



CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (830) 796-4247

Temporary Vendor Permit Application

**THE APPLICATION DEADLINE IS THE WEDNESDAY BEFORE THE
EVENT AT 5:00 PM**

Applications received after the deadline are subject to a \$50 late fee. Permits are required. Any vendor found selling without a permit issued by the City of Bandera will incur a \$250.00 fine for the 1st offense.

Applications can be submitted either in person, by mail to PO Box 896 or by email to:

stephanie.biggs@banderatx.gov

YOU CANNOT APPLY FOR A PERMIT OVER THE PHONE

Permit fees are non-refundable & can be paid in person with cash, check or card. Checks can be mailed to PO Box 896. Online payments can be made @ <https://www.municipalonlinepayments.com/banderatx>

- Daily \$20.00
- Weekend/72 Hours \$50.00
- Monthly \$60.00
- Annual Bandera Business Ass'n Market Days \$175.00
- Annual Chamber of Commerce Events \$125.00
- Annual BBA / Chamber Combo \$300.00
- Non-profit – FREE

Only fill out the section that pertains to the items you sell. If you are selling in both Trade & Food categories fill in section 1 completely and then list the items sold in any other applicable section. Applications received without the required documents will be considered incomplete and a permit will not be issued.

Section 1: Trades Vendor (Includes pre-packaged food items)

Section 2: Food Vendor

Section 3: Cottage Law Vendor*

Required documents for Section 1 Trades Vendor:

A valid driver's license
State sales tax certificate
proof of non-profit status (if applicable)

Section 1 Trades Vendor Information:

Name: _____

Business or organization: _____

Address: _____

Phone number: _____ Email: _____

List of items to be sold: _____

If you are not a Food or Cottage Law vendor, skip to page 3

Required documents for Section 2 Food Vendor:

A valid driver's license
State Sales tax certificate
Proof of non-profit status (if applicable)
Certificate of Insurance
Texas State Health Permit (Food vendors operating at a fixed location for more than 14 days) **OR**
Food Handler's Certificate & a DSHS Temporary Food Establishment Event Permit (Food vendors operating at an event for 14 days or less)

Section 2 Food Vendor Information:

Name: _____
Business or organization: _____
Address: _____
Phone number: _____ Email: _____
List of food items to be sold: _____

Required documents for Section 3 Cottage Law Vendor:

A valid driver's license
State Sales tax certificate
Food Handler's Card (required by State of Texas)
Certificate of Insurance
Proof of non-profit status (if applicable)

Section 3 Cottage Law Vendor Information:

Name: _____
Business or organization: _____
Address: _____
Phone number: _____ Email: _____
List of cottage law food items to be sold: _____

*Refer to the Food Vendor information sheet for a list of allowable items under Cottage Law.

Location:

Every event requires its own application and fee. Bandera Business Ass'n & Chamber of Commerce organized events:

- Market Days ____
- Riverfest ____
- National Day of the American Cowboy ____
- Cowboy Mardi Gras ____
- Stampede Market Day ____
- Round Up Market Day ____
- Other ____

Non-organized Events are allowed in areas P4, P5 & P6 of the City. Requirements for these areas:

- ❖ **Place Types P4 & P5 – Submit a letter of permission from the business/private property owner with this application**
- ❖ **Place Type P6 – Approval from the City of Bandera**
- ❖ **Permits are site and date specific**

LEAVE THIS SECTION BLANK IF YOU ARE PART OF AN ORGANIZED EVENT

Private Property Set-up Info:

Business name where you are setting up: _____

Name of Owner: _____

Address: _____ Phone number: _____

Place Type / Character District _____

Start Date: _____

End Date: _____

Vendor Signature: _____

Date: _____

FOR CITY USE ONLY

Permit Number: _____

Date Received: _____

Approved by: _____

Notes: _____
