



**Weatherford, Parks, Recreation and Special Events
Food Vendor Reservation Form**

Please Print

First Name: _____ Last Name: _____

Business Name: _____

Primary Phone: _____ Secondary Phone: _____

Business Address: _____

(City/State/Zip): _____

Email Address: _____

Emergency Contact: _____ Relationship: _____

Emergency Contact's Daytime Phone: _____ Evening Phone: _____

State of Texas Sales Tax ID Number: _____ Certificate Copy Provided: Yes No

Type of Temporary Food Establishment: Mobile Tent Pictures of Mobile Unit Provided: Yes No

Dimensions of Unit: _____ Power Needed for Unit: _____

Type of Food Sold: _____

Do you have a commissary (required): Yes No Location: _____

Signature of Applicant

Date

FOR OFFICE USE ONLY:

Approved Denied Pending Notes: _____

First Monday Trade Days Coordinator

Date



**Weatherford, Parks, Recreation and Special Events
Acknowledgement of Policy and Procedures**

The Parks, Recreation and Special Events Department’s goal is to provide an attractive, safe and clean environment for food vendors and customers alike. This goal is accomplished through the policies and procedures applied for every event organized by the department. In order to become a food vendor at these events, you must complete the information this form and information below acknowledging that you have read, understand, and agree to operate within those policies and procedures, and are in compliance with State of Texas Sales Tax Guidelines. In addition, other policies, fees and forms may apply from the City of Weatherford’s Consumer Health Department, as this application is only for the use of the Parks, Recreation and Special Events Department. Please attach images of your setup, menu and food along with this form.

Please initial next to the following statements:

- _____ I have received, read, understand, and will follow City of Weatherford, Parks and Recreation Department Policies and Procedures, and understand that if I do not follow these Policies and Procedures, I jeopardize my privileges as a vendor.
- _____ I understand that any failure to comply with City of Weatherford, Parks and Recreation Department Policies and Procedures may result in removal from the premises at management discretion without refund, as well as loss of rental space.
- _____ I understand that the City of Weatherford, Parks and Recreation Department reserves the right to reject any requests for reservations and/or decline renewal to any vendor.
- _____ I understand that in order to be a vendor at Weatherford’s First Monday Trade Days I am required by the State of Texas to have an active Sales Tax Identification number on file with the Comptroller’s office, unless an exemption applies.
- _____ I understand that the City of Weatherford, Parks and Recreation Department reserves the right to update the Policy and Procedure Guidelines as necessary without prior notice to ensure the integrity and safety of the City at large to include City facilities. City employees, City property, the community, citizens, vendors, customers, and the general public.
- _____ I understand that I will be put on a food vendor waiting list until an available spot opens up for any event organized by the City of Weatherford, Parks, Recreation and Special Events Department.

Please Answer the Following Statements Yes or No:

- _____ A copy of my current, valid and active sales tax ID certificate is attached to this form.
- _____ I am exempt from sales tax per the State of Texas.

Signature of Vendor

Date

Printed Name of Vendor