



CITY OF TYBEE ISLAND

PO Box 2749; Tybee Island, Georgia 31328
www.cityoftybee.org

SPECIAL EVENT VENDOR APPLICATION

Vendor permit applications are considered for City approved special events in which allowance for vendors was requested. Vendors should work directly with the organization hosting the event to ensure participation. Chatham County Health Department must be contacted for approval of food vendors in accordance with their regulations (fees may apply). When tents or other accessory structures are intended to be used, a separate permit is required by organizer (fees may apply) through the Community Development Department.

The event organizer must submit completed Special Event Vendor Applications with applicable fees to the _____ # _____ for approval no later than two weeks prior to the event.

Today's Date: _____ Application Fee Submitted: _____

- A non-refundable Special Event Vendor application fee, in accordance with City Code Sec. 58-179, is required at the time of application submittal by event organizer. Check or money orders should be made payable to City of Tybee Island. Credit cards and cash are also acceptable forms of payment.

SECTION 1: EVENT INFORMATION

- Business Name: _____
 ❖ Commercial? Non-Profit / tax exempt?*
- ❖ Physical Location: _____
- ❖ Mailing Address: _____
- ❖ Contact Number & Email: _____
- Name of Event: _____
 ❖ Name of Event Organizer: _____
- ❖ Date(s) of Event: _____
- ❖ Location: _____
- What product(s) are you selling? _____

*A copy of the organization's Non-Profit Status / GA Tax Exempt Certificate must be submitted with the application.

SECTION 2: AGREEMENT AND ACCEPTANCE TO ADHERE TO APPLICATION REQUIREMENTS

Vendor Applicant's Signature: _____ Date: _____

Event Organizer's Signature: _____ Date: _____

INTERNAL USE BELOW

REVIEWED / APPROVAL*:

Special Events Coordinator: _____ Date: _____

* Reason for denial: _____

* Additional comments: _____

PERMIT # ISSUED: _____ (Permit placard must be visibly posted during event.)