

A copy of this form must be kept at all times in the Mobile Food Vendor vehicle and supplied for random inspection.

Program Compliance

I understand and will abide by the regulations in Article 9-24 of the Zoning Ordinance and by the Policies and Procedures for the Warrenton Mobile Food Vendor Program. I further understand that should I commit any violation of the Ordinance and/or this policy, my participation in this program may be revoked.

Vendor Signature

Printed Name

Town Manager or Designee Signature

Printed Name

*Questions?
Contact the Department of Planning & Community
Development
18 Court Street, Ground Floor
(540) 347-2405
Monday - Friday 8:00 am - 4:30 pm*



TEAR HERE TO DISPLAY ON VEHICLE

Designated Public Sites

The following are designated as public vending sites for Mobile Food Vendors:

1. **Warrenton Aquatic and Recreation Facility**, 800 Waterloo Rd, Warrenton, VA 20186 - Parking Area
2. **Rady Park**, 725 Fauquier Road, Warrenton, VA 20186 - Parking Area

For more information on these park facilities, go to <http://bit.ly/w-town-parks>

Exceptions to Permitting

As stated in Section 9-24.1 of the Zoning Ordinance, **Mobile Food Vendor permits do not extend to special events.** You must be specifically authorized to sell at certain events.

Mobile Food Vendors **may not operate** in designated Public Parks during special events, athletic meets, and tournaments **without express permission** from the Department of Parks and Recreation events coordinator.

Possession of an annual permit does not guarantee a Mobile Food Vendor will be granted permission during special events.

It is the sole discretion of the events coordinator which Mobile Food Vendors may have access to events. It is the responsibility of the Mobile Food Vendor to stay informed of restricted events.

The Warrenton Mobile Food Vendor Program will be reviewed in its entirety one year after its adoption by the Town Council.



Town of Warrenton
MOBILE FOOD VENDORS

*A guidance document for the
Mobile Food Vendor Program*



Vending Permit Application Process

Designated Public Sites

Program Fees

Application Process

Here's what's needed:

1. A **Health Permit** from the Virginia Department of Health;
2. Proof of Current **Fire Inspection**;
3. Statement of **Authorization from property owner** or their agent if operating on private property;
4. Certificate of **insurance** (see Article 9-24.9 of the Zoning Ordinance);
5. Signed Policies and Procedures Program **Compliance form** (last page of this brochure);
6. **Fees paid** in full (see chart below); and
7. **Zoning Application**. Apply via email or in person at Town Hall at 18 Court Street, from 8 a.m. to 4:30 p.m. We will verify all permits have been obtained prior to issuing your permit.
8. Town **Business License**. Issued after your zoning permit.

Fees	Town	Other Agencies
Annual Mobile Food Vendor Program Fee (per vendor)	\$100	
Annual Business License Fee (per vendor)	\$ 50	
<u>One-time</u> Meals Tax Bond (per vendor)	\$300	
Annual Fire Inspection Fee (per vehicle)	\$ 50 ¹	
Annual Health Permit Fee (per vehicle)		VA Department of Health (County)
Total	\$500	

¹ \$50.00 up to 2,500 sq. ft. plus \$0.01 per sq. ft. for every square foot over 2,500.



Program Fees

Annual Permit Fee. The full annual permit fee is due upon acceptance into the Warrenton Mobile Food Vendor Program. If a vendor chooses to withdraw from the program, the annual fee is forfeited. The annual fee for renewing Mobile Food Vendors is due by June 30th.

Annual Business License Fee. The business license fee for Mobile Food Vendors is an annual flat fee and cannot be refunded. The business license fee for the first year is due at the time of application. Business License Renewal applications will be mailed each year and are due by March 1st. The annual business license fee is due by June 30th.

Meals and Consumption Tax. Mobile Food Vendors are required to collect Meals and Consumption Tax on all applicable food and beverage sales at a rate of 4%, and remit to the Town on a monthly basis. The Meals Tax return and payment are due on the 20th of the month following the month in which the tax was collected.

Meals and Consumption Tax Bond (New Vendors). At the time of application to the program, a one-time Meals and Consumption Tax Bond in the amount of \$300 is required. The Bond is refundable only if the vendor application is not approved, or if before incurring any meals tax liability the participant goes out of business, moves their business, or otherwise ceases to operate in the Town of Warrenton.

Meals and Consumption Tax Bond (Other). Mobile Food Vendors that do not maintain participation in the program for a period of two years or more will be considered “new vendors” and will be required to provide the meals tax bond again upon application to re-enter the program. Mobile Food Vendors that are delinquent in the remittance of meals tax may be required to provide the meals tax bond annually, at the discretion of the Town Manager.

Mobile Food Vendors are required to comply with all other applicable local, state and federal taxes, including remittance of Sales Tax in accordance with state law.

