



520 3rd St., Suite 230, Brookings, SD 57006  
Phone: (605) 692-6281  
[www.cityofbrookings-sd.gov](http://www.cityofbrookings-sd.gov)

# Municipal Lot / City Park Request Application **Food Trucks**

*Special permission is required for Food Trucks to park in a municipal parking lot or on park property.*

*(Forms must be submitted at least 7 days prior to the requested dates.*

*Permission to be granted on a first come basis. At this time, parks are limited to 1 vendor / location.)*

## **Applicant Information**

**Location Requested:** \_\_\_\_\_

**Date(s) Requested:** \_\_\_\_\_

**Times of Operation:** \_\_\_\_\_

## **BUSINESS**

Business Name:  
(as will appear on license) \_\_\_\_\_

Business  
Address: \_\_\_\_\_

*Street*

*City State ZIP Code*

Business  
Phone: ( ) \_\_\_\_\_

Business Email: \_\_\_\_\_

Business Website or  
Facebook Address: \_\_\_\_\_

City of Brookings Food Truck

Vendor License Number: \_\_\_\_\_

SD Dept. of Health Mobile

Food Service License Number: \_\_\_\_\_

Vehicle Information: \_\_\_\_\_

*Make Model Year*

*Color License Plate Number State*

Type of product(s) to be sold (list all): \_\_\_\_\_

## **CONTACT INFORMATION**

Contact Name: \_\_\_\_\_  
*Last First Middle*

Home Phone or Cell: ( ) \_\_\_\_\_

**Applicant Signature**

Applicant's signature: \_\_\_\_\_  
Date

The City of Brookings reserves the right to limit dates based on availability.

**Return completed application to:**

City Clerk's Office, 520 3<sup>rd</sup> Street, Suite 230, Brookings, SD 57006  
Phone: (605) 692-6821  
Email: [bfoster@cityofbrookings.org](mailto:bfoster@cityofbrookings.org)

**To be completed by City of Brookings**

\_\_\_\_\_  
*City Clerk* Date

\_\_\_\_\_  
*Parks, Recreation & Forestry Dept. Director* Date

\_\_\_\_\_  
*City Manager* Date

Other restrictions imposed by the City: \_\_\_\_\_

License Processing:

- Send original license to Applicant
- Filed with City Clerk

Email notification of approved license to:

- Police Dept.
- Fire Dept.
- Parks, Rec. & Recreation Director (for park land)