

ZEBULON PARKS AND RECREATION DEPARTMENT  
VENDOR/CONCESSION/ADMISSION/CATERING/FEE PERMIT  
(One form needed for each vendor/concession company)

Name of Company: \_\_\_\_\_

Business Representative within this company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event: \_\_\_\_\_ Event Location: \_\_\_\_\_ Event Date: \_\_\_\_\_

Please complete the document and submit it, along with all documentation, to the Recreation Assistant:

[zeash@townofzebulon.org](mailto:zeash@townofzebulon.org) or 301 S. Arendell Ave, Zebulon

All required documentation must be submitted to the Recreation Assistant no later than 2 weeks prior to the event date. If the required documentation is not submitted, the Town of Zebulon may cancel this agreement, and Licensee shall forfeit all rights to refund any monies paid.

**Vendors/Concessionaires/Food Trucks/Caterers -**

1. NC Sales and Use Tax Certificate - copy must be submitted - This certificate is required for the sales of *tangible* products (i.e. not rides). Vendors/Concessionaires are responsible for obtaining this – the office for The North Carolina Department of Revenue is located at 501 N. Wilmington Street, Raleigh, NC, 27603. Contact number: 1 (877) 252-3052. There is no fee to obtain this document. [NOTE: After 1/1996 this has been a computer-generated document called a “Merchant’s Certificate of Registration” with a nine-digit number beginning with 600XXXXXX. Prior to 1/1996 the certificate looked very different, and the number had 4 sets of digits: 3#s-1#-3#s-5#s. A vendor should have either of these certificates or, if it was applied for recently, the application copy which has a nine-digit number on it.
2. Insurance – copy must be submitted - The Certificate of Insurance in the business name of the company and with General Liability limits of at least \$1,000,000. Depending on the event being described, the Town of Zebulon may require up to \$5,000,000 in liability coverage. The Town of Zebulon must be listed as an additional insured for the specific rental event.
3. Local County Health Department Inspection: Food Vendors Only- A food vendor may work ONE festival in the State of North Carolina PER MONTH for no more than two (2) consecutive days off premises from their normal operation site and NOT be required to have a Health Department Inspection. Food vendors shall sign a statement that they meet these criteria to not have this inspection certificate. All businesses that are actively serving food are required to have their sanitation grade posted at all times.
4. Active Business Entity: Businesses must have a business name registered with the Secretary of State and have an active status.
5. Non-profits: All non-profits must be an active business entity. Only pre-packaged items allowed. County and local health department inspections may be required if applicable.

**Admissions/Gate (team or individual)-**

1. Insurance – copy- The Certificate of Insurance in the name of the company and with General Liability limits of at least \$1,000,000. Depending on the event described, The Town of Zebulon may require up to \$5,000,000 in coverage. The Town of Zebulon must be listed as an additional insured for the specific rental event.
2. Location – The Parks and Recreation Department will review an acceptable location for admission to be charged. If admission is being charged at athletic facilities, park entrances are not acceptable locations.
3. Signage – If admission is being collected, the organization must have a sign posted. The sign must include the organization name, admission price, and state that the fee applies to the event only.

### General Rules and Regulations for Catering Events-

1. NO alcoholic beverages of any kind (including beer, wine products, hard liquor, liqueurs, home-brewed concoctions, etc.) are permitted at any of the Zebulon Parks. Events in the Zebulon Community Center that are wishing to serve alcohol, must complete *the Zebulon Community Center Reservation and Rental Supplement Policy for Events That Include Alcohol*.
2. All catered events must have all equipment, food, and cookers hand carried or rolled to the intended Picnic Shelter, Community Center, outdoor area, or other isolated location. **Vehicles are restricted to public roads and parking areas.** In example: Do not drive to picnic shelters on grass, etc. Food trucks must coordinate with Recreation Assistant to identify parking locations.
3. Lights, electricity, and water are not guaranteed at your outdoor rental.
4. Assistance for carrying items to and from isolated areas is the responsibility of the person and/or organization conducting the event.
5. The caterer and the group are responsible for keeping areas clean during and after use. No decorations may be attached to picnic shelters, structures, and surfaces of the Community Center. All decorations must subsequently be removed upon the completion of the event. **NO** decorations of any type may be posted on room walls, doors/door frames, windows/window frames, ceilings, or floors. All decorations must be listed on the initial rental application and approved by the Parks and Recreation Department.
6. All grease and food scraps must be collected in a container and disposed of in the garbage. **DO NOT** pour grease, oil, or fat into any drain.
7. Do **NOT** remove tables from rooms or Picnic Shelters. No alterations should be made to any Picnic Shelter Site.
8. Licensee or permitted caterer will be required to provide a public liability insurance policy in the amount of at least \$1,000,000 and up to \$5,000,000 depending on the event, per claim, naming the Town of Zebulon and Licensee as insured parties and covering claims for injuries, deaths, and/or property damage arising out of the use of premises by Licensee. Proof of this liability insurance coverage is required.
9. All Catering businesses must be registered as a business, submit a valid Tax Identification Number or Certificate and submit a County Health Department Kitchen Inspection. Any Catering business that wishes to serve alcoholic beverages at the Zebulon Community Center, must submit an ABC Permit Number.

**The person(s) and/or company making this request, do waive and release all claims against the Town of Zebulon, Zebulon Parks and Recreation Department, Zebulon Parks and Recreation Advisory Board, its employees for any and all damages, losses, cost to person or property arising either directly or indirectly from the use of said premises and/or from the exercise of the privileges granted by this permit.**

**Signature of Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_