

6. **Signature of Applicant:** (refer to Item 1b. for necessary signatures)

Signature

Print

Name(s): _____

PERMIT NOT VALID UNTIL ALL APPROVALS HAVE BEEN OBTAINED

7. **Attachments:**

- Receipt for use of Town Square.
- Certificate of Insurance in the amount of \$1,000,000 single limit coverage, naming the City of Carbondale additional insured.
- Copy of State of Illinois Retailer's Occupation Tax (Sales Tax) Certificate for all authorized vendors.
- Copy of Jackson County Health Department Permit for all authorized food vendors.
- Plan, Diagram, Photo and/or description of vending stand(s) detailing its size, construction and method for disposing of trash.
- Application Fee of \$10 per day. (Attach check payable to the City of Carbondale)

APPROVALS:

- Reservation for Town Square Obtained
_____ Facilities & Property Mgmt. Mgr. _____ Date
- Vending Stand Design Approved
_____ Building & Neighborhood Services _____ Date
- Certificate of Insurance Reviewed
_____ Finance Department _____ Date
- Approval Granted
_____ Engineering/Public Works _____ Date
- Final Approval Granted
_____ City Manager _____ Date

Upon Final Approval: cc: Development Services, Public Works, Fire, Police