



All questions should be directed to the City of Laurel Department of Parks & Recreation by email at [dstpeter@laurel.md.us](mailto:dstpeter@laurel.md.us) or by phone at (301)725-7800. Applications should be submitted by email before deadline.

Food Vendors Only					
1. Do you have a Mobile Food Vendor License issued by the City of Laurel?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Mobile Food Vendors are <b>required</b> to have a Mobile Food Vendor License issued by the City of Laurel Department of the Fire Marshall and Permit Services.		
2. Will a Trailer or Truck be used in this space?	Truck <input type="checkbox"/>	Trailer <input type="checkbox"/>	Tag #	Selling from: N/A <input type="checkbox"/>	Driver Side <input type="checkbox"/> Passenger Side <input type="checkbox"/>
3. What type of fuel and/or appliances will you be using at this event (Check all that apply)?	Propane <input type="checkbox"/>	Charcoal <input type="checkbox"/>	Fryer/Grill <input type="checkbox"/>	Electric/Generator <input type="checkbox"/>	Other <input type="checkbox"/> If other, explain:
4. Provide a description of food and/or drink you will be selling at this event:					

### Rules & Regulations

- Only **one table** will be provided per vendor application. Tables are limited and will be assigned to vendors based on application approval. Vendors may provide their own table or additional tables but may not expand outside of the designated assigned space or encroach on another designated vendor spot. Two chairs will be provided per space.
- Spaces will be assigned by the Department of Parks & Recreation. The Department reserves the right to deny requests for space assignment.
- Event set-up will be from 12:00-1:30pm. Vehicles will be permitted on the field (weather permitting) during set-up time but will be required to move to public street parking before the start of the event.
- Event breakdown will begin promptly at 5:00pm. Vehicles may not enter the field space (weather permitting) until the area is clear of pedestrians and other event participants. Vehicles must clear the field space by 5:30pm.
- All vendors are responsible for their designated area including setup, breakdown, proper disposal of trash and any recyclables. The City will not be held responsible for any lost, stolen, or damaged items brought to the event.
- The City will not provide a canopy. All canopies must meet CPAI-84 and NFPA-701 Fire Resistant Requirements. Non-compliant canopies will be asked to be removed. Your canopy must be weighted down and properly secured in the event of windy conditions. (See attachment.)
- Vendors may be asked to provide a Certificate of Insurance. Failure to provide proper documentation will result in denial of participation.
- Handouts are permitted including flyers, pamphlets, business cards, and other similar marketing material. Food vendors must complete a Food Vendor Application and will be required to have a Mobile Food Vendor License issued by the City of Laurel Department of the Fire Marshall and Permit Services. (See attachment.)
- The City of Laurel prohibits the following:
  - Use of or sale of alcohol, tobacco/vaping, firearms, or gambling as part of Special Events.
  - Use of live animals as part of any special event without specific approval.
  - Generators, fireworks/pyrotechnics, and amusements without specific approval.
  - Use of City of Laurel name, seal, logos, or likeness for use in advertisements without specific approval.
  - Distribution at events of profane or other material deemed inappropriate by City of Laurel Officials.
- The City of Laurel Department of Parks & Recreation's Community and Culture Day is a community and family event, and vendors will be selected to participate as a reflection of this event. A vendor application may be denied or withdrawn by the City if a vendor's booth or actions are unlawful or inappropriate for the festival.

### Waiver of Liability and Signature

*Laurel Department of Parks and Recreation, in consideration of the City of Laurel's revocable grant(s) permission to \_\_\_\_\_ (hereinafter called the "Licensee") to use facilities/property, and/or equipment owned, controlled, or operated by the City of Laurel, under such terms and condition, and for such purposes, as may be set forth in separate agreements (s), the Licensee and its heirs, and assigns, hereby agree to release, indemnify, protect, and hold harmless the City of Laurel from and against all liabilities, losses, claims, demands, cost, expenses, and judgements of any and every nature arising or alleged to have arisen from or in connection with the use or occupation of City of Laurel owned, controlled and/or operated facilities, property and/or equipment by the Licensees, its employees, guests, agents or family members. The Licensee's duty or indemnification shall include but shall not be limited to claims arising out of personal injury. This indefinity shall be interpreted in its broadest legal sense to protect the Mayor and City Council of Laurel, Maryland.*

***I have received and agree to the above Rules and Regulations.***

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Organization: \_\_\_\_\_ Date: \_\_\_\_\_



**MAYOR AND CITY COUNCIL OF LAUREL**  
**DEPARTMENT OF THE FIRE MARSHAL AND PERMIT SERVICE**

8103 Sandy Spring Road • Laurel, Maryland 20707 (301) 725-5300 extension 2238

<https://www.cityoflaurel.org> • email – [fmps@laurel.md.us](mailto:fmps@laurel.md.us)

**Vendor Checklist**

**Company Name:**

**Address:**

**Event:**

**Date:**

Checklist	Yes	No	N/A
Is tents fire resistance.			
Ensure each food vendor is equipped with a working fire extinguisher.			
Ensure sidewalks are free and clear of obstruction at all times.			
Inspect and verify that propane tanks are properly secured, with caps covering propane connection.			
In level position			
All electrical outlet amperage shall be GFI connected			
Proper type and size extension cord			
Not located within 25 feet of any fire hydrant or fire escape			

I DO SOLEMNLY DECLARE AND AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT I, THE OWNER, OR AGENT OF THE OWNER AUTHORIZED TO APPLY FOR THIS LICENSE, HEREBY CERTIFY THAT THE APPLICATION AND CONTENTS ARE TRUE AND CORRECT, THAT ALL ACTIVITIES PERFORMED UNDER THIS LICENSE WILL BE IN ACCORDANCE WITH CHAPTER 8, ARTICLE V, SECTIONS 8-51 THROUGH 8-55 OF THE CODE OF THE CITY OF LAUREL MARYLAND.

\_\_\_\_\_  
Signature of Person Receiving Notice

\_\_\_\_\_  
Signature of Reporting Inspector



**MAYOR AND CITY COUNCIL OF LAUREL**  
**DEPARTMENT OF THE FIRE MARSHAL AND PERMIT SERVICES**

8103 Sandy Spring Road • Laurel, Maryland 20707 (301) 725-5300 extension  
 2228 <https://www.cityoflaurel.org> • email – [fmns@laurel.md.us](mailto:fmns@laurel.md.us)

**Mobile and Temporary Food Service Permit**  
 THIS PERMIT SHALL BE POSTED DURING TIMES OF OPERATION

Company Name: \_\_\_\_\_ Tag #, State: \_\_\_\_\_

Make/ Model of Vehicle: \_\_\_\_\_

Pass	Fail	Checklist for Inspector
		Two valid 10-pound ABC extinguishers on hand. (Substitute one class K if cooking with grease, Workers must be trained to use extinguisher if needed.
		Proper wheel chocks are present and adequate. Must be able to stop vehicle from rolling if brakes fail.
		Carbon Monoxide Detector, must be securely installed inside the vehicle.
		Hood extinguishing system must have been inspected by a certified company, within the last six months. Exhaust system free from excessive grease. Pull station mounted near exit / unobstructed.
		Cooking operations are no less than 25 feet from the building (s).
		Portable generator / Fueled / Exhaust separation (Spare gasoline is kept in approved containers.
		Propane & natural gas / leak test by operator / Maryland certified gas fitter signed statement.
		Electric Wiring / Cords / Conduit / Boxes / Fixtures, all multiplug adapters are UL listed power strips.
		Health Department Approval
Remarks For Items Not Checked Off Above:		
<input type="checkbox"/> – License Approved <input type="checkbox"/> – License Disapproved <input type="checkbox"/> – Reinspection		
Date	Owner / Occupant Print Name	Owner / Occupant Signature
Date	Inspector Print Name	Inspector Signature