

FORM 4

RALEIGH PARKS AND RECREATION DEPARTMENT  
VENDOR/CONCESSION/ADMISSION FEE PERMIT  
(One form is needed for each vendor/concession company)

Name of Company \_\_\_\_\_  
Responsible Person within this company \_\_\_\_\_  
Address (Street/City/State/Zip) \_\_\_\_\_  
Phone - day \_\_\_\_\_ evening/weekend \_\_\_\_\_ pager/cell \_\_\_\_\_

**NEEDED BY:**

**Vendors/Concessionaires –**

- 1) NC Sales and Use Tax Certificate – copy – This certificate is required for the sales of *tangible* products (ie. not rides). Vendors/Concessionaires are responsible for obtaining this – the office is located at 501 N. Wilmington Street - 733-3981 – there is no fee. [NOTE: After 1/96 this has been a computer generated document called a “Merchant’s Certificate of Registration” with a 9 digit number beginning with 600XXXXXX. Prior to 1/96 the certificate looked very different and the number had 4 sets of digits: 3#s – 1# - 3#s – 5#s. A vendor should have either of these certificates or, if it was applied for recently, the application copy which has a 9 digit number on it.
- 2) Insurance – copy – The Certificate of Insurance in the name of the company and with General Liability limits of at least \$1,000,000. The City of Raleigh should be listed as an additional insured for the specific rental event.
- 3) Fee – 20% of the adjusted gross receipts (gross receipts minus sales taxes only) or lost profit amount (for free giveaways).
- 4) Wake County Health Department Inspection – Food Vendors Only - A food vendor may work ONE festival in the State of North Carolina PER MONTH for no more than two (2) consecutive days off premises from their normal operation site and NOT be required to have a Health Department Inspection. Food vendors shall sign a statement that they meet these criteria in order to not have this inspection certificate. All other food vendors must produce this certificate.
- 5) USDA Inspection Certificate – Only needed by food vendors who will be making ice cream on site, not just scooping it from commercially packed tubs. Vendors should make sure: a) the scoop is rested in a cup of sanitized water (ie. with chlorine), b) the ice cream dipper’s hands are gloved, c) that the ice cream itself is covered after dipping to prevent leaves, etc. from falling into the tubs.

**Admission Fee (team or individual) –**

- 1) Insurance – copy – The Certificate of Insurance in the name of the company and with General Liability limits of at least \$1,000,000. The City of Raleigh should be listed as an additional insured for the specific rental event.
- 2) Fee – 20% of the adjusted gross receipts (gross receipts minus sales taxes only).

**LICENSES NO LONGER NEEDED:**

City of Raleigh Privilege Licenses – Not issued for occasional events (ie. festivals, special events)  
NC Privilege Licenses – No longer issued

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Signature of Vendor Company Representative

Date

(4/02)