



## Food Truck Application

### BUSINESS INFORMATION

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner of Building: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Duration (select one):  One Day  Seasonal (up to 3 months)  Annual (up to 12 months)

Date: \_\_\_\_\_ Dates: \_\_\_\_\_ Dates: \_\_\_\_\_

Sales Tax ID#: \_\_\_\_\_ EIN (or SS#): \_\_\_\_\_

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Food Truck Name: \_\_\_\_\_

Website: \_\_\_\_\_

Social media(s): \_\_\_\_\_

Location(s) of where truck will be parked. Attach written permission of the property owners:

### Proof of Insurance:

General Liability Insurance: The certificate of insurance must be \$1,000,000 for bodily injury and property damage combined single limit, including product liability. Insurance should be with a company, or companies, having an AM Best rating of A- or better denoting The City of El Reno/El Reno Recreational Authority as additional insured. Coverage must be in effect for the event, including all set up and tear down times listed. On the insurance certificate, the insured name must be the same name as appears on your City of El Reno/El Reno Recreational Authority vendor agreement contract.

## **State and Canadian County Licensing**

In order to be an approved food truck or trailer, you must have a state mobile license for your business. Please note, vendors will need to comply with all State and County requirements as issued by the Canadian County Health Department, City of El Reno, and the State of Oklahoma.

**To be approved and obtain your Food Truck Vendor license, you must complete a fire inspection with the El Reno Fire Department.**

### **Important Resources:**

- The City of El Reno, Oklahoma:  
<https://ecode360.com/32663102?highlight=&searchId=6149228811284999#32663102>
- The County/State Health Department: <https://oklahoma.gov/health.html>

### **Please include with your application the following:**

- Proof of Insurance
- Food & Beverage License
- Written letter of consent from the property owner in which you plan to park
- OK Sales Tax Permit
- Vehicular Insurance
- Copy of Driver's License
- Check made out to the City of El Reno

Food Truck: \$20 for 1 day, \$50 for 3 months, \$150 for 1 year

### **Application Submitted By:**

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

For any questions, please contact the Community Development Department, at [ealig@elrenook.gov](mailto:ealig@elrenook.gov) or (405) 262-2000

All forms and/or payments must be delivered/mailed to City of El Reno, ATTN: Food Truck Vendors, 101 N. Choctaw/ PO Drawer 700, El Reno, OK 73036