



Special Event Vendor Application

Peabody Recreation

Vendor Application for Special Events

Event Name: _____

Event Date(s): _____

Location: _____

Section 1: Vendor Information

Field	Details
Business Name	_____
Contact Person	_____
Phone Number	_____
Email Address	_____
Website / Social Media	_____
Mailing Address	_____

Section 2: Business Details

Field	Details
Business Status	<input type="checkbox"/> For-Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Informational
Type of Vendor	<input type="checkbox"/> Food <input type="checkbox"/> Beverage <input type="checkbox"/> Craft <input type="checkbox"/> Merchandise <input type="checkbox"/> Service <input type="checkbox"/> Other: _____
Description of Products/Services	_____ _____

Section 3: Required Important Documents

Please attach or indicate the status of the following documents (if applicable):

- ☐ **Business License** — Number: _____
- ☐ **Board of Health Permit** (required for food/beverage vendors) ☐ Attached ☐ Pending ☐ N/A
- ☐ **One-Day Liquor License** (if serving alcohol) ☐ Attached ☐ Pending ☐ N/A
- ☐ **Certificate of Liability Insurance** ☐ Attached ☐ Pending ☐ N/A
- ☐ **W-9 Form** ☐ Attached ☐ Pending

Additional Documents / Notes: _____

Section 4: Booth & Equipment Requirements

Field	Details
Booth Size Needed	<input type="checkbox"/> 10x10 <input type="checkbox"/> 10x12
Tables and Chairs Needed	<input type="checkbox"/> Yes <input type="checkbox"/> No (Max of one provided.)
Power Source	<input type="checkbox"/> Electrical <input type="checkbox"/> Propane — must provide your own; subject to Fire Department inspection. <input type="checkbox"/> Generator — must provide your own; subject to Fire Department inspection.
Setup Requests	_____

Note: Vendors are responsible for safely operating their own electrical, propane, or generator power in compliance with all safety regulations. Electrical sources are **not guaranteed**.

Section 5: Terms & Conditions

Please review and acknowledge the following:

- Vendors must comply with all local health, fire, and safety regulations.
- Spaces are assigned on a first-come, first-served basis once approved.
- Fees are non-refundable unless the event is canceled by the organizers.
- Setup and teardown times must be followed as directed by event staff.
- Event organizers reserve the right to deny applications at their discretion.

☐ I have read and agree to the terms and conditions above.

Signature: _____ **Date:** _____

Disclaimer

Submitting an application does not guarantee acceptance into the event. If your application is approved, you will receive a vendor agreement along with details on submitting the required application fee.

Submission Instructions

Please return the completed application and required documents to:

Email: Cameron.White@Peabody-ma.gov

For questions, contact:

Phone: 978-536-7132