



Revised 2.18.19

## VENDING CART APPLICATION

Community Development Department  
Plaza Use Division

455 Mountain Village Blvd.  
Mountain Village, CO 81435  
(970) 369-8236

### SUBMITTAL REQUIREMENTS

Submitted (Office Use)	Item No	Submittal Requirements
	1.	<b>Application Form.</b> Completed application form (attached).
	2.	<b>Fees</b> A. \$50 application Fee B. \$50 Late Free [Sept. 1 is the deadline for the winter vending season] [March 1 is the deadline for the summer vending season] C. \$250 monthly vending fee D. \$500 cash bond deposit
	3.	<b>Menu of proposed products, food or services</b>
	4.	<b>Design details</b> (attached) A. Scaled diagram of the vending apparatus. (Must include length, width and height) B. Cart design description C. Photo of cart D. Scaled drawing of cart signage
	5.	<b>Colorado sales tax license</b>
	6.	<b>San Miguel Environmental Health Department Permit</b> (if applicable)
	7.	<b>Contacted San Miguel Health Department</b> - (if applicable) Chris Smith <chriss@sanmiguelcountyco.gov>
	8.	<b>Certificate of insurance.</b> Vendor shall provide to the Town before the event, proof of general liability insurance in the amount of \$1 million per occurrence, and \$2 million in aggregate with the Town of Mountain Village named as additional insured.
	9.	<b>Town of Mountain Village business license</b>
	10.	<b>OR if non-profit tax exempt 501(C) 3 form</b>



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### APPLICATION INFORMATION

Thank you for your interest in establishing a vending cart in the Town of Mountain Village. Please read and consider the following information as you complete this application:

- This application should be completed and received no later than September 1 for the winter vending season, and March 1 for the summer vending cart season. Any application received after these deadlines will be subject to late fees.
- Please fill out all information to be considered.
- There is a \$50 application fee which is due at the time of application. Checks can be made out to Town of Mountain Village. This fee is waived for non-profit organizations. Please submit a copy of your non-profit status when requesting a fee waiver.
- If you have questions about this application, please do not hesitate to contact Zoe Dohnal at (970) 369-8236, or [zdohnal@mtnvillage.org](mailto:zdohnal@mtnvillage.org).

### VENDOR INFORMATION

Owner name:

Business name:

Include corporate or LLC Name and any DBA

Cart name:

Owner address:

Owner email and phone:

Website (if applicable):

Town of Mountain Village business license # OR

Are you a non-profit group/organization?

YES/NO

If YES, please include a copy of your 501(c)(3) certificate when submitting this application.



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### SEASON DETAILS

**Which vending season are you applying for?**

**SUMMER/WINTER**

**Summer vending cart season:** May 15 through October 14

Vending is required from Memorial Day through the Labor Day operating a minimum of four (4) days per week, four (4) hours per day.

**The winter vending cart season:** October 15 through May 14

Vending is required from the ski area opening until the ski area closing operating a minimum of five (5) days per week, four (4) hours per day.

**Do you have a site preference?**

Heritage Plaza is limited to four (4) vending carts, and Sunset Plaza is limited to one (1) vending cart per season.

**HERITAGE PLAZA/ SUNSET PLAZA**

**Are you willing to accept an alternative site?**

**YES/ NO**

**Please list all intended operating days of the week and hours of operation:**

Vending hours shall be consistent throughout each season between the hours of 8:00 a.m. to 6:00 p.m.

**Please give your expected start and end date:**

**Start Date:**

**End Date:**

### DESIGN AND PRODUCT DETAILS

**Please give full  
cart description:**

**Menu of proposed  
products, food or  
services:**

**Did you submit all required documents below along with application?**

**Scaled diagram of vending apparatus.** (Must include length, width and height)

**Photo of cart.**

**Scaled drawing of cart signage.**



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### ADDITIONAL INFORMATION AND FEES

**Additional information will be required 30 days after application approval:**

[please check if  
able to give with  
initial application]

Colorado Sales Tax License
San Miguel Environmental Health Department Permit
Proof of Insurance - More information on Page 4

**Additional fees will be due before license can be issued:**

<b>\$500 refundable cash bond</b> Due at time of execution of agreement	<b>\$250 monthly vending fee</b> Due ten (10) days prior to the following month. Vending fees shall be prorated for partial months	<b>Utility fee</b> If applicable
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### ELECTRICAL, TRASH AND STORAGE PLAN

**Please indicate below the plan for trash removal:**

**Please indicate below the plan for storage:**

The Town of Mountain Village may have storage options available but this is not guaranteed.

**Please describe the electrical usage required. Will you be using the Town of Mountain Village utilities?**

**Will you be using the Town of Mountain Village utilities?**

Yes/No

**Vehicle Access Policy** – The Town of Mountain Village strictly regulates the use of vehicles on our town plazas and asks that hand carts and dollies are used to transport goods to the event site. An event that can prove an absolute need for vehicles to access the plaza must obtain a plaza access permit for each vehicle. Vehicle license plate number(s) and description(s), and specific access time(s) and date(s) will be necessary to obtain a plaza access permit. Plaza access permits are available from the Plaza Services Department at (970) 729-3458.



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### INSURANCE AND INDEMNIFICATION

**The Town of Mountain Village requires the event to hold liability insurance in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) or more in aggregate. A certificate of insurance naming the Town of Mountain Village as an additional insured on the policy must be submitted 10 days prior to the event.**

**Have the appropriate insurance documents been provided to the Town:**

[please select one]      Yes/No

### INDEMNIFICATION AGREEMENT

The undersigned agrees to indemnify and hold harmless the Town of Mountain Village, its officers, agents and employees, from and against all liability, claims and demands on account of injury, loss, damage, or any other loss of any kind whatsoever, which may arise out of or resulting from their actions or omissions in connection with their use of Mountain Village property.

The undersigned fully accepts all responsibility for clean up and for repair of any damage to the plazas and surrounding areas, which may occur during their use.

\_\_\_\_\_  
**Applicant's printed name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Applicant's signature**

\_\_\_\_\_  
**Date**



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## IMPORTANT RULES AND REGULATIONS

Please place a check next to each one

### Required Permits and Licenses

Applicant shall obtain all required permits or licenses from all applicable government entities before a vending permit is issued, including but not limited to a COLORADO SALES TAX LICENSE, TOWN OF MOUNTAIN VILLAGE BUSINESS LICENSE, SAN MIGUEL ENVIRONMENTAL DEPARTMENT PERMIT, PROOF OF INSURANCE. These must be submitted no later than 30 days after VENDING CART APPLICATION acceptance.

### Fees

\$50 application fee

\$50 late fee (if applicable)

\$500 refundable cash bond - payable at the time of execution of the Vendor Cart Agreement.

\$250 monthly vending fee – payable ten (10) days prior to the following month. Vending fees shall be prorated for partial months in each season.

Utility fee (if applicable) - The Town may require a vending cart operator to pay utility fees if the vending cart operation uses electric utilities. The use of generators is prohibited.

### Required design

Traditional design with a front area for customers and a back area for vending.

Together with the vending cart, permittee, trash receptacle and chair, the vending area shall not exceed 40 square feet of space.

The Vending Cart shall not exceed three (3) feet in width and eight (8) feet in length.

Generally self-contained. Only one chair and trash receptacle located outside of the vending cart, but in the prescribed area of 40 square feet.

The height of the Vending Cart, excluding canopies or umbrellas, shall not exceed 5 feet.

Umbrellas or canopies shall be a minimum of seven (7) feet above the plaza area surface if they extend beyond the edge of the vending cart and shall not exceed 60 square feet in area.

Professional high-quality construction of metal or wood. All exterior metal other than copper, brass and chrome shall be painted using an earth tone color. Wood shall be painted or stained hardwood. The colors will be approved at the discretion of the Design Review Board.

The Vending Cart shall be on wheels and of sufficient lightweight construction so that it can be moved from place to place by one adult person without any auxiliary power. Wheels shall be a subordinate part of the design.

Visible signage must be displayed on the vending cart directing customers to the Town's public outdoor dining and seating area. The permittee shall provide all napkins, utensils, paper products and condiments necessary for their food business with the intent of not relying on other establishments to provide these essentials.

All vending carts shall be removed from plaza areas at the end of each working day unless prior agreement has been determined between the permittee and the Town of Mountain Village allowing the vending cart to remain in its assigned or other approved location. All vending carts shall be secured or stored away after business hours.

Prohibited designs include:

- 1) Motorized carts that can move on their own power.
- 2) Sprawling carts that have more than three (3) items (chair, garbage, cooler) located outside the cart.
- 3) Tents, yurts and outdoor storage associated with vending activity
- 4) Coolers that are not screened by the vending cart.
- 5) Use of generators. The use of propane heaters may be approved by the Community Development Department on an individual basis.
- 6) Any amplified music.
- 7) Dogs attached to a vending cart.



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### IMPORTANT RULES AND REGULATIONS CONTINUED

Please initial next to each one

#### Products and/or food:

The products and/or food items that are approved to vend must be clearly stated in the VENDING CART APPLICATION. Any deviation in menu items must be approved by the Town of Mountain Village. Violating this condition may result in immediate suspension or revocation of vending permit.

#### Seasons and hours of operation:

Vending hours shall be consistent throughout each season between the hours of 8:00 a.m. to 6:00 p.m.

Summer vending is required from Memorial Day through the Labor Day operating a minimum of 4 days per week, 4 hours per day; winter vending is required from the ski area opening until the ski area closing operating a minimum of five (5) days per week, 4 hours per day.

Any change in the scheduled days/and or hours of operation for approved vending operations, other than minor, temporary changes due to weather and sick days, require approval from the Town of Mountain Village.

A vendor without written authorization from the Town acknowledging extenuating circumstances, who fails to conduct vending operations during the required hours of operation for a period of two (2) consecutive weeks during the designated season, will be considered to have surrendered and abandoned his or her vending permit.

#### Maintenance and Cleaning

Vending permittee shall maintain both the permitted area, the immediate area surrounding the permitted area, the plaza area surface (washing down pavers, clean pavers, etc.) and the vending cart in a neat, clean and hazard free condition and to the town's satisfaction.

Vending permittee shall clean the areas of the designated vending cart location that are covered by the permit by removing debris, trash, sweeping and washing down the location as needed to the satisfaction of the Town. The cleaning shall be conducted as frequently as each day, if necessary, to prevent debris or trash from being blown or scattered around the plaza area.

Vending permittee shall, to the satisfaction of the Town, repair and/or replace any damage to any portion of the permitted vending cart area caused by or in connection with permittee's use.

The vending permittee shall move the vending cart per request of the Town for snow removal and/or plaza maintenance when necessary.

Trash removal fees for public trash generated by the vending permittee are included in the monthly permit fee as established in the fee resolution for vending carts. All back-of-house trash must be removed daily by the permittee.

The vendor shall use a tarp or mat to protect pavers from grease, way, spills and other potential harmful material at all times.

#### Permit

The vendor shall prominently display all required permits and licenses on the vending apparatus.

The vending permit is NON-TRANSFERABLE or assignable.

The Town of Mountain Village may adopt additional rules and regulations for administering all permits, and all applicant shall comply with said requirements. Vendors will be notified in writing of changes to rules and regulations prior to implementation.

OFFICE USE ONLY

Fee Paid: Check Number:

Notes: