



TOWN OF BELVILLE

63 River Road

Belville, NC 28451

Phone: 910-371-2456

Fax: 910-371-2474

imcleod@townofbelville.com

2024 FOOD VENDOR APPLICATION

- Permits:** The Exhibitor agrees to obtain, at its own expense, ALL NECESSARY HEALTH, FOOD, FIRE OR OTHER PERMITS AND/OR LICENSES required by Brunswick County and the state of North Carolina. Failure to obtain the proper and required permits will act as a breach of this agreement in accordance with paragraph 5 below. Exhibitor agrees to have a representative at the site for inspection by the Department of Health and Fire Department prior to the operating hours of the event. This time is established by the agency and will be provided to the Exhibitor at the time of application for the permit. Failure to comply with the inspection requirements may result in the denial of the permit, which in turn will act as a breach of this contract as specified below. **NOTE: ALL PERMITS MUST BE OBTAINED 14 DAYS PRIOR TO THE EVENT.**
- Exhibitor Menu:** The Exhibitor agrees to only sell those items listed on the menu below and approved in writing by the Town. **THE MENU WITH PRICES MUST BE DISPLAYED.**
- Insurance:** The Exhibitor agrees to obtain a current Certificate of Insurance for General Liability Coverage effective for the date(s), location of the Town's event and the provision that the Town of Belville is included as an Additional Insured.
- Liability:** The Exhibitor agrees to pay for any damage done by its agents or employees to any personal or real property provided by or through the event.
- Breach:** The Exhibitor agrees that **ALL FEES PAID TO THE TOWN OF BELVILLE ARE NON-REFUNDABLE**, and that any failure on the Exhibitor's part to comply with this agreement, the rules and regulations of the Town of Belville, or the Exhibitor Application shall be a breach of contract. In the event of breach by the Exhibitor, the Town of Belville can terminate this and all agreements and retain fees paid by the Exhibitor as liquidated damages for the Exhibitor's failure to comply. The Town Of Belville may also demand the Exhibitor's immediate removal of its property and vacate the space in which case the Exhibitor agrees to forfeit all payments to Town of Belville as liquidated damages.
- Indemnification:** The Exhibitor agrees to **INDEMNIFY** the Town Of Belville, the venue, any officer, director, employee, staff, volunteer and sponsor from any and all fees, costs, and expenses incurred by them in connection with any claim, lawsuit, or proceedings arising out of or in connection with any act or omission of the Exhibitor or its agents in connection with the Exhibitor's involvement with the Town of Belville.
- NC SALES AND USE TAX LICENSE FORM:** Vendors are responsible for collecting North Carolina Sales Tax on all sales made during Special Events. A North Carolina Sales Tax number is **REQUIRED** by North Carolina Law.
- Current Certificate of Insurance Form, NC Sales Tax Form, Fees and Application must be submitted 4 weeks prior to event.**



Food Vendor Booth Space Fee: \$75.00 or \$77.25 if paying by Credit Card

ALL FORMS AND FEES MUST BE SUBMITTED BEFORE BEING APPROVED FOR EVENT

Business Name _____ Applicant Name _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Fax _____ Email _____

Please check event(s) you will be participating in:

Size of Trailer: _____ Width _____ Length

Founder's Day, May 4th, 2024

Serving Side Window: _____ Driver _____ Passenger

Are you able to Detach from Vehicle: _____ Yes _____ No

MENU

List all items that you will be selling at your booth, including drinks. Your menu must be approved by the Town's Parks & Recreation Board.

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

General Release: The undersigned does hereby and forever discharge the Town of Belville of and from all manner of actions, suits, damages, claims and demands whatsoever in law or equity, for any loss or damage to persons or property while in the possession, supervision or auspices of the Special Events. By signing this form, you verify that you have read and agreed to the Town of Belville's Rules and Regulations.

Applicant's Signature _____ Date _____

PROCEEDS FROM THE RAFFLE WILL BE DONATED TO THEIR WORTHY CAUSE. PLEASE INDICATE IF YOU WOULD LIKE TO DONATE AN ITEM. IF SO, WE ASK THAT YOU DELIVER THE ITEM TO THE TOWN HALL OFFICE BEFORE THE EVENT.

Description of Item _____ Estimated Value \$ _____

Please submit this completed **Food Vendor Application AND the NC Sales And Use Tax License Form** along with a check made payable to:

Town of Belville 63 River Road Belville, NC 28451

Or you may visit our website: www.townofbelville.com to pay by Credit Card by using the "Pay Online" button on the home page. You may also fax the **Food Vendor Application AND the NC Sales And Use Tax License Form** to 910-371-2474. For additional information, please call the Town Hall at 910-371-2456.

Print copies for your own records.

Internal Use Only: Check# _____ Cash _____ Credit Card _____ Date _____
Total Amount Enclosed \$ _____ Total # of Booths Requested _____ Booth Assignment _____



TOWN OF BELVILLE

NC SALES AND USE TAX LICENSE FORM

Everyone selling goods at the event must have a North Carolina Sales License. If you do not have a license, you will be required to obtain one prior to the show and advise the Town's Parks & Recreation Board of your license number upon receipt. To obtain a license, please contact:

North Carolina Sales and Use License Office
PO Box 25000
Raleigh, North Carolina 27640

Company Name: _____

Contact Name: _____

License Number: _____

I do not have a number/I have applied on: (date applied): _____

Non-Profit/Tax Exempt Number: _____

Print a copy of this form for your records. Mail or fax copy of form with signature to:

Town of Belville
63 River Road
Belville, NC 28451
Tel: 910-371-2456
Fax: 910-371-2474
Email: imcleod@townofbelville.com

If you are not conducting sales at the event, please check below & return the form:

I will not be conducting sales. (Check here) ___

Signature: _____

Date: _____