

Transient Vendor Application - Food Truck

Instruction Page

Thank you for your willingness to provide service and/or product to the City of Clarksville. Completion of your Transient Vendor application will ensure that you are able to operate safely and without undue interruption. Please follow the steps below to guide you in the completion of the application process.

1. Receive the Transient Vendor application and make a non-refundable payment (\$165.00) with the City of Clarksville, Finance Dept. (931) 645-7435.
2. You will need to contact the City of Clarksville, Fire Prevention office for inspection. (931) 645-7462 Please call to make an appointment. NOTE: You only need to be inspected by the Fire Dept. if you have an enclosed trailer that you are cooking in (FOOD TRUCK OF ANY KIND) or if you are using a gas-powered generator to power your trailer. Don't forget to have the fire inspector sign your transient vendor application to verify your passing inspection.
3. Once the transient vendor application is signed by the Fire department, you will bring that application to Finance and Revenue and a nonrefundable payment of \$165.00 will be collected. Our office will then send the application over to the police department to conduct background checks on all employees listed on the application.
4. Provide all required information on the transient vendor application to include **all** employees who will be associated with your business.
5. Obtain permission from the property owner of any property that you intend to be on.
 - A. Vending on Clarksville Parks and Recreation property or city-hosted events requires an additional application and approval procedure. Event vendors are required to have a valid peddler's permit. For more information visit ClarksvilleParksRec.com.
6. Mobile Food Vendors will adhere to all Health Department and Clarksville Fire Department regulations. If these regulations are not met, either department can and will close the operation of the booth and all fees paid under this agreement will be forfeited. Any necessary permitting, fees, code compliance, and fire suppression systems required by the departments are to be acquired prior to Operation. If applying to be a vendor through Clarksville Parks and Recreation you will need the following:
 - a. A copy of the Health Department permit must be submitted with the vendor application.
 - b. An insurance certificate in the amount of \$1,000,000 must be submitted with the application. The certificate must name the City of Clarksville as additionally insured and cover the specific dates of operation.