



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 without the required documents are considered incomplete and will not be processed.

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 1st offense. Permits MUST be posted throughout the duration of the event.

Effective September 1, 2025 Cottage Law vendors are exempt from permit requirements under SB 541.

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

Required documents for Section 1 Trades Vendor (includes pre-packaged food items):

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 selling in both Trade & Food categories fill in section 1 completely and then list the food items being sold in section 2.

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
Food Handler's Certificate & a DSHS Temporary Food Establishment Event Permit
Mobile Food Unit operators only need to show ID & Texas State Health Permit & are exempt from the permit fee

Section 2 Food Vendor Information:

Name: _____
Business or organization: _____
Address: _____ City _____ State _____ Zip _____
Phone number: _____ Email: _____
List of 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