



PARKS & RECREATION

# Food & Beverage Vendor Application

<b>Applicant Information</b>	Business/Organization Name	Date
	Name of Applicant	
	Mailing Address	
	Physical Address	
	E-mail	Phone

<b>Vendor Guideline</b>	<p>Upon submission of this signed application, the vendor agrees to the following:</p> <ul style="list-style-type: none"> <li>• Comply with all federal, state, county, and village laws and ordinances.</li> <li>• Adequately staff booth during all event hours.</li> <li>• Sell only those goods and services described in this application.</li> <li>• Obtain required approvals from Moore County Environmental Health as required.</li> <li>• Obtain NC ABC Permit &amp; submit copy if approved to sell beer and wine sale.</li> <li>• Anticipate sales and stock sufficient quantity of product. (Call to verify anticipated attendance.)</li> <li>• Submit all payments by established deadline.</li> </ul>
	<p>_____</p> <p>Signature <span style="float: right;">_____</span> Date</p>

<b>Review and Selection Process</b>	<ul style="list-style-type: none"> <li>• The Village of Pinehurst Parks &amp; Recreation Department reserves the right to restrict the number and type of temporary food &amp; beverage vendor establishments and to offer priority to vendors who best meet the needs of the event.</li> <li>• Preference is given to vendors who maintain an excellent history of service and adhere to application and event guidelines.</li> <li>• All returning applicants must be in good standing; vendors who violate rules or agreements will be prohibited from participating in future events.</li> <li>• Submission of an application does not guarantee the vendor will be offered an opportunity to participate at an event.</li> </ul>
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<b>Permit Requirements</b>	<p><b>Beverage Vendors</b></p> <ul style="list-style-type: none"> <li>Beverage vendors are exempt from permitting through Moore County Environmental Health.</li> <li>Alcoholic Beverage Vendors must obtain a NC ABC Special Permit to sell at events.</li> <li>A copy of your NC ABC Permit and a certificate of liability insurance with the Village of Pinehurst listed as additional insured must be submitted.</li> </ul> <p><b>Mobile Food Vendors</b></p> <ul style="list-style-type: none"> <li>Mobile food units (“food trucks”) participating in events must provide a copy of your Mobile Food Unit Permit and Sanitation Grade Card with this application.</li> <li>Both permit and sanitation score must be displayed throughout the event</li> </ul> <p><b>Nonprofit Food Vendors</b></p> <ul style="list-style-type: none"> <li>Nonprofits must submit a permit exemption application for Temporary Foodservice to Moore County Environmental Health (910-947-6283)</li> <li>There is no permit fee but application must be submitted not later than 15 days prior to the event.</li> </ul> <p><b>Commercial Food Vendors</b></p> <ul style="list-style-type: none"> <li>Food vendors are required to submit a Temporary Food Establishment application to Moore County Environmental Health (910-947-6283).</li> <li>The permit fee (\$75) must be submitted with the application not later than 15 days prior to the event.</li> </ul>
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<b>Vendor Footprint</b>	<p><b>Type of Vendor Setup</b></p> <p>Booth/Tent                      Mobile Unit                      Self-Enclosed Vehicle</p> <p><b>Area Required</b></p> <p>Approximate Square Footage Required _____</p> <p><b>Electrical Requirements</b></p> <p>Number and Types of Outlets _____</p> <p><i>Note:</i> Tents larger than 10x10 require a permit and inspection. The Planning &amp; Inspections Department (910-295-2581) can provide additional information.</p>
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<b>Special Requirements</b>	<p><b>Additional Requirements</b></p>
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# Food & Beverage Vendor Application

Please list your menu and prices. Only items listed on this application and approved may be sold at the event.

_____ \$ _____	_____ \$ _____
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# Food & Beverage Vendor Application

Select Events that you are interested in participating in as a vendor:

Date	Event	Hours	Location
13 Oct 2017	Live after 5 Concert	5PM-9PM	Tufts Memorial Park
	Food: \$75.00	Beverages Only \$50.00	Alcoholic Beverages: \$350.00
28 Oct 2017	Kinderfest & Oktoberfest	1PM-5PM; 6-9PM	Tufts Memorial Park
	Food: \$75.00	Beverages Only \$50.00	Alcoholic Beverages: \$350.00
1 Dec 2017	Christmas Tree Lighting	5PM-8PM	Tufts Memorial Park
	Food: \$75.00	Beverages Only \$50.00	
17 Mar 2018	Saint Patrick's Day Parade	10AM-1PM	Tufts Memorial Park
	Food: \$75.00	Beverages Only \$50.00	
24 Mar 2018	Easter Egg Hunts	10AM-1PM	Cannon Park
	Food: \$75.00	Beverages Only \$50.00	
13 Apr 2018	Live after 5 Concert	5PM-9PM	Tufts Memorial Park
	Food: \$75.00	Beverages Only \$50.00	Alcoholic Beverages: \$350.00
11 May 2018	Live after 5 Concert	5PM-9PM	Tufts Memorial Park
	Food: \$75.00	Beverages Only \$50.00	Alcoholic Beverages: \$350.00

**Note:** Do not submit payment at this time. Those vendors selected to participate in the event will be notified and an invoice will be sent to the vendor at that time.

<b>Application Checklist</b>	<p><b>All Applications Require the Following</b></p> <ul style="list-style-type: none"> <li>Signed application completed and submitted by September 8, 2017.</li> <li>Events for which vendor is applying and number of booths requested.</li> <li>Photo of mobile unit or booth setup.</li> <li>Copy of sanitation grade card and permit (Mobile Food Units Only).</li> </ul> <p>For more information, contact: Kara Simmonds, 910-295-1900 x1275, <a href="mailto:ksimmonds@vopnc.org">ksimmonds@vopnc.org</a></p>
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