



Commissary Agreement

(Complete both sides of form)

All mobile food vending units (pushcarts, trailers and vehicles) must operate out of a facility (Commissary) permitted by the New York City Department of Health and Mental Hygiene (DOHMH), or other facility approved by DOHMH.

This agreement signifies that both parties--Commissary permit holder and Mobile Food Vending Unit permit holder (Vendor)--agree to Vendor's use of facilities for the services/ activities checked. The agreement must be renewed at least bi-annually, and the Vendor is required to notify the Department of any change, within 10 days of that change.

The agreement must be signed by both permit holders and is not transferable.

MOBILE FOOD VENDING UNIT (MFVU) INFORMATION	
Record #:	Type of Unit: _____ (Pushcart, Trailer or Vehicle)
Decal #:	
Permit Holder:	DBA: _____
Telephone:	Email: _____
Mailing Address:	_____
(Building Number, Street Name, State, Zip Code)	

COMMISSARY INFORMATION	
Record #	
Permit Holder:	DBA: _____
Telephone:	Email: _____
Mailing Address:	_____
(Building Number, Street Name, State, Zip Code)	

Vendor is approved to use Commissary during the following days and times:

Mon-hours	Tues-hours	Sun-hours
_____	_____	_____
Thurs-hours	Fri-hours	Wed-hours
_____	_____	_____
		Sat-hours

As Commissary Permit Holder, I agree to allow the Vendor to use this location for the checked activities/services. Vendor use will be during days of the week and times listed. All Vendor food storage (shelf stable or refrigerated/frozen) will be in designated locations labeled for use only by Vendor. I further agree to maintain a commissary use log detailing the dates and times the mobile unit utilized my facility to perform the tasks listed or the services offered.

 (Commissary Permit Holder's Name) (Commissary Permit Holder's Signature) (Date)

False statements made herein are punishable as a Class A Misdemeanor pursuant to section 210.45 of the Penal Law.

Commissary Agreement (contd.)

Vending Unit Decal #: _____

Commissary Record #: _____

Services Provided/ Vendor Activities (check all that apply)

Chemical Storage

Equipment storage: Store equipment and utensils in designated labeled Vendor storage area.

Facilities for cleaning and storage of vending machines.

Facilities for food preparation. Cook, grill, fry, or bake using approved equipment. Preparation of foods such as vegetables, fruits, cutting meats, cooking, cooling, or reheating. Cut or otherwise prepare raw meat at designated raw meat prep station. Prepare produce at designated produce prep sink and produce prep station.

Food Storage. Store shelf stable food in designated labeled location to be used only by Vendor

Garbage disposal: Disposal of garbage, refuse and other solid waste.

Propane/Fuel storage and or supply. In compliance with The New York City Fire Code.

Refrigerated storage. Store food in refrigerators or freezers in designated labeled locations to be used only by Vendor

Service and cleaning: Adequately sized and equipped cleaning area for cleaning and servicing vending unit.

Storage of vending unit when not in operation.

Supplies: Food and/ or supplies provided by Commissary

Ware washing facilities. Clean and sanitize equipment and utensils in a 3-compartment sink or commercial dishwasher

Wastewater disposal: Dispose of wastewater (Grey Water) to mop or utility sink or wastewater dump station with sanitary sewer connection

Water supply. Fill tank(s) or container(s) from potable water supply.

Other (describe) _____

As the operator of the mobile vending unit, I agree to use the above-named commissary for the activities and services checked above and to report to the commissary no less that once daily. (every 24 hours)

(MFVU Permit Holder's Name)

(MFVU Permit Holder's Signature)

(Date)

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