



Food Truck Request Form

Please review the Food Truck Policy, located at <https://www.townofwendell.com/government/documents/policies> for all rules and regulations regarding food trucks on public property in the DMX district of the Town of Wendell. Forms should be submitted no less than 14 days prior to date(s) of request. All forms should be submitted to the Assistant to the Manager at ssmith@townofwendell.com.

Please provide the information requested below to submit your form.

Name and Address of Business, nonprofit, or similar organization requesting food truck(s):

Proposed location of food truck (please provide as much detail as possible, or attach a drawing or map):

*If the proposed location of the food truck is within 100 feet of the main entrance to any eating establishment or similar food service business, written permission must be provided by the eating establishment.

Requested dates and times of food truck. If recurring weekly, please indicate days and times for each week:

If approved, staff will provide a signed Use of Public Space letter, granting permission to host food trucks at the specified date(s) and times. For recurring requests, the letter will be valid for one year past the issuing date, at which point the letter can be renewed, or a new request can be submitted by the host.

Staff Use

Date Received: _____

Received By: _____

Approved? Yes No Comments: _____