



ROCK ISLAND
ILLINOIS

CITY OF ROCK ISLAND
GREAT RIVER PLAZA
LICENSE YEAR: MARCH 1 TO FEBRUARY 28

FOOD VENDOR PERMIT

1. APPLICANT INFORMATION

ORGANIZATION NAME		E-MAIL	
ADDRESS	CITY	STATE	ZIP CODE
AREA CODE/TELEPHONE NO.	SALES TAX #		

2. CONTACT PERSON

NAME (FIRST, MIDDLE INITIAL, LAST)	HOME ADDRESS	CITY	STATE	ZIP CODE
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		

3. VENDOR PERMIT FEES

\$1,100.00 – Non Established District Business \$900.00 – Established District Business

Non-Refundable Application Fee of \$50.00 must be paid when application is submitted.

Permit fee must be paid to the City Clerk prior to operation on the Plaza.

4. LOCATION AND HOURS OF OPERATION FOR VENDOR BUSINESS

DAYTIME VENDOR

NIGHTTIME VENDOR

- A. Identify the area for Food Vending Cart/Booth operation on the Plaza map. A Vendor may visit the Plaza to identify the available electrical outlets for the chosen location.
- B. Daytime Vendors may operate between the hours of 9:00 a.m. and 2:00 p.m. and shall remove their equipment and supplies from the Plaza by 2:15 p.m. daily.
- C. Nighttime Vendors may operate between the hours of 9:00 p.m. and 2:30 a.m. and shall remove their equipment and supplies from the Plaza by 2:45 a.m. daily.
- D. The hours for daytime and nighttime vendors does not apply to Special Events. Plaza Vendors must contact the Special Event Sponsor to gain permission to operate at their event. If permission is granted, you must abide by their rules and regulations.
- E. List all Items (food and other products) to be sold from Vendor Cart. It is suggested that a diversity of products be sold as to prevent duplication of products being sold by another vendor. Any changes or additions in the items to be sold and/or types of food to be sold must have prior approval by the Health Inspector. Any changes in vendor location must have prior approval by the City Clerk.
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5. SPECIAL EQUIPMENT NEEDS

Please list below any additional information and/or special equipment being requested from the City.

NOTE: It is required that a vending cart be inspected and a health permit obtained from the City Health Inspector prior to operating a Food Vending Cart/Booth on the Plaza.

- You are responsible for setting up, cleaning up the debris from customers and each of the applicable items on the attached Great River Plaza Operation Plan.
- A vendor may not be located in front of any existing business on the Plaza and a vendor may not bring tables and chairs for their customers.
- A vendor may not use generators for their vending cart operation and electrical cords must not

be strung across any walkways etc. due to creating a safety hazard.

- All applicable food and beverage tax must be paid prior to the issuance of the Vendor Permit.
- You are required to have General Liability Insurance in a minimum amount of \$300,000.00 for Personal Injury and \$50,000.00 for Property Damage. The City of Rock Island should be named as an Additional Insured. Please attach copies of required insurance certificate. Insurance is to be submitted to the City Clerk when application is submitted.

I, the undersigned Applicant, have read and understand the ordinances and regulations that apply to vending cart/booth operation on the Great River Plaza. I agree to pay the required fees and provide the required Certificate of Insurance. I understand that these fees and the Insurance Certificate need to be provided to the City Clerk before operating the vending cart/booth on the Plaza. I agree to share the rules and regulations with any persons who may be working this area for or with me, and will abide by all rules and regulations of the City of Rock Island and the State of Illinois regarding the operation of the vending business.

Applicant _____ Date _____

Business Owner _____ Date _____

DO NOT WRITE BELOW THIS LINE...TO BE COMPLETED BY THE CITY CLERK'S OFFICE

Application Fee Permit Fee

Application Fee Receipt No. Permit Fee Receipt No.

City Clerk Approval Date

License Number

License Printed Date

License Delivery Date

**Return Application, Certificate of Insurance and Great River Plaza Operations Plan to:
City Clerk's Office, 1528 3rd Avenue, Rock Island, IL. 61201 (309) 732-2010**