



211 S. Seminary St.  
PO Box 18  
Downs, IL 61736  
309-378-3221

# FOOD TRUCK PERMIT

Application Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Name of Business/Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Type of Product or Service solicited: \_\_\_\_\_

The below signed applicant acknowledges having read guidelines below and also acknowledges receipt of Village of Downs Street Boundary Guide.

Printed Name of Applicant  
Date

Signature of Applicant

## ***GUIDELINES per Village of Downs Food Truck Permit Process***

- Dates and Times of Event/Sales. The Event will be held on the following dates and times:  
\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_ through \_\_\_\_/\_\_\_\_/20\_\_\_\_ Hours: \_\_\_\_:\_\_\_\_ a.m/p.m. to \_\_\_\_:\_\_\_\_ a.m/p.m.
- Fees. Vendor fees are as listed below (all fees listed are subject to change; parties shall be notified if fees have changed). The fee listed is per day. Please check the space provided for the type of vendor/merchant license requested. Nonprofit organizations must provide adequate proof of qualification as a nonprofit entity, such as an IRS certification, certification from a state taxing body such as the Illinois Department of Revenue, or certificate of incorporation.  
**\_\_\_\_ Nonprofit Vendors – No Fee. \_\_\_\_\_ Vendors - \$100.00**
- Payment. Payments shall be made payable to “Village of Downs”.
- Other Licenses Required. Applicants are responsible for all licensing and permits required by law to sell or promote their product or goods. A copy of these permits or licenses must be submitted with this application.
- Food Vendors. Food Vendors are required to and hereby agree to the following:
  - a. If selling prepared food product intended for human consumption, a permit from the McLean County Health Department must be obtained (please allow for at least 5 business days to obtain this permit) and provided to Downs prior to the event.
  - b. Have readily available a 5-lb. fire extinguisher if cooking is involved, otherwise must have an extinguisher having a 2 A rating; and
  - c. Meet all other food regulatory requirements as required by law.
- Clean up and Repair. All vendors/merchants are required to dispose of waste and keep their immediate areas clean while displaying. All vendors/merchants are also responsible to restore their area to the same or similar condition as it was before their usage and for any damage resulting from Vendor's/Merchant's operations.
- Previous Revocations. If a permit or license has been issued to you or your business during the past 5 years and revoked, describe the reason(s) for the revocation. \_\_\_\_\_
- License Display. Vendors/Merchants must always carry the license on them or in their vehicles and provide proof of such upon request.

APPROVED BY: \_\_\_\_\_  
Village of Downs Clerk

DATE: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_