



CITY OF DECATUR
 FINANCE DEPARTMENT
 #1 GARY K ANDERSON PLAZA
 DECATUR IL 62523
 LICENSING – (217) 424-2709

LICENSE FEE:
 Mobile Food Unit \$50
 Temp Vendor Stand \$50
 Food & Bev Cart \$50
 Background Ck: \$10/per
 person (owners & employees)
License Expires: December 31
 Updated: 4/3/24

**MOBILE FOOD UNIT, TEMPORARY VENDOR STAND, FOOD & BEVERAGE CART
 LICENSE APPLICATION**

Circle one: Mobile Food Unit Temporary Vendor Food & Beverage Cart

Circle one: New Renewal

Circle one: Individual Owner Partnership Corporation LLC

PLEASE PRINT

Business Name _____
Name of Individual Owner, Partnership, Corporation or LLC

Doing Business As _____ Phone # _____

Business Address _____
Street City State Zip Code

Mailing Address _____
Street City State Zip Code

Email _____

Proposed locations for operation:

1. Address _____
Street City State Zip Code

2. Address _____
Street City State Zip Code

Hours of Operation (if 2 locations, need hours at each location)

Does applicant operate an existing restaurant within the City of Decatur? ____ Yes ____ No

Is an outside source for power needed (if yes, a permit is required): ____ Yes ____ No

Is there a need for outdoor cooking (if yes, City consent required): ____ Yes ____ No

CONTINUE ON SECOND PAGE

TO BE COMPLETED BY FINANCE DEPT.		New _____	Renewal _____
_____		Amount Paid \$ _____	
_____		Date Paid _____	
City Manager or Designee	Date	License Number _____	
		License Issued _____	

Names and Addresses of Owners, Partners, Officer, Director, and Shareholder:

Name _____ DOB _____ Title _____
First MI Last

Address _____ Phone # _____
Street City State Zip Code

Name _____ DOB _____ Title _____
First MI Last

Address _____ Phone # _____
Street City State Zip Code

Name _____ DOB _____ Title _____
First MI Last

Address _____ Phone # _____
Street City State Zip Code

Name of Manager _____ Date of Birth _____
First MI Last

Address _____ Phone # _____
Street City State Zip Code

Required documents:

- Driver's License or ID card for all listed
- Driver's License or ID card for all employees
- Printed Picture of unit/stand/cart – must have business name
- Authorized permission for locations
- Certificate of Insurance with City of Decatur as additional insured
- Copy of Macon County Health Department permit
- Copy of Illinois Department of Revenue Certificate of Registration
- Copy of Vehicle Registration – for Mobile Food Units
- Permit if outside power source is required
- Approval if outdoor cooking is to be used
- Record of Sales (for renewals)

Food & Beverage Tax requirements:

The purchase of beverage and food prepared for the immediate consumption at retail in the City of Decatur is subject to a tax in addition to any and all other taxes, per City Code Chapter 51.2. Registration with the Department of Finance is required.

Business Name _____
Name of Individual Owner, Partnership, Corporation or LLC

Doing Business As _____ Phone # _____

THE UNDERSIGNED, BEING FIRST DULY SWORN, ON OATH DEPOSES AND SAYS:

1. That he/she has personal knowledge of the facts relative to this application and that the matters and things set out in this application are true and he/she is duly authorized to and does sign this application on behalf of said business. _____
2. That he/she understands and agrees to comply with the requirements of Chapter 55.1, Mobile Food Units, Temporary Vendor Stands, and Food and Beverage Carts, and Chapter 51.2, Food and Beverage Tax, of the City Code. _____
3. That no owner, partner, officer, director, or shareholder of the business to be licensed has ever been convicted with in the last five years of a theft, burglary, fraud, criminal sexual assault or criminal sexual abuse, or offenses involving violence against another person. _____
4. That no owner, partner, officer, director, shareholder, or employee of the business to be licensed is a child sex offender. _____
5. That no owner, partner, officer, director, or shareholder of the business to be licensed has ever had a license issued pursuant to Chapter 55.1 revoked for cause. _____
6. That he/she agrees to indemnify and save the City of Decatur, Illinois, it's officers, agents, and employees harmless against any and all loss, damage, or expense that may be sustained as a result of any suits, actions, or claims of any character brought on account of property damage, injury to, or death of any person or persons, which may be occasioned by any activity carried on under the terms of this license.

Signed _____

Title _____

Subscribed and sworn to before me this _____ day of _____, 20 _____

NOTARY PUBLIC

(Seal)

**MOBILE FOOD UNIT, TEMPORARY VENDOR STANDS,
AND FOOD & BEVERAGE CART**

HOLD HARMLESS AGREEMENT

The licensee, _____, shall indemnify and save harmless the City of Decatur, Illinois (City), its officers, agents, and employees against claims for damages to property or injuries to or death of any person or persons, including property and employees or agents of the City and including reasonable attorney's fees incurred by the City or required in any way to be paid by the City, in defense thereof, and shall indemnify and save harmless the City from all claims, demands, suits, actions or proceedings including Worker's Compensation claims, of or by anyone whomsoever, to the extent proximately caused or proximately arising out of negligent acts or omissions to act by the applicant or licensee which may be occasioned by any activity carried on under the terms of this license, including negligent acts or omissions of employees.

DATED this _____ day of _____, 20____.

Applicants/Licensee Signature

Print Name

Address

Witness Signature

Print Name