



Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

FOUNDERS DAY - Saturday, May 3, 2025

FOOD AND BEVERAGE VENDOR FORM

Requirements

1. Vendor site location shall be assigned by a member of the Town Staff.
2. Spaces are limited. Your space **will not be secured until payment of the vendor fee** is made, even if all documents are received.
3. You **MUST** provide the Town of Melbourne Beach with a copy of liability insurance, naming the Certificate Holder as the Town of Melbourne Beach in the minimum amount of \$100,000.00. A copy of the insurance document must be provided to the Town no later than **Friday, March 28, 2025**.
4. A valid Department of Business and Professional Regulation Certification and any other required certification, must accompany submittal of Food and Beverage Vendor Form. **State official will be on-site!**
5. The State Department of Revenue requires all vendors to pay sales tax for sale of food/beverages. It shall be your responsibility to comply with State requirements.
6. All required safety equipment is the responsibility of the vendor. **The Fire Inspector will be on-site** the day of the event to check each vendor.
7. Must adhere to the **Prohibition of Single Use Plastics and Styrofoam Regulations** as attached to the application. Your signature below notes your understanding and agreement.
8. All vendors will be allowed to sell **any food item**, but **NO beer, wine or other alcoholic beverages**.
9. Any generators used must be **inverter generators** as they are quieter and have lower emissions.

The number of vendors shall be limited. The deadline to submit **vendor forms along with payment** will be **Friday, March 28, 2025 or until spaces run out**.

Mail to: Town of Melbourne Beach, 507 Ocean Avenue, Melbourne Beach, FL 32951
You may also email your form to **office@melbournebeachfl.org** and call Town Hall at **321-724-5860** to make your payment.

The Town accepts checks, cash, and credit card (Visa, MasterCard, and Discover).
Make checks payable to: "Town of Melbourne Beach"

Fee Schedule

Food Concession: \$225.00 plus 7% tax = **\$240.75**

Phone: (321) 724-5860 | melbournebeachfl.org | Fax: (321) 984-8994

Brevard County's Oldest Beach Community - Established 1883



Town of Melbourne Beach

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Name of Business or Organization:	
Contact Person:	
Address:	
Cellphone #:	
Email Address:	
Type of Food/Beverage Requesting to Serve:	

I understand and agree to the requirements listed above including #7.

Signature _____ Date _____

For office use only: \$_____ paid by Cash, Credit, or Check #_____