

## MOBILE FOOD SERVICE LICENSE

From the Code of the City of Geneva Chapter 225, Article I

1. No mobile food service establishment or push cart shall operate within the public rights-of-way within the city without first having obtained from the City Clerk a valid Mobile Food Service License for the current year. The City of Geneva offers one location with the space for four vendors at the lakefront. Permitted mobile food service vendors are able to set up and sell during the months of April thru October\*. Each license is for one location designated by city staff and one mobile food truck, trailer or push cart. The license fee is \$750 per season and the amount cannot be prorated.
2. In addition to completion of the mobile food service or push cart license, all vendors must provide copies of:
  - a. Valid operating permit from the New York State Department of Health for Ontario County
  - b. valid New York State Department of Motor Vehicles Registration and vehicle insurance
  - c. valid driver's license for all vehicle operators
  - d. valid certificate of authority issued by the NYS Department of Taxation and Finance
  - e. proof of insurance not less than \$1,000,000 comprehensive/general liability insurance naming the City of Geneva
  - f. background check for applicant and all employees
  - g. inventory of all items to be sold
3. Within 10 days of the issuance of a license, the vendor will make an appointment with the Geneva Fire Chief's Office (315-789-6305) for an inspection of the mobile food truck, food trailer or push cart to determine that the vehicle meets applicable New York State Fire Codes and rules and regulations required by the Fire Chief. The Fire Chief is hereby authorized to promulgate such additional rules and regulations as may be necessary to assure the fire safety of vending units.
4. Licenses must be displayed in or on the mobile food establishment. A license is not assignable to another person. No license shall be granted to a person under 18 years of age.
5. Restrictions:
  - a) Licensed vendors may operate between the hours of 11:00am to 7:00pm daily.
  - b) No mobile food service establishment shall operate within 100 feet of the closest point of any restaurant or sidewalk café seating area approved by the Department of Public Works.
  - c) No mobile food service establishment shall operate within 500 feet of the boundary of any festival or special event that is permitted or sponsored by the city, except when the vendor has obtained a permit to so operate from the City of Geneva Events Coordinator. Vendors will be notified at least two weeks prior to the event of festival if they are not able to operate.
  - d) No peddler shall falsely or fraudulently misrepresent the quantity, character, or quality of any item offered for sale.
  - e) No mobile food truck, food trailer or push cart shall operate in a location that has the effect of obstructing access to or egress from any structure or the free flow of vehicular and pedestrian traffic.
  - f) No vendor may sell items not included on their inventory of items to be sold. Additional items may be submitted to staff for review.

Any Mobile Food Vendor found in violation of any of the above restrictions, any City ordinances or any law will have their license **revoked** by the City Clerk or her designee for a period of no less than one year. **No** refund shall be given for any unearned portion of the license fee.

\*In the event that more than four mobile food vendors apply for a permit, a lottery will be held giving additional weight to applicants who are City of Geneva based and/or MWBE Certified.

**City of Geneva, New York**  
**Application for Mobile Food Service or Pushcart License**

PLEASE TYPE OR PRINT NEATLY

The undersigned hereby makes application for a license to act as a Mobile Food Service Establishment for the period of April 1 thru October 31, \_\_\_\_\_ and certifies the following facts to be true:

Vendor Name	Address	Phone
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Firm Name	Address	Phone
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Address of the commissary

Type of food/drink to be sold

**Planned Days of Week and Hours of Operation**

(Check each day you plan to operate during the months of April – October and the hours the mobile food service operation will be open. Vendors are allowed to operate 11am – 7pm)

Monday            Hours of Operation \_\_\_\_\_

Tuesday           Hours of Operation \_\_\_\_\_

Wednesday        Hours of Operation \_\_\_\_\_

Thursday           Hours of Operation \_\_\_\_\_

Friday              Hours of Operation \_\_\_\_\_

Saturday           Hours of Operation \_\_\_\_\_

Sunday             Hours of Operation \_\_\_\_\_

Additional dates/times outside of regular hours of operation (i.e., if a holiday falls on a Sunday and you wouldn't normally be operating but would like to operate during that time frame).

\_\_\_\_\_

☐ Please check here if this business is NYS Certified MWBE Business.

Employees or Associates Employed by the Vendor

Name

Address

Date of Birth

_____	_____	_____
_____	_____	_____
_____	_____	_____

Has anyone listed on this application ever been convicted of a crime? \_\_\_\_\_

If yes, attach a copy of court disposition to this application for each conviction.

**NOTE: Any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the Penal law of the State of New York.**

\_\_\_\_\_  
Signature of Applicant

State of New York )  
County of Ontario ) ss:

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public/Clerk

\_\_\_\_\_  
Clerk's Office Approval

For Office Use Only:

Issue Date: \_\_\_\_\_

Location: \_\_\_\_\_

Copy of permits: \_\_\_\_\_

Copy of insurance: \_\_\_\_\_

License Number: \_\_\_\_\_

Fee Collected: \_\_\_\_\_