall be the sum of \$300.00, shall entitle the vendor to operate of any day or at any event during the season.
2. Permit for individual event shall be the sum of \$75.00/event.

I, the undersigned Applicant, have read, understand and agree to abide by the documented rules and procedures.

Signature Date:

Applicant

Permit Issued on

Town Clerk/Deputy Town Clerk