



# LEASE APPLICATION – MOBILE VENDOR

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Federal ID# \_\_\_\_\_

State of Incorporation \_\_\_\_\_

UBI# \_\_\_\_\_

Date Business Started: \_\_\_\_\_

Years/Months Under Current Ownership \_\_\_\_\_

## **INFORMATION ON BUSINESS OWNERS:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

(For additional business owners, attach pages as needed)

## **PLEASE PROVIDE COPIES OF THE FOLLOWING DOCUMENTS:**

- City of Kennewick business license.
- Proof of registration with the State of Washington.
- Proof of Benton Franklin Health District compliance for food truck/cart/equipment.
- Hood Cleaning inspection report.
- Kennewick Fire Department inspection report.
- Proof of Insurance listing Port of Kennewick as additional insured.

Indicate your food category. Check all that apply:

<input type="checkbox"/> Americano (burgers & fries)	<input type="checkbox"/> Indian
<input type="checkbox"/> Asian (specify type)	<input type="checkbox"/> Italian
<input type="checkbox"/> Barbecue (specify region)	<input type="checkbox"/> Mexican
<input type="checkbox"/> Beverages Only (specify)	<input type="checkbox"/> Russian
<input type="checkbox"/> Central American	<input type="checkbox"/> Southern
<input type="checkbox"/> Desserts Only (specify)	<input type="checkbox"/> Soups & Sandwiches
<input type="checkbox"/> Hot Dogs	<input type="checkbox"/> Breakfast
<input type="checkbox"/> Island (specify)	<input type="checkbox"/> Other (explain) _____

**TENANT OPERATION INFORMATION:**

Please answer the following questions about your proposed operations on Port properties, attaching additional sheet(s) as needed.

1) What hours of operation & days of the week would you commit to be open?

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2) What months, weeks or days of the year are you unable or unwilling to be at the Columbia Gardens Food Truck Plaza?

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3) What other written or verbal commitments have you made over the next 12 months that would impact your presence at the Columbia Gardens Food Truck Plaza?

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4) Which type of mobile unit do you use for your business? Truck, trailer, cart, pop-up tent, other? Please give dimensions of your mobile unit.

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5) What electric service do you use? 40, 50, 60 amp? 120 or 240 volt?

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6) Do you have a generator for stand-alone use as backup to electric power?

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7) Describe your food safety procedures.

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8) What method of payment do you accept? Check all that apply.

Cash    check    debit cards    credit cards

9) How will you market/advertise/promote your food truck business and the Columbia Gardens Food Truck Plaza? Explain in detail.

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10) What is your social media/presence? List platforms.

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Rules & Regulations (See lease terms for further requirements):

- I. Tenant agrees to post days and hours of operation in any/all promotional efforts including social media, websites, marketing collateral and public relations efforts.
- II. Prohibited Items in Food Truck Plaza – weapons, tobacco, marijuana, and alcohol.
- III. Tenant shall keep the premises in a neat, clean, and sanitary condition at all times. Tenant shall keep all improvements to the Premises in good condition and void of debris including but not limited to, gum, glass/glass bottles, condiment packages, wrappers, snap pops, stink bombs, silly string, confetti or similar items including tape and string.
- IV. Tenant shall keep the Premises and any shared areas including outdoor seating areas in neat, orderly, and sanitary condition to include the control/prevention of rodents, insects and pests. Tenant to provide one (1) garbage cans located outside of mobile food unit; emptied and stored each day.
- V. All hoses (water and sewer) and electrical cords are subject to inspection prior to entering the food truck plaza. Food truck plaza must be free of tripping hazards.
- VI. No storage is allowed on premises including but not limited to vehicles, food trucks, trailers, carts and containers without Landlord’s written permission.
- VII. Tenant’s days and hours of operation will be on a schedule subject to Landlord approval. Tenant’s operating less than 5 days per week and 4 hours per day are subject to sharing mobile vendor space with another Tenant at Landlord’s discretion.
- VIII. Violations - Should tenant violate terms and conditions the following shall occur:  
First violation – Verbal warning  
Second violation – Written warning  
Third violation – Termination of lease

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The following list is intended to be a resource only and is not intended to be all inclusive.

- City of Kennewick Seasonal Food Vendor rules and guidelines, [www.kennewickrecreation.com](http://www.kennewickrecreation.com)
- Benton-Franklin Health District (BFHD) regulations, food business permit, food handlers cards, commissary of record. <http://www.bfhd.wa.gov/>
- Compliance as required by the City of Kennewick (business license & KMC 18.12.250), Benton-Franklin Health District and/or State of Washington (UBI, state registration, L&I, vehicle registration, etc).

**Application must be signed and completed in its entirety or may be subject to disqualification.**

*I authorize the Port of Kennewick to obtain information concerning the statements and/or accounts on this application. Applicant acknowledges that all leases are subject to approval by the Port of Kennewick Commission and that any verbal or email communications between port staff and applicant do not constitute an oral agreement between the two parties.*

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**Signature – Applicant**

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**Date**

**RETURN APPLICATION AND SUPPORT DOCUMENTS TO [AMBER@PORTOFKENNEWICK.ORG](mailto:AMBER@PORTOFKENNEWICK.ORG)  
PORT OF KENNEWICK – 350 CLOVER ISLAND DRIVE SUITE 200, KENNEWICK 509-586-1186**