



CARBONDALE
All Ways Open

City of Carbondale
200 S. Illinois Avenue
Carbondale, Illinois 62901
Phone (618) 457-3209
Fax (618) 457-3289
Explorecarbondale.com

TOWN SQUARE VENDOR PERMIT

Name of Organization			
Type of Organization			
Partnership	Corporation	Trust	Other
<i>Name</i>	<i>Address</i>	<i>Social Security No.</i>	<i>Date of Birth</i>
Contact Person		Phone	
Address			
What event are you requesting the permit for?			
Name of Event		Date(s) of Event	
Sponsoring Organization(s)			
Items to be vended (attach multiple vendor list, if applicable)			
Others authorized by applicant to operate under application			
<i>Applicant Name(s)</i>	<i>Applicant Signature(s)</i>	<i>Print</i>	
Permit NOT valid until all approvals have been received			
ATTACHMENTS			
Receipt for use of Town Square			
Certificate of Insurance in the amount of \$1,000,000 single limit coverage			
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, Photos and/or description of vending stand(s) detailing its size, construction and method for disposing of trash			
Application Fee of \$10 per day (Make checks payable to the City of Carbondale)			

NOTE: Reservations cancelled 14 days prior to the event will receive a full refund. Reservations cancelled 6-13 days prior to the event will receive a 50% refund. There is no refund on reservations cancelled five or fewer days prior to the reservation date.

APPROVALS		
Reservation for Town Square Obtained	Signature Facilities Manager.	Date
Vending Stand Design Approved	Signature Building & Neighborhood Services	Date
Certificate of Insurance Reviewed	Signature Finance Department	Date
Approval Granted	Signature Engineering/Public Works	Date
Final Approval Granted	Signature City Manager	Date
Distribution After Approval: Development Services, Public Works, Fire, Police		