



APPLICATION FOR SPECIAL EVENT VENDOR PERMIT

City of Biloxi Police Department
170 Porter Avenue, Biloxi, MS 39530
Ph. (228) 702-3115
Email: bpdevents@biloxi.ms.us

VENDOR NUMBER: _____
(City Use Only)

APPLICANT INFORMATION

OWNER/APPLICANT NAME: _____

BUSINESS NAME: _____

BUSINESS MAILING ADDRESS: _____

WORK PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

ALTERNATE CONTACT (Include phone number and email address): _____

OPERATIONAL PLAN

SPECIAL EVENT: _____

SPECIAL EVENT SPONSOR: _____

DATE(s) OF SPECIAL EVENT: _____

TIME(s) OF SPECIAL EVENT: _____

VENDOR'S DATE(s) OF OPERATION: _____

VENDOR'S HOURS OF OPERATION: _____

LIST OF PRODUCTS TO BE SOLD OR DESCRIPTION OF SERVICES TO BE OFFERED
(attach additional pages if necessary): _____

LOCATION OF VENDOR (Description of property including parcel number if known): _____

OWNER OF PROPERTY (Include phone number and email address if not listed above): _____

(Submit to Special Events Coordinator written authorization from owner of property permitting use for activity, if not owned by applicant.)

APPLICATION FEES

The following applicants are required to submit the following fees with their application:

- **Mobile Food Vendors:** \$50 per vendor for vendors already permitted under Sec. 12-12-1 *et seq.* and \$200 per vendor for vendors without an existing permit.
- **Peddlers and Solicitors:** Annual license fee of \$25.00. Solicitors shall also provide a bond in the amount of \$1,000. *See* City of Biloxi Ordinance Sec. 13-1-18.

REQUIRED ATTACHMENTS

Please provide the following additional information/documentation:

- a) Written authorization from the owner of property;
- b) Site Plan;
- c) A state tax number issued by the Mississippi Department of Revenue designating them as a City of Biloxi business;
- d) Privilege License issued by Community Development;
- e) Copy of Driver's License;
- f) ABC permit (if applicable);
- g) Mississippi Health Certificate (if applicable);
- h) Amplified Sound Permit (if applicable);
- i) Peddler or Solicitor's License (if applicable);
- j) Mobile Food Vendor Permit (if applicable);
- k) Food Truck Inspection Certificate issued by the Biloxi Fire Department (if applicable);
and
- l) A Copy of any general liability insurance required for the business.

All required information and supporting documents must be submitted before final approval can be granted. If the applicant fails to complete the application form within five (5) calendar days after being notified of the additional information or documents required, their application shall automatically be denied.

AFFIDAVIT OF APPLICANT(S)

Undersigned parties hereby certify the information contained in the foregoing application is true and correct to the best of their knowledge and belief, and have read, understand and agree to abide by the rules and regulations governing the vendors and special events under the Code of Ordinances of the City of Biloxi, Mississippi, and they understand that this application is made subject to the rules and regulations established by the City, County, State, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. In the event good are sold, Vendor agrees to remit all sales tax to the Department of Revenue with the location

specified as being within the City of Biloxi. Vendor further agrees that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. Vendor agrees to abide by these rules, and further certifies that Vendor, on behalf of the business, is also authorized to commit that business. Vendor also agrees to remove all trash and litter from the permitted site before vacating the premises.

The undersigned parties have authority to execute this application; and the requesting Vendor promises and agrees to abide by all the terms and conditions of Section 12-4-1 *et. seq.*, Code of Ordinances, under which a Vendor Permit is issued, and to abide by all rules and regulations of the City of Biloxi, Mississippi.

By signing below, the undersigned parties agree to hold the City of Biloxi and its employees harmless for any loss, liability, or damage arising in connection with any activity occurring on the subject property.

Vendor Signature: _____

Print Name of Vendor: _____

Title _____ Date _____

Signature of Event Sponsor or Property Owner: _____

Print Name of Event Sponsor or Property Owner: _____

Title _____ Date _____

(For City Use Only)

CHECK ONE: APPROVED: DENIED:

Permit Number: _____

Community Development: _____ Date: _____

Comments: _____

