

CLERK'S OFFICE ONE MUNICIPAL DRIVE FLEMINGTON, NJ 08822-1799 TEL. (908)-806-6101 FAX (908)-806-8221

APPROVING YOUR SPECIAL EVENT WITH FOOD TRUCKS AND VENDORS

- Step 1: Request Permission from the Township Committee

 If the event is open to the public, the organizer must send a letter to the Township

 Committee requesting permission to host food trucks and vendors at the event. The
 letter can be sent to clerk@raritantwpnj.gov.
- Step 2: Complete the <u>Special Event Permit Application</u>
 There is a \$50 special event fee that is waived for non-profits.
- Step 3: Food Trucks and Vendors Complete the <u>Temporary Food License Application</u>
 Have your invited food trucks and vendors complete the Temporary Food License
 Application and submit the applicable fees to the township. Review the <u>Food Safety</u>
 Information.
- Step 4: Food Trucks and Vendors Complete the <u>Fire Permit Application</u>
 If any flame is to be used, there is a Fire Permit (with fees) that needs to be submitted to the Township's Fire Marshall.

Both the County Board of Health and Township Fire Marshall will inspect the Food Trucks/Vendors the day of the event. Please be mindful of the <u>Township Ordinances</u> regarding the operations of Food Trucks.