



ANDREW M. CUOMO
Governor

**RIOC MOBILE FOOD VENDOR PERMIT
APPLICATION FORM**

Applicant Name: _____ Date: _____

Business Name: _____ Permit #: _____

Address: _____

Phone #: _____ Email: _____

Number of Employees: _____ Proposed Hours of Operation (From/To): _____

Days of the Week Requested (Please Circle):

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

Detailed Description of Goods to be Sold.

Design and Structural Specifications of Mobile Food Unit.

The following items must be attached for this application to be processed.

___ Valid copy of driver’s license.

___ Valid copy of all applicable health permits and licenses as required by federal, state or local authorities.

___ Valid copy of insurance coverage (Worker’s Compensation, Disability Benefits, Employer’s Liability, Commercial General Liability Insurance (with Broad Form Property Damage, Products/Completed Operations Liability, Contractual Liability, Independent Contractors, Fire/Legal Liability, Property Insurance Endorsements)/ Personal Injury.

___ List of all persons or employees who will be operating the vending unit or preparing food to be sold from the vending Unit and proof of a current food handlers permit if required by New York City.

****VALID BUSINESS LICENSE MUST BE OBTAINED PRIOR TO THE ISSUANCE OF THE PERMIT****

The undersigned applicant agrees to adhere to all requirements as stated in Title 17, Chapter 3, Subchapter 2, of the Administrative Code of the City of New York, and attests that the facts stated herein are true, as I reasonably believe. I

understand that this is a “sworn statement” and that any material misrepresentation contained herein will be cause for denial or revocation of this permit.

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE – For Office Use Only

VENDOR

SITE:

PERMIT FEE PAID: \$ _____ CK#: _____ PERMIT VALID FROM _____ TO _____

PROCEDURE FOR MOBILE FOOD VENDOR PERMIT APPLICATIONS

1. Applicant completes the Mobile Food Vendor Permit Application Form and submits the form and all required attachments to the Roosevelt Island Operating Corporation Parks and Recreation Department.
2. Upon Review of application for completeness, the Parks and Recreation Department will circulate the application and attachments to the appropriate departments for approval.
3. Once all appropriate departments have processed and approved the application, the Parks and Recreation Department shall submit the application and all attachments to the Vice President of Operations for approval.\
4. Vending sites are designed by the Roosevelt Island Operating Corporation for placement of mobile food vendor carts/trucks.
5. Permit fee amount for each site is \$345 per month. Permit fees must be paid by money order, certified bank check, official bank check or cashier’s check.
6. The deposit amount for each site is \$345.00 which must be paid by money order, certified bank check, official bank check or cashier’s check.
7. Each year on April 1st, all sites will become available for reassignment.
8. Any violation of Title 17, Chapter 3, Subchapter 2, of the Administrative Code of the City of New York will result in the termination of a vendor’s permit. Vendor will also be held responsible for any costs incurred by the Roosevelt Island Operating Corporation for any said violation.
9. Insurance Applicant agrees to maintain:
 - a. Commercial General Liability Insurance providing both bodily injury including death and property damage insurance in a limit of not less than two million dollars (\$2,000,000.00) combined single limit basis. Such insurance is to be written on an occurrence basis and shall name each of the Indemnitees as an additional insured.
 - b. Automobile Liability and Property Damage Insurance (where applicable) in an amount not less than five hundred thousand dollars (\$500,000.00) combined single limit for both bodily injury and property damage.

- c. Worker's Compensation Insurance and Employer's General Liability Insurance as required under the Worker's Compensation Law.

Certificates of Insurance for all aforementioned coverages shall be provided to RIOC prior to entering the Licensed Premises and bear notations evidencing a minimum of 10 day cancellation notice to RIOC. The applicant's Commercial General Liability Insurance policy shall name RIOC, the Empire State Development Corporation, the Division of Housing and Community Renewal, the State of New York and the City of New York as additional insureds.