

**CITY OF MONESSEN**

**APPLICATION FOR LICENSE/PERMIT TO CONDUCT**

**A TEMPORARY EVENT FOR FOOD OPERATION**

In accordance with the provisions of the City of Monessen. Monessen Mobile Food Vehicle Ordinance, Ordinance No. 1234, an Ordinance of the City of Monessen, Westmoreland County, Commonwealth of Pennsylvania, permitting the operation of mobile food vehicles in certain locations of the City, and establishing permitting, inspection and enforcement procedures for temporary events for mobile food entities in the City of Monessen, the applicant below makes an application for a license to receive a temporary event permit to conduct a temporary food facility as outlined below:

FEE AND APPLICATION MUST BE SUBMITTED TO THE CODE ENFORCEMENT OFFICE OF THE CITY OF MONESSEN AT LEAST 48 HOURS PRIOR TO THE DATE OF THE EVENT. IF FEE AND APPLICATION ARE RECEIVED LESS THAN 48 HOURS ON THE DAY AS THE EVENT, A LATE FEE WILL BE ASSESSED.

Name of Temporary Event \_\_\_\_\_

Address/Location of Temporary Event  
\_\_\_\_\_  
\_\_\_\_\_

Coordinator of the Temporary Event  
\_\_\_\_\_

Coordinator's Phone # \_\_\_\_\_

Dates of Temporary Event \_\_\_\_\_ to \_\_\_\_\_

Name of Temporary Food Facility  
\_\_\_\_\_

Name of Owner of Temporary Food Facility \_\_\_\_\_

Mailing Address of Owner of Facility \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

Insurance Information \_\_\_\_\_

Time of your Arrival and Set Up for Inspection \_\_\_\_\_

Description of Food/Drinks to be Served \_\_\_\_\_  
\_\_\_\_\_

The undersigned agrees to operate this Temporary Food Operation in compliance with the City of Monessen Ordinance No. 1234, and its accompanying Rules, Regulations, Inspection Procedures, Permitting and Application Procedures, Operating Procedures, and Fees and Penalties.

Signature of Business Owner/Applicant \_\_\_\_\_ Date: \_\_\_\_\_

FEE SUBMITTED \_\_\_\_\_ SEE CURRENT DEPARTMENT FEE SCHEDULE

Note: If Applicant is a Non-Profit organization, then proof of Non-Profit Charitable Status must accompany this Application.

Please make Check or Money Order payable to the "City of Monessen"

The application fee may also be delivered to: The City of Monessen, 575 Donner Avenue, Monessen, Pennsylvania 15062.

**CITY OF MONESSEN**

**TEMPORARY EVENT FOOD OPERATION FEE SCHEDULE**

**ANNUAL FEE: \$100.00 PER SEASON: NO MORE THAN 10 TEMPORARY EVENTS PER YEAR**

**PER EVENT FEE: \$50.00 PER EVENT: NO MORE THAN 10 TEMPORARY EVENTS PER YEAR**