



Vendor Application

The Vendor application must be submitted no less than 30 days prior to the actual vending date. Applications must be completed in full prior to submittal; incomplete applications will not be accepted. Upon review by The Parks and Recreation staff, additional conditions and requirements may be required for the event. Applications can be submitted in person or via mail to the Parks and Recreation office, located at 6 Bobby Green Plaza, Auburndale, Florida 33823. For Additional information, please call (863) 965-5545.

CONTACT / RESPONSIBLE PARTY INFORMATION

Organization Name: _____

Contact Person (First/Last): _____

Mailing Address: _____ City: _____ State: _____

Zip: _____ Phone: _____ Email: _____

VENDOR INFORMATION

Vendor Description: Applicants must provide a full description of Vending area and items sold.

Please be as thorough as possible in communicating what items are to be sold and their cost. Describe the vending unit to include space needs, power needs, gas or electricity as well as the type of vending unit. (food truck, tents, etc.)

A Menu is permitted to be attached as well.

VENDOR INFORMATION CONTINUED

Vendor Description: Applicants must complete application in its entirety and submit all requested documents or the application will be denied and not reviewed.

Number of Employees: _____ Food Truck/Tent length: _____ Power Needs: _____

Location of Vending Spot: _____ Event Name, if any: _____

Date of Vend: _____ Time of Actual Vend: _____ To _____

Set Up Time: _____ To _____ Break Down Time: _____ To _____

Food Certificate Attached: ____ No ____ Yes **W9** Attached: ____ No ____ Yes

Business License Attached: ____ No ____ Yes **Sunbiz Registration** Attached: ____ No ____ Yes

Will Park Staff Be Requested: ____ No ____ Yes If yes, how many are needed? _____

Will Food be Prepared On Site: ____ No ____ Yes By Whom / Method: _____

*It shall be unlawful for any person to consume, and for any person to carry in any cup, can, or other open or unsealed container, any alcoholic beverage in the public parks, or playgrounds within the city. **Ordinance No. 1568 Ch. 6 Sec. 6-11***

A fee of \$100.00 will be required for any Vendor after application has been approved (for each day of vending). The City of Auburndale may also require a \$100.00 refundable damage deposit. A maximum of 5 days in a single calendar week may be applied for at one time.

The City of Auburndale will provide adequate trash receptacles for your area and encourage vendors to properly maintain their areas. If a vendor is required to have Parks staff on site during the event, a fee of \$30.00 per hour will be included in the vendor's fees. This requirement will be noted in the approval of the application.

Submission of a Vendor Application does not guarantee authorization for the application date in question. Upon review by the Parks and Recreation department, specific requirements, conditions and / or modifications may be applied. The City of Auburndale reserves the right to cancel any vendor if it is discovered after approval to be inconsistent with what is communicated in the Vendor Application.

Signature: _____ **Date:** _____