



Town of Julesburg
 100 West 2nd Street
 Julesburg CO 80737
 (970) 474-3344

SPECIAL EVENT PERMIT APPLICATION OUTDOOR VENDOR

INFORMATION ON THIS APPLICATION IS PUBLIC RECORD

Business Type: <input type="checkbox"/> Mobile food truck <input type="checkbox"/> Neighborhood mobile food vendor <input type="checkbox"/> Outdoor vendor of miscellaneous goods & services <input type="checkbox"/> Pushcart <input type="checkbox"/> Other _____ <input type="checkbox"/> Non-profit group – contact Town Hall for variance on application fees and allowable site location		Application must contain these items: \$ 10.00 per day for event permit (please enclose check with this application payable to Town of Julesburg) INCLUDE: Written permission of property owner and event organizer to vend at the event		
Applicant Name		Applicant is (check one): <input type="checkbox"/> individual <input type="checkbox"/> corporation (State?____) <input type="checkbox"/> partnership <input type="checkbox"/> limited liability company <input type="checkbox"/> association <input type="checkbox"/> other _____		
Trade Name (doing business as)				
Business Address		City	State	Zip
Business Phone	Cell Phone	Email Address		
Mailing Address (if different from business address)		City	State	Zip
If on public property, location(s) of operation:		Days and hours of operation:		
MUST receive prior approval by Julesburg Board of Trustees to park / vend at any park, library, airport, Fire Hall, Town Hall, etc.				
Type of operation to be conducted (type of services, goods, menu items to be offered):				
OATH OF APPLICANT				
I declare, under penalty of perjury, that the statements in this application, and all attachments to and documents submitted with this application, are true, correct and complete to the best of my knowledge. I understand and acknowledge that any information contained herein or submitted as a part of this application that is found to be false or misleading may result in this application being denied, or any permit granted pursuant to this application, suspended or revoked, in addition to possible filing of applicable criminal charges.				
Signature	Title	Date		

Application Attachments:

- Site plan, if location is on private property showing the location of all existing and proposed structures, access, equipment and parking. Vendors need to acquire prior permission from the Town of Julesburg to vend on public streets, right of ways, parks, etc.
- Written permission to utilize property by property owner (complete with signature and date).
- If vending of food, copy of current Health Dept Permit.
- Copy of valid insurance coverage for mobile food truck, trailers, etc that will be used in business.
- If part of a larger event such as Cruise Night or Pedal the Plains, request by event organizer that you have been requested, or will be allowed, to vend at the event.

Presented and approved by Julesburg Board of Trustees on ____ day of _____, 20__

Mayor

Attest

Applications should be submitted to:

Town of Julesburg
100 West 2nd Street
Julesburg CO 80737
Phone: 970-474-3344

Process to obtain a special event vending permit:

- (1) Complete this application for a permit through the Julesburg Board of Trustees and return to Town Clerk. Application needs to be submitted at least 30 days prior to the event.
- (2) Town Clerk (or applicant) will present application at the next regular Board of Trustees monthly Board Meeting for approval.
- (3) Following approval by the Board of Trustees, the application must be posted for 10 days at Town Hall for public review.
- (4) Town Clerk will issue Town permit.