



**This application is for food vendors for City of Fort Lupton Special Events.**

**\*\*\* PLEASE READ \*\*\***

A MOBILE FOOD VENDING LICENSE is required for all Food trucks/vendors in addition to this Special Event Application.

The Mobile Food Vending License Application is processed with the City Clerk's office and can be found here:

**Fort Lupton Mobile Food Vending License Application**

Once you have obtained this license, supply a copy with this application for processing.

Name of Applicant: \_\_\_\_\_

Food Truck / Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**DESCRIBE FOOD OR VENDOR TYPE:**

Please be specific as possible as we want to ensure variety and success of our vendors. The City of Fort Lupton (COFL) reserves the right to approve or deny applications, and to make the final determination of participation to limit potential overlap of vendors. If your application is not approved, your fee will be refunded.

Are you a Food Truck or Vendor? \_\_\_\_\_

**AS A REMINDER! Please know that communication about all event participation is primarily done through email. Please acknowledge the following email once received to avoid emails moving to a spam folder.**  
**[cromano@fortluptonco.gov](mailto:cromano@fortluptonco.gov)**

**SET UP**

**ELECTRICITY:** The COFL will not be providing electricity for any food vendors for any event. All food vendors will need to provide their own electricity and will be required to abide by the local health and safety standards

**WATER:** Please ensure your unit has working hot and cold water for proper hand washing; this is a licensing requirement with the State.

**SETUP TIMES:** How much time do you require to set up your vendor space? \_\_\_\_\_

**MERCHANDISE:** Are you selling merchandise at your booth? NO YES

**REQUIREMENTS**

All applicants required to provide the following:

- Certificate of Insurance** naming the City of Fort Lupton as Additionally Insured and the Certificate Holder for each event you are confirmed to participate in.
- Marketing logo for advertising and promotional purposes (optional, but helpful).



City of Fort Lupton  
Food Vendor / Food Truck Special Event Application

**TAXES:**

**TAX RATES:** Vendors are responsible for collecting and remitting all applicable sales tax to the state.  
Colorado: 2.9% | Fort Lupton 4.0%

**INSURANCE:**

Vendor spaces are not insured by the City of Fort Lupton. All vendors are to provide a Certificate of Insurance to the City of Fort Lupton as it reads above under "REQUIREMENTS."

**SITE INFORMATION:**

The applicant will be emailed a site plan with set-up a minimum of 1 week before the event. Site plans will also be available on event day.

- **The applicant is responsible for bringing their own equipment to operate out of their truck, and can also opt to bring menu boards or banners for display in the park/event area.**
- All materials and equipment brought on the City of Fort Lupton property shall be at the total risk of the applicant.
- Applicants must remove all refuse from area upon breakdown. Failure to do so may result in a fine from the City of Fort Lupton.
- Any damage caused to the park by the food truck will be charged to and paid for by the applicant. This includes any items owned by the City of Fort Lupton that are removed from the premises.
- The City of Fort Lupton reserves the right to change site locations and dimensions due to event logistics.
- Applicants are responsible for bringing their own equipment (canopies, tables, chairs and materials), and are REQUIRED to bring weights (bricks or sandbags, etc.) being a minimum of 20 LBS. per weight, for canopies in case of high winds.
- The City of Fort Lupton reserves the right to change site locations and dimensions due to event logistics.

**INCLEMENT WEATHER**

In case of inclement weather, events will be rescheduled by the City of Fort Lupton, an email will be sent out as soon as the decision to reschedule is made. Decision could be made the day of the event, depending on the weather situation.

**AGREED**

By signing below, applicant recognizes and acknowledges that He/She/They represent an ownership interest in the above named food truck/business/organization and assumes full risk of any injuries, property damage or loss, which he or she may sustain as a result of his or her participation in any event listed above. The City of Fort Lupton reserves the right of final decision in rules interpretation and enforcement. Further, vendor agrees to indemnify and hold harmless the City of Fort Lupton, its officers, employees and insurers from any and all liability for any damage, loss, injury or costs associated with or arising from his or her acts or omissions in connection with his or her participation in any event listed above.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_