



# Annual Mobile Food Vendor Permit

**Instructions** *The food vendor must complete and submit this application.*

Apply for a permit at least five business days in advance one of three ways.

- Bring this completed form to Visitor Services at 35580 Naperville Road in Wheaton Monday – Friday 8 a.m. – 4 p.m.
- Fax this completed form to 630-933-7217. (Add five to seven business days for processing.)
- Mail this completed form to Forest Preserve District of DuPage County, 35580 Naperville Road, Wheaton, IL 60189. (Add five to seven business days for processing.)

**Office Use Only**

Permit # \_\_\_\_\_

Fee \$ \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

You must provide proof of compliance with the local health department. You must also provide a certificate of insurance that remains current for the duration of your food truck permit and has 1) your business name as the insured, 2) \$1,000,000 in liability coverage for each occurrence, 3) a \$2,000,000 general aggregate limit, and 4) the Forest Preserve District of DuPage County, 35580 Naperville Road, Wheaton, IL 60189 as the certificate holder and as an additional insured with the location and purpose listed under the description of operations.

Have questions? Call Visitor Services at 630-871-6419.

## Mobile Food Vendor Business Information

Business Name *as it appears on vehicle* \_\_\_\_\_

Business Owner's Name \_\_\_\_\_ Owner's Cell Phone Number \_\_\_\_\_

Business Street Address \_\_\_\_\_ Apt./Unit # \_\_\_\_\_

Business City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Email \_\_\_\_\_ Tax ID Number \_\_\_\_\_

Business Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Type of Vehicle  Truck  Trailer  Cart \_\_\_\_\_ License Plate Number \_\_\_\_\_

Description of Vehicle (including dimensions) \_\_\_\_\_

DuPage County Mobile Vendor Permit Number **required** \_\_\_\_\_

Insurance Company \_\_\_\_\_ Phone Number \_\_\_\_\_

Policy Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

## Fees

*Fees are nonrefundable (even for cancellations due to weather or cancelled events), and permits are nontransferable. You can change a permit date one time up to one week in advance for a \$5 fee. There's a \$5 fee to replace a lost or stolen annual permit. There may be additional fees for special requests or oversized vehicles.*

Annual Permit (valid May – October)     **\$150**     Your annual permit puts you on the approved vendor list for the season. You must then get approval from Visitor Services at least five business days in advance of each time you wish to operate and pay an additional daily operations fee (\$45 per day to operate Monday – Thursday and \$75 per day to operate Friday – Sunday).



# Annual Mobile Food Vendor Permit

## Payment Information

Once the Forest Preserve District of DuPage County receives your application, a representative from Visitor Services will contact you within three business days to arrange for payment and verify of your certificate of insurance. **You will not receive a permit until we receive both.**

## Rules and Regulations and Waiver

Please read this information carefully. It includes releases of liability and waiver of legal rights and deprives you of the ability to sue certain parties. By checking the boxes and providing your name and the date, you acknowledge you've read and understood all of the text.

### Rules and Regulations

For everyone's safety and enjoyment, you must follow these rules and regulations, which the District may change at any time.

- Carry and display your Forest Preserve District permit at all times from your rearview mirror, and present it to a District agent for inspection if requested.
- Ensure your DuPage County mobile vendor permit and certificate of insurance remain current for the duration of your permit.
- You must notify Visitor Services at 630-871-6419 at least five business days in advance each time you wish to operate.
- You may only operate at an approved location at Blackwell, Danada, Fullersburg Woods, Greene Valley, Herrick Lake, Hidden Lake, Mallard Lake, Spring Creek Reservoir, St. James Farm or Wood Dale Grove. (Refer to the maps provided with your permit.)
- You must remain stationary while operating.
- You can only operate between two hours after sunrise and two hours before sunset.
- The use or sale of alcoholic beverages is always prohibited.
- Park only in designated areas. Do not block trails, roads or parking lots or prevent other forest preserve visitors from accessing any areas. Your permit does not grant you exclusive use of an area.
- Bring your own garbage containers to place by your vehicle. Place all collected garbage in the appropriate dumpsters or recycling containers before you leave.
- Do not disrupt District employees or ask them to deviate from their normal duties to accommodate your operations.
- Do not use outside sound amplification. Interior sound must be kept to a reasonable level and not disturb the general public.
- Aside from sales related to operating at an approved event, do not solicit, advertise or collect fees on District property.

By checking the box below I agree to abide by these rules and regulations as well as all District ordinances and administrative orders and state statutes. I understand that the District may fine me or revoke my permit without refunding my permit fee if I supply false information on this application or fail to comply with any rules, regulations, ordinances, orders or statutes.

**I have read and agree to the food truck permit rules and regulations.**

Signature

Date

### Waiver

I hereby fully waive and release the Forest Preserve District of DuPage County, from any and all claims for personal injury, monetary loss, property damage, or death that may result from my participation. I hereby voluntarily, at my own risk, agree to the Waiver and Assumption of Risk in sole consideration of being permitted to use the Forest Preserve District of DuPage County facilities/property or services offered. Agreement to this Waiver and Assumption of Risk, I fully assume the dangers and risks, and agree to use my best judgment while engaging in those activities. I further agree to indemnify and hold harmless the District, its employees, agents, officers, from and against any and all liability and attorney's fees incurred as a result of or in any manner related to my participation in the activities or services offered.

**I have read and agree to the waiver.**

Signature

Date