



# CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 522-3126

## Vendor Permit Application

**Complete applications must be received no later than 2 business days before the set up date.**

Applications received after the deadline are subject to a \$50 late fee.

**\$4.04.002 and \$4.09.002 Permits are required. Any vendor found selling without a valid permit will incur a \$100.00 fine per day for the 1<sup>st</sup> offense. Permits MUST be posted throughout the duration of the event.**

Applications can be submitted either in person, by mail to PO Box 896 or by email to:  
**stephanie.biggs@banderatx.gov**

Permit fees 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> after confirmation of approval – **DO NOT PAY ONLINE UNTIL YOU HAVE CONFIRMATION THAT YOUR APPLICATION HAS BEEN APPROVED.**

Permit fees are not charged for the following:

- Non-profit w/proof of status
- Recognized service clubs (Rotary, Kiwanis, Lions, Optimist, Elks and the like)
- Government subdivisions
- Arts & Crafts Fair featuring vendors of handmade items (crochet, blankets, paintings, jewelry, etc.)

All others as follows (50% reduced fee with valid City of Bandera Certificate of Occupancy):

- Daily \$20.00 – Each additional day \$10: # of Days \_\_\_\_\_
- Monthly \$60.00: # of Months \_\_\_\_\_ Maximum 12 months

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

### Required documents for Section 1 Trades Vendor:

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

### Section 1 Trades Vendor Information:

Name: \_\_\_\_\_  
Business or organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
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 (if applicable)  
Proof of non-profit status (if applicable)  
Certificate of Insurance  
Texas State Health Permit **OR**  
Food Handler's Certificate **&** a DSHS Temporary Food Establishment Event Permit

### Section 2 Food Vendor Information:

Name: \_\_\_\_\_  
Business or organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
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 (if applicable)  
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: \*Refer to the Food Vendor information sheet for a list of allowable items under Cottage Law.

Name: \_\_\_\_\_  
Business or organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email: \_\_\_\_\_  
List of cottage law food items to be sold: \_\_\_\_\_

## Location:

Non-organized Events are allowed in ALL areas of the City. Requirements for these areas:

- ❖ Place Types P1 & CS – Subject to Facility Use Agreement with the city.
- ❖ Place Type P3 – Private property as a caterer who does not sell to any individual other than the resident under contract.
- ❖ Place Types P2, P4, P5 & P6 - Submit a letter of permission\* from the business/private property owner with this application.
- ❖ Permits are site and date specific.

### Private Property Set-up Info:

Business name where you are setting up: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number: \_\_\_\_\_

Place Type \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

I have read and understand the terms and conditions of receiving a permit from the City of Bandera (§4.03 and §4.04). I have had the opportunity to question any information that was unclear. I agree to abide by the terms of the permit.

**Vendor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### FOR CITY USE ONLY

Permit Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Approved by: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

**\*Letter of permission must include the following:**

**Name of the business where you are setting up**

**Address of the business where you are setting up**

**Date(s) you are allowed to set up**

**Signature of the business owner or their designee**