



CITY OF WEST POINT, GEORGIA

Post Office Box 487
West Point, Georgia 31833
Office (706) 645-2226
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**Special Event Application
Mobile Food Vendor
On City Property**

Name of Applicant _____
Address of Applicant _____
Telephone _____
Address/Location of Property _____
Zoning Classification _____

The following requirements shall be met prior to obtaining approval.

- ✓ Letter describing type of event, location, date(s), and time, (maximum 3 consecutive days)
 - ✓ Map showing location of event and food vendor.
 - ✓ A fee in the amount of \$25.00 payable to the City of West Point.
 - ✓ Proof of liability insurance
 - ✓ Review and approval by the City Manager and Community Development Director.
 - ✓ Application shall be filed at least 15 days prior to the event.
 - ✓ NO FOOD MAY BE SOLD
 - ✓ NO ALCOHOL
- * Clean up of the event will be the responsibility of the applicant. If a street event, security, and safety will be required for the event and provided by the applicant.
- * Notification of surrounding property owners is required by the applicant. If a downtown event, coordination with the Downtown Development Authority (DDA) is required.

Signature of Applicant

FOR OFFICIAL USE ONLY	
DATE OF FILING: _____	APPROVAL DATE: _____
FEE PAID: _____	
APPROVAL:	
_____ CITY MANAGER	_____ COMMUNITY DEVELOPMENT DIRECTOR