



**Vendor Public Property Request Form
for Remote Food Sales in Charlestown**

Name of Vendor: _____

Name of Vendor Representative: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Remote Food Sales Annual Permit Number: _____

Please specify the dates, times, and locations of each public property location in Charlestown that you wish to sell your products:

I acknowledge that this request requires the approval of the Charlestown Building Commissioner prior to engaging in remote food sales on public property in Charlestown, which includes but is not limited to any streets, alleyways, sidewalks, walking trails, public parking lots, schools, the City Square, City Hall, and public parks. I further acknowledge that this form must be submitted no sooner than sixty (60) days and no later than two (2) business days prior to engaging in remote food sales at a public property location. I further acknowledge that the Commissioner may deny my request on various grounds, including but not limited to if my desired location competes with City concessions, if the Commissioner believes my operation at that location would endanger public health and/or safety, or if the maximum number of vendors at that location has been exceeded.

Date: _____

Signature

Please return this Application to:
Charlestown Building Department
304 Main Cross Street
Charlestown, IN 47111