



# TOWN OF COLONIAL BEACH

## 2026 VENDOR PERMIT APPLICATION

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Dear Prospective Vendor,

We are pleased to announce that applications for the 2026 season of the Colonial Beach Vendor Program are now being accepted. Enclosed you will find an application packet containing the program rules, regulations, and fee schedule.

All completed applications must include the following:

- A valid certificate of insurance with coverage of at least \$50,000 per occurrence for any claims arising from the vending operation. The Town of Colonial Beach must be listed as an additional insured.
- A valid Town of Colonial Beach Business License.
- A valid Health Department Certificate for food service, if applicable.

The applicable permit fee is due upon approval of your permit. Food vendors are responsible for remitting meals tax to the Town of Colonial Beach. Meals Tax forms are available through the Finance Department at Town Hall.

Thank you for your interest in the Colonial Beach Vendor Program. We wish you a safe, successful, and enjoyable season.

Warmly,

Kyler Brower  
Assistant Town Manager  
[Kbrower@colonialbeachva.gov](mailto:Kbrower@colonialbeachva.gov)



# TOWN OF COLONIAL BEACH

## VENDOR PERMIT APPLICATION

### APPLICANT INFORMATION

APPLICATION DATE

NAME OF OWNER

BUSINESS NAME

ADDRESS

TELEPHONE NUMBER

EMAIL

### BUSINESS DESCRIPTION

TYPE OF VEHICLE

Food Truck  Trailer  Other

IF OTHER, PROVIDE  
A DESCRIPTION OF  
YOUR EQUIPMENT

SIZE (LENGTH &  
WIDTH OF VEHICLE)

THOROUGH  
DESCRIPTION OF  
PRODUCTS TO BE  
SOLD

# TOWN OF COLONIAL BEACH

## VENDOR PERMIT APPLICATION

### PERMIT SELECTION

REQUESTED PERMIT  
DATE(S)

DURING SEASON (APRIL 1 - SEPTEMBER 30)

#### **STATIONARY POINT OF SALE**

- |   |                |
|---|----------------|
| <input type="checkbox"/> FULL SEASON USING TOWN ELECTRIC HOOKUPS    | <b>\$2,000</b> |
| <input type="checkbox"/> FULL SEASON WITHOUT TOWN ELECTRIC HOOKUPS  | <b>\$1,000</b> |
| <input type="checkbox"/> ONE-TIME FULL WEEKEND (FRI, SAT, & SUN)    | <b>\$350</b>   |
| <input type="checkbox"/> ONE-TIME SINGLE DAY (FRI, SAT, SUN)        | <b>\$150</b>   |
| <input type="checkbox"/> ONE-TIME SINGLE DAY (MON, TUES, WED, THUR) | <b>\$100</b>   |

DURING SEASON (APRIL 1 - SEPTEMBER 30)

#### **MOBILE POINT OF SALE**

- |                                      |                |
|--------------------------------------|----------------|
| <input type="checkbox"/> FULL SEASON | <b>\$1,500</b> |
|--------------------------------------|----------------|

DURING OFF-SEASON

#### **STATIONARY POINT OF SALE**

- |  |             |
|--|-------------|
| <input type="checkbox"/> ONE-TIME FULL WEEKEND (FRI, SAT, & SUN)   | <b>\$75</b> |
| <input type="checkbox"/> ONE-TIME SINGE DAY (MON, TUES, WED, THUR) | <b>\$50</b> |

DURING OFF-SEASON

#### **MOBILE POINT OF SALE**

- |  |              |
|--|--------------|
| <input type="checkbox"/> ONE-TIME SINGLE DAY (ANY DAY OF THE WEEK) | <b>\$150</b> |
|--|--------------|

# TOWN OF COLONIAL BEACH

## VENDOR PERMIT APPLICATION

### RULES & REGULATIONS

**The full Vendor Program Rules and Regulations can be found on the Town of Colonial Beach website.**

#### **Program Eligibility**

- Weekend-only or daily vendor permits: maximum of 4 per season.
- Seasonal vendors may hold only 1 permit type per business per season.

#### **Permit Requirement**

- Vendors must have an approved permit from the Town Manager before operating.
- Permits are non-transferable; spaces may not be sublet.

#### **Vendor Locations**

- Limited to designated spaces on Town Hill.
- One location will be assigned per permit by the Vendor Program Manager with Town Manager approval.

#### **Event Coordination**

- Vendor permits are valid for all days and weekends, including Town-hosted events.
- For private events, vendors must coordinate with the private event organizer and follow any rules or requirements for operating during that event.

#### **Fees & Taxes**

- All fees must be paid in full prior to permit issuance.
- Vendors selling food or beverages must submit meals tax monthly by the 20th. Forms available through Finance & Customer Service.

#### **Parking & Vehicles**

- Parking in vendor spaces is only allowed for loading/unloading. Unauthorized parking may be towed at vendor expense.
- Overnight parking may be allowed at the designated location per permit.

#### **Use of Space**

- Vendors who do not use their assigned space for 3 consecutive weekends may forfeit their permit.

#### **Operations & Conduct**

- Noise from speakers, radios, or amplified devices must be minimal.
- Vendors must clean up all trash/refuse generated by their operation.
- Menu items and pricing must be clearly displayed.

#### **Health & Safety**

- Vendors selling food or beverages must comply with Virginia Department of Health regulations.
- Proof of liability insurance (\$50,000 minimum) naming the Town as additional insured is required.

#### **Licenses & Permits**

- All required permits and a valid Town of Colonial Beach business license must be displayed while operating.

#### **Enforcement**

- Violations of program rules may result in permit suspension or revocation, fines, or removal from Town property.
- The Town Manager or designee determines enforcement actions.

**The undersigned hereby acknowledges and agrees to fully abide by all Rules and Regulations set forth in the Vendor and Peddler Program, and to comply with all applicable statutes, ordinances, and regulations of the Town of Colonial Beach and the Commonwealth of Virginia. Noncompliance may result in the suspension or revocation of this permit and any other remedies available under law.**

DATE:

APPLICANT  
SIGNATURE

# TOWN OF COLONIAL BEACH

## VENDOR PERMIT APPLICATION

### FOR OFFICE USE ONLY

PERMIT APPROVED:

YES

NO

DATE:

IF NOT APPROVED -  
CORRECTION  
NEEDED:

FEE AMOUNT:

PAID:

YES

NO

APPROVED  
LOCATION:

TOWN MANAGER OR DESIGNEE SIGNATURE:

Issuance of this permit shall not be construed as an endorsement by the Town of Colonial Beach of any products, goods, or services sold under the authority of this permit. The permit fee shall be due at the time of application submission. In the event the application is denied, the Town shall refund the full fee to the applicant.

This permit and agreement shall be prominently posted at the vending location during all hours of operation. All food vendors shall maintain and display a current Virginia Department of Health certificate at the vending location at all times. Operation without a valid certificate is strictly prohibited.

Completed applications shall be submitted to:  
Vendor & Peddler Program  
315 Douglas Ave., Colonial Beach, VA 22443



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