

**Business:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_  
**Day/ Business Phone #:** \_\_\_\_\_ **Cell # for day-of contact:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Website:** \_\_\_\_\_

1. **Dates Requested:** Please indicate the dates that you would like to participate in 2019.

**Summer Concerts in the Park**

**Fourth of July Fireworks**

**Labor Day Festival**

\_\_\_\_ June 20: Hazel Miller Band (Soul, Rock)

\_\_\_\_ July 4

\_\_\_\_ September 1

\_\_\_\_ June 27: Bonfire Dub (Roots)

\_\_\_\_ July 11: ZiMBiRA (Afrofusion)

\_\_\_\_ July 18: FACE Vocal Band (Vocal Rock)

\_\_\_\_ July 25: Knot Rock (70s Covers)

2. **Food items available:** Only items listed here and on your Health Department license will be permitted.

\_\_\_\_\_  
\_\_\_\_\_

3. **Health Department License:**

\_\_\_\_ My Health Department License is attached.

4. **Sales Tax License:** Vendors are responsible for collecting applicable sales tax for the items sold.

\_\_\_\_ My City of Louisville Sales Tax License # is \_\_\_\_\_.

\_\_\_\_ I am applying for a Sales Tax License. <http://www.louisvilleco.gov/home/showdocument?id=15027>

5. **Louisville Fire Protection District Mobile Food Vending Permit:** All food trucks operating in the City of Louisville must have an inspection by the Louisville Fire Protection District.

\_\_\_\_ My Louisville Fire Protection District Mobile Food Vending Permit is attached.

\_\_\_\_ I will set up an inspection with the Louisville Fire Protection District and will provide the permit by 6/1/19.

\_\_\_\_ I am utilizing a booth/pop-up tent set-up. Permit is not required for booths.

6. **Participation Fee:** Fee is \$30 per event, payable to the City of Louisville. You will be invoiced after dates are confirmed. Please do not send payment now.

\_\_\_\_ Please invoice me for all event participation fees after dates are confirmed.

**7. Generator/Electrical Hook-up:** All vendors for the Summer Concerts in the Park must provide their own generators/power source for the concerts—no electrical hookup is available. A limited number of electrical outlets are available for the 4<sup>th</sup> of July and Labor Day Festival. A \$35/event fee applies.

\_\_\_\_ I will provide my own generator/power for all events.

\_\_\_\_ I would like to request access to an electrical outlet for the following events at a cost of \$35/event:

\_\_\_\_ Fourth of July Fireworks

\_\_\_\_ Labor Day Festival

**8. Green Event Procedures:** Louisville strives to make all City-sponsored events Zero Waste event. Recycling, compost and trash bins will be available for patrons. All plates, napkins, drink bottles, silverware, etc. must be recyclable or compostable. Please no plastic straws, plastic cutlery, or Styrofoam. See guides for recycling and compost in Boulder County on the EcoCycle website: <http://ecocycle.org/recycle-compost-reuse>.

\_\_\_\_ I am familiar with Zero Waste events and will distribute only compostable or recyclable materials.

\_\_\_\_ I have questions about Zero Waste and/or would like more information.

**Wavier:** The undersigned, for himself/herself and for his/her heirs, successors and assigns, hereby (1) waives and releases the City of Louisville and its officers, employees, and representatives from any and all liabilities, claims, damages, expenses, and causes of action of any kind (collectively “Claims”) which may arise because of or related to my participation in the above described event; and (2) agrees to indemnify and hold harmless the City and such persons from and against all claims which arise out of or are in any way connected with any act, omission, or representation of undersigned or his/her agents, employees or subcontractors. In addition, I state that my participation in said event is fully voluntary and that I fully understand that by signing this agreement I am fully assuming any risk or damage which might occur because of my participation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return completed applications to:**

Katie Zoss, City of Louisville Cultural Arts/Special Events Coordinator, 303.335.4580, [kzoss@louisvilleco.gov](mailto:kzoss@louisvilleco.gov).

Include the following:

- Application
- Health Department License
- Sales Tax License #
- Louisville Fire Protection District Mobile Food Vending Permit

**Timeline:** Applications will be reviewed and food vendors selected beginning February 18, 2019. Any vendor spots remaining after February 18 will be filled on an ongoing basis.

**Selection process:** Vendors must submit completed paperwork including Sales Tax license # (or application) and appropriate health department license. Efforts are made to schedule a variety of food trucks and food offerings for events. Special consideration is given to vendors based in Louisville and surrounding communities.

**Payments:** Please do not send payment with your application. Once food trucks have been selected, the City of Louisville will send an invoice for all participation fees (\$30/scheduled event) and electrical hook-up (\$35/event requested).

| <b>Event</b>  | <b>Food Truck Information</b>  |
|---|--|
| <p><b>Louisville Summer Concerts in the Park</b><br/>Concerts are presented by the Louisville Cultural Council on Thursday evenings June 20-July 25 (no concert July 4). Shows are family friendly and past attendance has ranged from 600-2,000 per concert.</p> <p>5 vendors per concert are scheduled: 2 sweet, 3 savory. Additional vendors may be scheduled for concerts with a larger anticipated turnout.</p>                        | <p><b>Dates:</b> Thursdays June 20-July 25, 2019</p> <ul style="list-style-type: none"> <li>• June 20: Hazel Miller Band (Soul, Rock)</li> <li>• June 27: Bonfire Dub (Roots)</li> <li>• July 11 ZIMBiRA (Afrofusion)</li> <li>• July 18: FACE Vocal Band (Vocal Rock)</li> <li>• July 25: Knot Rock (70s Covers)</li> </ul> <p><b>Location:</b> Community Park, 955 Bella Vista Dr, Louisville<br/><b>Set up:</b> 5:30pm, earlier if needed.<br/><b>Service time:</b> 6:00 pm-8:15pm (music begins at 6:30)<br/><b>Load-out:</b> Begins at 8:15</p> |
| <p><b>Louisville's 4<sup>th</sup> of July Fireworks</b><br/>Fireworks are put on by the City. Event includes children's activities, food trucks and live music by the Boulder Concert Band starting at 6:00. Fireworks begin at dark.</p> <p>10 food vendors are scheduled. Golf course club house also sells beer and wine during the event.</p>   | <p><b>Date:</b> Thursday, July 4, 2019<br/><b>Location:</b> Coal Creek Golf Course, 585 Dillon Rd, Louisville<br/><b>Set up time:</b> 4:30-6:00 pm<br/><b>Service time:</b> 6:00-start of fireworks (typically 9:30pm-9:45pm)<br/><b>Load-out:</b> Vendors may load out when fireworks begin at approximately 9:30 pm. Vendors loading out after the fireworks will need to wait to move vehicles until after the crowd has dispersed, typically at approximately 10:15pm.</p>   |
| <p><b>Labor Day Festival</b><br/>Festival takes place on Labor Day, Monday, September 1 and accompanies the Labor Day Parade. Event includes vendor booths, art show, free swimming at adjacent pool, magic shows, inflatables, homemade pie contest, and family-friendly concert.</p> <p>6 food vendors will be scheduled. In addition, an adjacent church hosts a fundraiser selling a pancake breakfast and hamburger/hot dog lunch.</p> | <p><b>Date:</b> Monday, September 1, 2019<br/><b>Location:</b> Memory Square Park, 801 Grant Ave, Louisville<br/><b>Set up:</b> 7:00-8:45 am<br/><b>Service time:</b> 9:00 am- 3:00 pm. *Vendors serving only lunch items may request to begin food service at 10:00, but all food trucks/booth set-ups must be in place by 8:45am due to street closures and foot traffic in the area.<br/><b>Load-out:</b> Begins at 3:00 pm</p>   |

## 20\_\_ SPECIAL EVENTS SALES TAX LICENSE APPLICATION

Sales Tax License Fee \$25.00

|  |                                    |                               |
|--|------------------------------------|-------------------------------|
| <b>1 Trade (DBA) Name of Business</b>                          |                                    |                               |
| <b>Taxpayer Name</b><br>Owner(s), Partner(s), or Corporation   |                                    |                               |
| <b>Business Location Address</b><br>-Street, City, State, Zip- |                                    |                               |
| <b>Mailing Address</b><br>-Street, City, State, Zip-           |                                    |                               |
| <b>Local Business Phone</b><br>( ) ext.                        | <b>Local Business Fax</b><br>( )   | <b>Business Email</b>         |
| <b>Licensing Office Phone</b><br>( ) ext.                      | <b>Licensing Office Fax</b><br>( ) | <b>Licensing Office Email</b> |
| <b>Sales Tax Office Phone</b><br>( ) ext.                      | <b>Sales Tax Office Fax</b><br>( ) | <b>Sales Tax Office Email</b> |
| <b>Owner Name, Phone #, &amp; Address</b>                      |                                    |                               |
|  | ( ) ext.                           |                               |

|  |  |  |
|--|--|--|
| <b>2 Participating Event(s)</b>  | <input type="checkbox"/> Street Faire <input type="checkbox"/> 4th of July <input type="checkbox"/> Other (please specify)<br><input type="checkbox"/> Farmer's Mkt <input type="checkbox"/> Taste of Louisville   |  |
| <b>Business Description:</b><br>(Required)   |  |  |
| <b>Type of Ownership</b>   | <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> S. Corp<br><input type="checkbox"/> LLC <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other (Please Specify)  |  |
| <b>Federal Tax I.D</b>   | _____ - _____  |  |
| <b>Colorado State Sales Tax #</b>  | _____ - _____  |  |
| <b>Please mark your sales tax filing frequency in the box below:</b>   |  |  |
| <b>Sales Tax Filing Period</b>   | <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly<br>\$2,857 in sales or more/mo    \$2,857 in sales or less/mo  |  |
| <b>Event Participation Months</b>  | <input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> June<br><input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec |  |
| <b>For event participation months please only check the months that you will be participating in the event. You will not be required to file tax return outside the months marked above.</b> |  |  |
| <b>Do you want us to mail you City tax returns?</b>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No  | Blank and self-calculating City tax returns are available online at <a href="http://www.louisvilleco.gov">www.louisvilleco.gov</a> |
| <b>Date Business Started/Will Start, or Date of First Sale in Louisville</b>   | _____ / _____ / _____  |  |

|   |       |  |
|---|-------|--|
| <b>3</b> I declare under penalty of perjury that the statements made in this application are true and complete to the best of my knowledge. |       |  |
| <b>Applicant or Authorized Agent Signature</b>  | _____ | <b>Date</b> _____                        |
| <b>Applicant Name (PRINT)</b>   | _____ | <input type="checkbox"/> New Application |
| <b>Applicant Title</b>  |       | <input type="checkbox"/> Renewal         |



**Louisville Fire Protection**  
*Life Safety and Fire Prevention Division*  
Chris Mestas –Fire Marshal  
895 West Via Appia Louisville, CO 80027  
(303) 666-8809

## **Mobile Food Vehicle Fire Safety Inspection**

### **Inspection**

A fire inspection is required for all Mobile Food Venders (MFV) conducting business within the Louisville Fire Protection District. The 2012 International Fire Code will be utilized. Please review the attached Mobile Food Vending Checklist and/or [www.louisvillefire.com](http://www.louisvillefire.com) for more information.

### **Inspection Process**

Inspections are by appointment only and are conducted at Louisville Fire Protection District Station #2, 895 West Via Appia Louisville CO, 80027. To schedule, contact the Division of Life Safety at 303-666-8809. Please be prompt for your appointment and park on the north side of the building. The inspector will meet you there.

### **Inspection Violations**

If violations are present on the initial inspection, it is the business owner's responsibility to correct the violations and schedule a reinspection.

### **Permit**

The Louisville Fire Protection District will issue a permit when the inspection is completed and approved. The permit is valid for one year from the date of the inspection. The business owner must submit the permit to the City of Louisville for licensing.

### **Fee**

\$25.00



Louisville Fire Protection District  
895 West Via Appia  
Louisville Colorado, 80027

## **Louisville Fire Protection District Fire Safety Inspection Checklist for Mobile Food Vending**

### **Portable Fire Extinguishers**

- Are portable fire extinguishers charged and in operating condition?
- Are portable fire extinguisher obstructed?

### **Hood Fire Suppression System**

- Is the hood fire suppression system charged and in operating conditions?
- Are the filters cleaned of all grease?

### **Propane**

- Is the propane system inspected prior to use?
- Are the propane tanks secured in an upright position?
- Are the propane bottles within their hydrostatic test date?
- Is the propane system in good condition (i.e. no leaks, rust)?
- Has the propane system been leak tested?
- Is the main shut-off marked, in plain view and easily assessable?
- Is the fuel supply shut off when not in use and while in transit?

### **Electrical**

- Is the electrical system in good working condition?
- Are extension cords in good condition?

### **Generators**

- Are generators placed at least 10' from buildings?
- Are generator exhaust directed away from the mobile cooking vehicle, buildings, exits and openings?
- Are generators protected from contact by the public?
- Are fuel supplies properly stored?
- When refueling are the generators shut down, cooled and then refueled?

### **Solid fuel**

- Is combustible solid fuel properly stored away from heat producing appliances?
- Are ashes, cinders, and other fire debris removed at the end of the day and stored in a proper container away from the vehicle, buildings and combustibles?

**Note: If you have any questions please feel free to contact the Fire Prevention Division at 303-666-8809.**