



# CITY OF HAVELOCK

## Vendor Application Food Trucks & Miscellaneous Vendors

Please return form to:  
Havelock Parks & Recreation  
1 Recreation Drive  
Havelock, NC 28532  
Questions? Call (252) 444-6429

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

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

Park Location: \_\_\_\_\_

Approved by Endorsed Association(s): Yes \_\_\_\_\_ No: \_\_\_\_\_ N/A: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

**Please describe your set-up (food truck, tent, trailer, etc.. with dimensions):**

\_\_\_\_\_  
\_\_\_\_\_

**What are you selling (be specific):**

\_\_\_\_\_  
\_\_\_\_\_

**If selling food, please include the following:**

- Menu with pricing
- Craven County Health Department Approval Documentation
- Certificate of Insurance (*Listing City of Havelock, 1 Governmental Ave. Havelock, NC*) as additional insured

Vendor Fee (Per event date)		
Vendor Fees	For-Profit	Non-Profit
	\$ 20.00	No Charge

*This application must be submitted with full details and attachments. I understand that additional fees and charges may be incurred. Those charges include set-up tear down time for staff, rental of barricades, Public Safety, Trash collection, damages, etc. I further understand that failure to provide the requested information within the specified timelines shall result in application being denied. I agree to indemnify and hold harmless the City of Havelock, its departments, agents, employees, officials and volunteers for any injury, illness or damage to person or property during this activity. Any social distancing guidelines or Executive Orders in place at the time of the event must be adhered to.*

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Approved by: _____	Vendor Fees Due: _____
<i>Director of Parks and Recreation</i>	Other Fees Due: _____
	<b>Total Fees Due:</b> _____