

MAYOR
Robin Schick

TOWN COUNCIL
Mike Cabrey- Vice Mayor
Tom Moncure
Caryn Self-Sullivan
Pat Ey
Vicki Roberson
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TOWN OF COLONIAL BEACH
315 Douglas Ave.
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 1, 2021

Dear Prospective Vendor:

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 map of available municipal areas, as well as a copy of Ordinance #569 and #703 which covers the 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 vending operation. The Town of Colonial Beach must be listed as an additional insured.**
- **A valid Business License.**
- **A valid Health Department Certificate for food service (if applicable).**
- **Copy of a valid Drivers License.**

The Town of Colonial Beach does provide electrical service. Vendors are responsible for all other utilities as well as for the removal of trash. The applicable 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 Vendor Program. Have a safe, successful and wonderful summer.

Sincerely,

Kathleen Easley
Planning and Economic Development Director

cc: Rob Murphy, Interim Town Manager



FOOD VENDORS MUST DISPLAY A CURRENT HEALTH DEPARTMENT CERTIFICATE AT THE VENDING LOCATION AT ALL TIMES. OPERATING WITHOUT A VALID CERTIFICATE WILL NOT BE ALLOWED.

PROGRAM APPLICATION/PERMIT

Permit Fee: _____ Date: _____

Name of Concession _____

Name of Contact Person _____

Address _____

Telephone Number _____ cell: _____

Email _____

Please Provide:

- Physical description of your concession and size (i.e., trailer, tent, open tables, specialized equipment)

- Thorough description of the products to be offered for sale

- Description of desired vending location** (spots are distributed on a first come, first served basis)

The undersigned agrees to adhere to all Rules and Regulations of the Vendor Program as issued by the Town Manager and the Town Council (Ordinance #569 of the Colonial Beach Code of Ordinances), as well as laws of the Town of Colonial Beach and the Commonwealth of Virginia).

Signature Date

***Vendors are now required to comply with 2021 Major Event start and end times. A list of event dates and information will be distributed in early May 2021. Vendors also need to inform the event coordinator 72 hours before the event if they will be absent.*

Return application to: Vendor Program, 315 Douglas Ave., Colonial Beach, VA 22443

Approved: ___ Yes ___ No _____
Town Manager's Signature Date

Assigned Space # _____

Issuance of this permit does not constitute endorsement by the Town of any products sold thereunder.

