



Village of Round Lake Beach 2019 Renewal Guide for Ice Cream Vendors Application & Fee due March 29

NOTE FOR BUSINESSES WITH STOREFRONTS

You must apply for a separate General Business License Renewal if your business also has a storefront location.

Instructions for 2019 Renewal

1. Complete the Business License Application for Ice Cream Vendors including all required attachments & return to Village. Incomplete applications will be returned.
2. Pay the annual renewal and license fees online or by check. Determine your fees below.
3. Cooperate with the RLB Police Department to facilitate background checks and fingerprinting for all drivers, and vehicle checks for all vehicles.
4. Resolve any unpaid invoices, open liens and open enforcements. Per Section 1-4-6 of the Village Code, we are not able to issue your business license until such matters are taken care of.

Annual Fees

Annual fees must be submitted with the application prior to the police investigation. Fees cover the costs of processing the initial/renewal application, police investigation, vehicle inspection and issuance of licenses and placards. Calculate your fees as follows:

Renewal Fees: \$110 + \$25 per vehicle + \$35 per driver

License Fees: \$75 per owner + \$25 per driver

Vehicle Inspection

Prepare for inspection of all vehicles PRIOR to April 1. The inspection will include a review of the below:

1. Valid Health Department permit is displayed
2. Name of licensee is on both sides of vehicle & readable from 50 feet
3. Individual vehicle number specific to the company is on both side of vehicle
4. Presence of vehicle menu board that is neatly lettered & not hand written
5. All company vehicles have a uniform look & do not indicate prior uses
6. Review of safety inspection report demonstrating vehicle is in safe mechanical condition

Direct Questions & Return Completed Application To:

847/546-2351

BUSINESSLICENSING@roundlakebeachil.gov



Village of Round Lake Beach 2019 Business License Application for Ice Cream Vendors

BUSINESS & INFORMATION

Business Name: _____

Business Address: _____

Main Phone: _____ FEIN: _____

Vehicles: _____ # Drivers/Vendors: _____ License Fee: _____

OWNER CONTACT INFORMATION

Name: _____

Address: _____

Email: _____ Cell Phone: _____

OWNER'S DESIGNEE

Name: _____

Email: _____ Cell Phone: _____

ATTACHMENTS

1. Retailers Occupation Tax Act Certificate or Registration
2. Commercial Food Products Liability Insurance Certificate
3. Commercial General Liability Insurance Certificate
4. Liability Insurance Certificate for All Vehicles
5. Copies of Driver Licenses
6. Fingerprints for Applicant, Business Partners & All Drivers
7. Copy of Safety Inspection for Each Vehicle
8. Executed Statement & Signatures of Owner & Drivers/Vendors
9. Executed Indemnification & Hold Harmless Agreement
10. Executed Insurance Requirements Form

Return Application, Attachments & Fee to Village Hall



Village of Round Lake Beach
2019 Business License Application for Ice Cream Vendors
Statement & Signatures of Owner and Drivers/Vendors

I understand that the Round Lake Beach Police Department has my permission to conduct a background check to verify the accuracy of my (or my company's) application for a Business License to operate as an ice cream vendor. I verify that I am not a sex offender and I have no convictions that would make me ineligible to receive a license by reason of any matter or thing contained in any ordinance of the Village of Round Lake Beach and the laws of this State.

Owner Signature: _____ Date: _____

Printed Name: _____

Driver Signature: _____ Date: _____

Printed Name: _____

Driver Signature: _____ Date: _____

Printed Name: _____

Driver Signature: _____ Date: _____

Printed Name: _____

Driver Signature: _____ Date: _____

Printed Name: _____

Driver Signature: _____ Date: _____

Printed Name: _____



Village of Round Lake Beach
2019 Business License Application for Ice Cream Vendors
Indemnity & Hold Harmless Agreement

Business Name: _____

Owner: _____

The above-named owner of the above-named business, in consideration for receiving an ice cream vendor license from the Village of Round Lake Beach, covenants and agrees as follows:

Indemnity: The Owner shall indemnify, defend and hold harmless the Village and its Board of Trustees and its present and former officers, members (individually and collectively), agents, servants, administrators, employees, successors, representatives, attorneys, and assigns, and each and every one of them from and against claims, damages, losses and expenses, including but not limited to attorney's fees and litigation expenses claimed to arise out of or result from Owner's and Owner's employees operating as ice cream vendors and selling food products pursuant to a license issued by the Village including but not limited to claims, damages, losses or expenses attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting there from, to the extent caused in whole or in part by the acts or omissions of the Owner or anyone directly or indirectly employed by it or anyone for whose acts it may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. The indemnification obligation of this paragraph shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by or for the Owner or anyone else for whom it may be directly or indirectly liable under any policy of insurance, whether required herein or not. If the Village shall remain a party to any litigation for which the Owner is obligated to indemnify the Village, then the Owner shall protect and hold the Village harmless and shall pay all costs, expenses and reasonable attorney's fees incurred or paid by the Village in connection with the defense of such litigation. The Village may, at its option, require the Owner to assume the Village's defense in any action covered by this Agreement, through counsel reasonably approved by the Village.

Owner Signature: _____ Date: _____



Village of Round Lake Beach
2019 Business License Application for Ice Cream Vendors
Certification of Insurance Requirements

Business Name: _____

Owner: _____

The above-named owner of the above-named business, in consideration for receiving an ice cream vendor license from the Village of Round Lake Beach, covenants and agrees as follows to provide General Public and Products Liability Insurance is not less than the following amounts and under the following conditions:

Food Products:	\$500,000/\$500,000 Aggregate/Per Occurrence
Commercial General Liability:	\$1,000,000 General Aggregate
	\$1,000,000 Personal & Advertising Injury
	\$1,000,000 Each Occurrence
Business Auto Liability/Bodily Injury:	\$1,000,000 Per Person
	\$1,000,000 Per Accident
Business Auto Liability/Property Damage:	\$1,000,000 Per Occurrence

Other Conditions:

1. The required policy or policies shall contain the following special endorsements:
 - a. Policy will not be cancelled or reduced without 30 days prior written notice to the Village.
 - b. The Village and its officers, agents and employees are named as *Additional Insureds* under the terms of this policy.
2. Owner's insurance coverage shall be primary insurance as respect to the Village and its respective officers, agents and employees. Any insurance or self-insurance maintained by Village shall be excess of the Owner's insurance and shall not contribute to it.
3. No cancellation provision in any insurance policy shall be construed as derogation of the continuous duty of Owner to furnish insurance during the term of the ice cream vendor license.
4. Owner agrees to provide the required certificates of insurance with all endorsement to Village prior to owner beginning commercial operation as an ice cream vendor in the Village.
5. At least 30 days prior to the expiration of any policy, a signed and complete Certificate of Insurance, with all endorsement attached, showing that the insurance coverage has been renewed or extended shall be filed with the Village.

Owner Signature: _____ Date: _____