



City & Borough of Sitka

Special Use/ Event Permit for Food Vendors

Pursuant to Sitka General Code (SGC) 6.20.010 D, a Special Use/Event Permit must be approved by the Administrator and filed with CBS at least 30 days in advance of the event or the application will not be accepted.

Assigned Department(s): Administrator Police Department HCH Parks and Rec

Name:	Contact Number:
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Address:

Type of Food and Preparation Method:

Name and Location of Event:	Date of Application:	Date of Event:
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Start Time:	End Time:
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<input type="checkbox"/> A copy of current City & Borough of Sitka Tax Account Attached	<input type="checkbox"/> Insurance Attached Listing CBS as Additional Insured
<input type="checkbox"/> A copy of current DEC Permit Attached	

Type of Food Delivery: Food Truck Food Trailer Food Cart Food Table & Tent

Fee Schedule Per Use or Event:	<input type="checkbox"/>	Food Truck or Trailer	\$150.00	*Plus Sales Tax
	<input type="checkbox"/>	Food Cart or Table	\$100.00	
	<input type="checkbox"/>	CBS Permitted Food Cart	\$25.00	
<input type="checkbox"/> Additional Fee for Harrigan Centennial Hall Plaza Use			\$50.00	

Acceptable forms of payment include cash or check. Checks should be made payable to City of Sitka. The fee will be refunded in full if the permit is not issued.

By signing below, I acknowledge that my Special Use/Event Permit is not approved until it is signed and approved by the authorizing authority and I understand that a space will be assigned by CBS personnel. Failure to adhere to this agreement will result in immediate revocation of the permit and forfeiture of all fees.

Signature of Applicant:	Date Signed:
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Note: A copy of the permit must be picked up and be prominently displayed during the event.

For Official Use Only

<input type="checkbox"/> Approved	Payment Included	***Assigned Food Cart Space***
<input type="checkbox"/> Denied Date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<input type="checkbox"/> Permit Attached to CAD	<input type="checkbox"/> Permit Attached to Briefing Board
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Approved By:	Date Approved:
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