



EL RENO
WE'RE PROUD OF OUR *routes.*

Community Development Department

101 N. Choctaw El Reno, OK 73036 • (405)-295-9317

Food Truck Vendor 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: _____

Seasonal or Temporary? ☐ Seasonal ☐ Temporary

Sales Tax ID#: _____ EIN (or SS#): _____

APPLICANT INFORMATION

Applicant Name: _____ Phone: _____

Email: _____

Food Truck Name: _____

Website: _____

Social media(s): _____

Vendor Services:

Briefly describe menu items to be served during the event:

Food Truck Dimensions:

If your business is a food trailer, please indicate both the total length of your trailer (unattached) and the total length of your trailer attached to the truck. Trailers may need to be detached during the event due to limited parking.



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What We Provide:

- Reserved, dedicated parking spot.
- One (1) 50-amp electrical plug in
- Social media and website promotion prior to and during the event

What we DO NOT Provide:

- Wi-Fi
- Serve-ware or utensils.
- Individual menu signage
- Water hook-ups

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 (for 1 day and 3-month licenses only)
- ☐ OK Sales Tax Permit
- ☐ Vehicular Insurance



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☐ 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 Lindsey Grigg, City Clerk, at foodtrucks@cityofelreno.com or (405) 295-9310

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