

VENDOR: Anyone who is serving, selling, or providing samples of food, beverage, or merchandise.
SPONSOR: A business or person that provides finances, merchandise and/or services in return for advertisement.
A separate form is required for each vendor and each sponsor.

Permit Applicant Name _____ Event Name _____
 Name of Organization Hosting Event _____
 Office Phone _____ Cellular _____
 Fax # _____ E-Mail Address _____

VENDOR or SPONSOR (Please circle one)

Business Name _____ VAB Business License # _____
 Business Address _____
 Point of Contact _____ Business Phone _____
 Cellular # _____ Fax # _____

Products will be: Sold Sampled Catered Displayed Given Away
 Food*: *Please provide menu* _____
 Beverages: *Please check all that apply* Alcoholic Non-alcoholic type _____
 Merchandise: *Please describe in detail* _____
 Propane Tank(s): *Please check all that apply* <Less than 500 gallons >Greater than 500 gallons

Operational and Logistic Information

Electrical Support & Water Source: The City utility/general services staff has absolute and exclusive authority regarding the installation, operation, and removal of all types of electrical support and water sources on city property. To better serve you please provide detailed information regarding your utility needs. **Failure to provide complete data may result in denial of service.** Please refer to the City Utility Sheet for more information.

Electrical Service: Vendor must provide a minimum of 100', 3-wire grounded cord acceptable for exterior use

Equipment	Location	110 volts	220 volts	AMPS	Wattage	Plug Type	Hardwire	Time ready for Tie-in	Time ready for Tie-out

Water Service: (The Health Department requires water for onsite food preparation)- *Check potable or non-potable*

- Vendor must provide a food grade water hose (100' minimum) and nozzle

Equipment	Potable Water (safe for consumption)	Non-Potable (non-consumption related)	Location

Please describe any unusual circumstances, request etc. _____

* Food vendors may be required to have a temporary restaurant permit from the State Health Department. Please ensure you are in compliance by calling (757) 518-2646. To comply with tent/structure requirements please contact Permits and Inspections at (757) 385-4211 and the Fire Department at (757) 385-4228. Business License inquiries please contact the Commissioner of Revenue office at (757) 385-4515. Contact your event planner for proper waste disposal information.