



## Vending at Special Events – Check List

The Event Organizer is responsible for procuring vendors for the event.

1. **Event Organizer to assure all vendors selling merchandise (including food vendors), to secure Proper Privilege License with the Town of Chapel Hill. Vendors must provide copies of their privilege license to the event organizer to be submitted with Outdoor Special Event Application**

Types of Permits accepted as special event vendors: See Business License Application

(at least one of these is required to vend at a special event)

- Current Chapel Hill Business License (\$25)
- Gross Receipts (min. \$25) – Catering Functions where event is catered, but NO food is sold to the general public.
- Specialty Market Permits (\$25) – required by any vendor selling merchandise or food to the general public at a special event.
- Food Trucks previously permitted through the Food Truck ordinance may serve food at special events with no additional permit required.

See Permit Center on the 3rd floor of Town Hall, 405 Martin Luther King Jr. Blvd., or call 919-968-5066

2. **Event Organizer to apply for Outdoor Special Event Permit with Town of Chapel Hill. See Town of Chapel Hill Outdoor Special Event Guide and Application.**

Event organizers MUST ALSO collect and submit with Outdoor Special Event Application, a detailed list of ALL vendors and food vendors to sell merchandise at the event. List must contain contact information (name, business name, address, phone, email) and copies of any permits currently held by vendors/food vendors.

Complete Outdoor Special Event Application and Vendor List to:

- Planning Department for events on private property
- Parks & Recreation for Town owned property or public streets.

3. **Event organizer to notify Orange County Health Department of intent to sell food at special event. See Orange County Temporary Food Stand Information and Application Packet**

- Event Organizers must also collect of Temporary Food Vendor Applications from each of your food vendors and submit with Event Organizer Application.
- Complete and submit Orange County Event Organizer Application.
- Contact Chapel Hill Fire Department for inspection of open flame apparatus



## EVENT ORGANIZER APPLICATION – VENDOR LIST

**Please Print**

1. Organizer Name: \_\_\_\_\_
2. Name of event: \_\_\_\_\_
3. Event location: \_\_\_\_\_
4. Dates and times of event: \_\_\_\_\_

Name of Vendor Operator	Address	Phone - Email	Items being Sold	Business License or Permits Attached
Doe's Fried Food John Doe	123 Mary Jane Lane Chapel Hill, NC 27514	919-555-0000 jdoe@hotmail.com	Food Vending	Specialty Market

Include as many copies as necessary to list each vendor participating at your event.