



# Kiosk and Portable Vendor Application

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<input type="checkbox"/> Daily/ Special Event \$25.00
<input type="checkbox"/> Yearly* \$100.00
<small>*DOES NOT INCLUDE SPECIAL EVENT FEES</small>

## Applicant Information

Full Name	
Address	
Phone	Email
Illinois State Tax ID Number	

## Location\*\* of Kiosk or Portable Vendor

\*\*Each additional location will require authorization and may be subject to fees. If similar fees have already been paid to another Village department, the Building and Zoning Administrator may waive fees due.

Address	Dates and Hours of Operation

## Application Requirements

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> A signed agreement between the vendor and property owner of parcel, or lessee, if any, for permission to operate the kiosk or portable vending establishment for the duration of the license period.</li> <li><input type="checkbox"/> A statement as to the types of food, beverages, and products to be sold from the kiosk or portable vending establishment.</li> <li><input type="checkbox"/> A copy of the inspection report from the Godfrey Fire Protection District.</li> <li><input type="checkbox"/> A plan, diagram, and description of the kiosk or portable vending establishment detailing at a minimum, the size, dimensions, total square footage, parking, and method of waste disposal.</li> <li><input type="checkbox"/> A copy of Applicant's photo ID or driver's license if operating a motorized portable vending establishment, and a copy of a valid registration if applicable.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> A valid permit from the Madison County Health Department or Statement from them that all health requirements have been met for the kiosk or portable vending establishment. If a commissary is used for preparation or waste disposal, a similar permit or statement for the commissary must also be included.</li> <li><input type="checkbox"/> Evidence of liability insurance in the form of a Certificate of Insurance issued by an insurance company licensed to do business in the State of Illinois that shall insure the applicant and the owner or lessee, if any, of the parcel at a minimum amount of \$1,000,000.00 Single Limit Coverage. The insurance coverage shall be kept current at all times during the license year and readily accessible upon request by the Zoning Administrator.</li> </ul> |
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*By signing below, I certify that the information provided in this license application is true, accurate, and complete to the best of my knowledge. I understand that any false statements or omissions may result in the denial of my application and/or other legal actions.*

Applicant's Printed Name	
Applicant's Signature	Date