

City of Portland
Office of the City Clerk
389 Congress Street
Portland, ME 04101
(207) 874-8557

Temporary Food Service License Application ***

(*** Please note: All vendors must prepare the food either a) on-site at the Festival/event b) in a state or municipally licensed kitchen or c) from some other approved source i.e. pre-packaged source.)

Fee: \$80/event. If already licensed with the City, the fee is \$20/event.

Method of payment: Cash ____ Check ____ Credit ____

Date Paid: _____

Please make checks payable to: **City of Portland**

Applicant's Name: (Individual's Name) _____
(Business Name) _____

Mailing Address: _____

Business Address: _____

Applicant's Contact Name: _____

Daytime/Cell Phone Number: _____

Phone number at which you may be reached on the day of the event: _____

Festival/Event Information

Name of Festival/Event: _____

Location of Festival/Event: _____

Date(s) & Time(s): _____

Time of Set-up: _____

Food will be prepared: off-site ____; at the event ____; both ____

Type of Food: _____

Type of food and food items to be served? (Please be as detailed as possible)

Name and location of the licensed kitchen where the food is being prepared:

**Attach ___ letter from licensed kitchen authorizing use of kitchen
or
Attach ___ state license.**

Date(s) and time(s) of food preparation at the licensed kitchen: (Required for inspection)

OTHER CITY APPROVALS

Have you obtained the necessary permits from the Recreation & Facilities Management Division of Public Services i.e. license for use of public space, street closing permits, etc?

___ Yes If yes, please attach.

___ No If no, please contact Recreation & Facilities Management Division at 756-8275.

___ In Process If "In Process," please attach a copy of your 2 page Application to Use City Property.

Have you obtained the necessary permits for any tents and/or stages from Building Inspections?

___ Yes If yes, please attach.

___ No If no, please contact Building Inspections at 874-8703.

___ In Process If "In Process," please attach a copy of your Application.

Does the issuance of this license benefit any City employee? Yes___ No___ If yes please explain on back of form.

OATH

Applicant, by signature below, understands that this application does not constitute a permit to serve food. The applicant further agrees to abide by all laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto.

Signature _____ Title _____ Date _____