

CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



Lunch Stand Application

Lunch Stand: Any temporary set-up outside of a permanent building for the purpose of serving food and/or liquid refreshments to the general public.

Requirements:

1. The lunch stand applicant must prove that said lunch stand sales will be offered as part of and at the location specified for a duly licensed fair, festival, flea market, auction or sporting event, except that on Boy Scout Weekend and Home Tour Weekend lunch stand licenses may be issued to nonprofit organizations not affiliated with the event, provided the lunch stand activity is confined to private property, does not limit public parking and does not impede pedestrian movement.
2. In case of flea markets, fairs or festivals, application must be made to the City Clerk at least ten (10) days prior to the date of the event. In case of fundraising events, auctions, or sporting events, application must be made at least three (3) days prior to the event.
3. The City Clerk or Mayor may request a background check of the applicant by the Police Department before issuing a lunch stand license.
4. The fee for a lunch stand license shall be \$25 per event, for not to exceed three days, and said fee shall be paid at time of application.
5. The city may deny the lunch stand license based on grounds of: failure to pay taxes, failure to cooperate with authorities; failure to apply within the required time frame; previous suspension or revocation of permits; or other just cause.
6. Said license shall be posted in a conspicuous location at the lunch stand throughout the duration of the event for which the license was obtained.
7. Illinois sales tax number is required and a copy of the Certificate of Registration must accompany this application.
8. If a fryer with grease, or any other product is used that could stain the public concrete and/or bricks beneath the lunch stand operation, the licensee shall protect the concrete and/or bricks with a tarp, cardboard, and/or plywood. The licensee is responsible for all clean-up, including any stains on City of Galena property resulting from the lunch stand operation.

Lunch Stand Sales are part of: A Fundraising Event A Licensed Flea Market, Fair, or Festival

Event Name: _____

Event Location: _____

Date(s) of Event: _____

Event begins at: _____ Event ends at: _____

Business Name: _____

Merchant Name: _____

Last

First

M.I.

Address: _____

City

State

Zip

Date of Birth: _____ Phone #: _____

Driver's License: _____ IL Sales Tax Id #: _____

(Illinois Registered Business Only)

Phone #: _____

Email: _____

Have you met all requirements with the Jo Daviess Country Health Department? Yes No

A copy of the City of Galena ordinance regulating Flea Markets, Fair Festivals, Lunch Stands, and Itinerant Merchants and Vendors Licenses is available at City Hall or by visiting our website at www.cityofgalena.org. Each applicant should familiarize themselves with these regulations. Non-compliance with any of the provisions of this ordinance may result in the immediate suspension or revocation of your permit and subject you to penalty provisions contained therein.

Applicant's Signature Date

City of Galena Use Only

Mayor's Signature or Designee Date

Police Chief's Signature or Designee Date