



CITY OF SIMPSONVILLE
118 NORTH EAST MAIN STREET
SIMPSONVILLE, SOUTH CAROLINA 29681

Residential Food Vendor Application

This application must be completed and submitted to the Simpsonville Planning Department not less than thirty (30) days prior to the start of the event.

Name of Event: _____

Annual renewal is not required, however, any site changes to the approved area will require a new application.

Event Application

This application must be completed and submitted to the Simpsonville Planning Department not less than thirty (30) days prior to the start of the event. Any misrepresentation or deviation from the final agreed upon method of operation described herein may result in the immediate revocation of the permit. **ALL** questions must be fully answered. If a question does not apply, please write "Does not apply" in space. **NO** question should be left blank. Please type or print the information clearly. You may attach additional sheets as necessary.

The information requested by this form will be used to determine your eligibility for the permit requested. Completed forms must be released upon the request of any citizen as provided by the Freedom of Information Act. Additional information or a lease contract may be necessary for permit approval of certain events. Completion of this form is voluntary; however, failure to do so will prevent processing of your application. **Incomplete applications will not be processed.**

The permit application process begins when you submit a completed Residential Food Vendor Permit Application to the City of Simpsonville Planning Department. **Keep in mind that receipt of your application should in no way be construed as final approval or confirmation of your request.** A representative from the City will contact you upon receiving the application and thereafter will serve as your primary point of contact for the processing of your permit. Copies of the application are forwarded and reviewed by ALL affected City departments.

Fire Department

All Food Vendor vehicles and trailers are required to be inspected by the City of Simpsonville Fire Marshal prior to operating at any residential use property. Please ensure that each food vendor has been inspected by the Fire Marshal's Office.

Simpsonville Fire Marshal's Office: 967-9545

Residential Food Vendor Event Application

Name of Event: _____

Date(s) of Event: _____

Times of Event: _____

Specific Location of Event: _____

Name of Applicant: _____

Person in Charge of Event: _____

Organization Represented: _____

Phone: Home: _____ Work: _____ Mobile: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____

Drivers License: _____

Email Address: _____

Event Web Site: _____

Insurance Requirements

You **MUST** have liability insurance.

A copy of liability insurance must be turned in with completed application.

Vendor Information

Will multiple vendors operate at the same time? Yes No

If yes, please provide the maximum number of vendors you will have at one event. _____

The City has provided an Applicant & Vendor Pamphlet to help guide you and the food service business through the license process. These guides provide some of the “Dos” and Don’ts” for these events and are available on our website (www.simpsonville.com) along with this Residential Food Vendor Application. By checking this box, you acknowledge that you have read these pamphlets and understand the rules therein.

I have read and understand the rules and processes stated in the City pamphlets.

It is your responsibility to inform all food vendors of the city pamphlet to assist them in the process. If you, or they, have any questions regarding this permit or license application, please contact Faith Scruggs with the City Business License Office at 864-881-2948 or Jon Derby with the Planning Department 967-9526.

All Food Vendors looking to operate within approved HOA or Apartment Communities must obtain a City Business License and pay the City Hospitality Tax. This is the responsibility of the applicant to assure all vendors have the appropriate license.

EVENT LAYOUT:

Please illustrate the layout of the site (i.e., location of club house, pool, available parking, entrance to parking lot, etc.) Please illustrate the location food vendor(s) will set up. If multiple vendors are setting up at the same time, please identify both locations. All food vendors must be setup in designated parking spaces. Please provide vendors with the approved site plan locations for setup.

Hold Harmless Clause:

Applicant/Organization hereby shall assume all risks incident to the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of applicant's operation. Applicant hereby expressly agrees to defend and save the City harmless from any penalties for violations of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity of conduct of its operation or resulting from the negligence or intentional acts or omissions or its officers, agents and employees.

Applicant Signature: _____

Date: _____

Title: _____

FOR OFFICE USE ONLY

Notes

Reviewed By:

Planing Department Approved Yes No Authorized Signature _____

City Administrator Approved Yes No Authorized Signature _____

Application: Granted Denied **Date:** _____