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**TOWN OF COLONIAL BEACH  
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Colonial Beach, Virginia 22443  
(804) 224-7181 FAX (804) 224-7185**

**DEPUTY TOWN MANAGER  
Rob Murphy**

**CHIEF FINANCIAL OFFICER  
Lisa Okes**

**TOWN CLERK  
Heather Oliver**

January 2, 2021

Dear Prospective Peddler:

I am pleased to advise you that we are now accepting applications for the 2020 Program year. Enclosed for your convenience is an application packet which includes a copy of Ordinance #569 which covers the Boardwalk Vendors and Peddlers Program. Completed applications must be accompanied by the following documents:

- **A valid Certificate of Insurance in the amount of \$50,000 per occurrence providing coverage for any and all claims resulting from the peddling operation. The Town of Colonial Beach must be listed as an additional insured.**
- **A valid Town of Colonial Beach Business License.**
- **A valid Health Department Certificate for food service (if applicable).**

The fee is payable at the time the documents are submitted to the Town of Colonial Beach.

Thank you for your interest in the Town of Colonial Beach Boardwalk Vendors and Peddlers Program. Have a safe, successful and wonderful summer.

Sincerely,

Kathleen Easley  
Planning and Economic Development Director

cc: Interim Town Manager, Rob Murphy