



PARKS & RECREATION

Food Vendor Application 2025

Applicant Information	Business/Organization Name	Date
	Name of Applicant	
	Mailing Address	
	Physical Address	
	E-mail	Phone

Vendor Guideline	<p>Upon submission of this signed application, the vendor agrees to the following:</p> <ul style="list-style-type: none"> • Comply with all federal, state, county, and village laws and ordinances. • Arrive on time and stay open/in spot for the entirety of the event. • Adequately staff booth during all event hours. • Sell only those goods and services described in this application. • Obtain required approvals from Moore County Environmental Health. • Mobile Food Unit Permit and sanitation score must be displayed throughout the event (Mobile Food Trucks only) • Anticipate sales and stock sufficient quantity of product. (<u>Call to verify anticipated attendance.</u>) • Dispose of trash and recycling properly. • Submit all payments by established deadline.
	<p>_____</p> <p>Signature Date</p>

Review and Selection Process	<ul style="list-style-type: none"> • The Village of Pinehurst Parks & Recreation Department reserves the right to restrict the number and type of temporary food vendor establishments and to offer priority to vendors who best meet the needs of the event. • Preference is given to vendors who maintain an excellent history of service and adhere to application and event guidelines. • All returning applicants must be in good standing; vendors who violate rules or agreements will be prohibited from participating in future events. • Submission of an application does not guarantee the vendor will be offered an opportunity to participate at an event. • <i>Applications are due back by February 10th, 2025</i>
	<p>_____</p>



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Permit Requirements	<p style="text-align: center;">Moore County</p> <p>Temporary Food Stands</p> <ul style="list-style-type: none"> Food vendors are required to submit a Temporary Food Establishment application to Moore County Environmental Health (910-947-6283) no later than 15 days prior to the event. <i>*Moore Country has a fee associated with this process for Temporary Food Stands*</i> A copy of approval must be emailed to csmingler@vopnc.org 5 days prior to the event. <p>Nonprofits</p> <ul style="list-style-type: none"> Nonprofits must submit a permit exemption application for Temporary Foodservice to Moore County Environmental Health (910-947-6283) no later than 15 days prior to the event. A copy of approval must be emailed to csmingler@vopnc.org 5 days prior to the event. <p>Mobile Food Unit</p> <ul style="list-style-type: none"> Mobile food units (“food trucks”) participating in events must obtain a Mobile Food Unit Permit and provide the most recent sanitation grade card.
Vendor Footprint	<p>Type of Vendor Setup</p> <p style="text-align: center;">Booth/Tent Mobile Trailer Self-Enclosed Vehicle</p> <p>Area Required</p> <p>Approximate Square Footage Required _____</p> <p>Generators</p> <p>Can you bring a generator? _____</p> <p>Note: Tents larger than 10 square feet require a permit and inspection. The Planning & Inspections Department (910-295-2581) can provide additional information.</p>
Special Requirements	<p>Additional Requirements</p>



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Please list your menu and prices. Only items listed on this application and approved may be sold at the event.

_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
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_____ \$ _____	_____ \$ _____



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Select Events that you are interested in participating in as a vendor: **(Must have generator for all events)**

Date	Event	Hours	Location	Fee	Select
15 Mar 2025	Saint Patrick's Day Parade (Treat vendors only)	10AM-12PM	Tufts Memorial Park	\$75	_____
12 April 2025	Easter Egg Hunt	10AM-12PM	Cannon Park	\$75	_____
11 Apr 2025	Live After 5 Concert	5PM-9PM	Arboretum	\$75	_____
9 May 2025	Live After 5 Concert	5PM-9PM	Arboretum	\$75	_____
3 Jul 2025	Fireworks Celebration	6PM-10PM	Harness Track	\$75	_____
8 Aug 2025	Live After 5 Concert	5PM-9PM	Arboretum	\$75	_____
12 Sept 2025	Live After 5 Concert	5PM-9PM	Arboretum	\$75	_____
10 Oct 2025	Live After 5 Concert	5PM-9PM	Arboretum	\$75	_____
5 Dec 2025	Christmas Tree Lighting	5PM-7:30PM	Tufts Memorial Park	\$75	_____

Note: Do not submit payment at this time. Those vendors selected to participate in the event will be notified and an invoice will be sent to the vendor at that time. **Applications are due back by February 9th.**

Tufts Memorial Park – 1 Village Green Road West, Pinehurst NC 28374

Arboretum – 105 Rassie Wicker Drive, Pinehurst NC 28374

Cannon Park – 90 Woods Road, Pinehurst NC 28374

Harness Track – 200 Beulah Hill Road South, Pinehurst NC 28374 (vendor entrance 200 Monticello Drive)

Application Checklist

All Applications Require the Following

- ___ Signed application.
- ___ Events for which vendor is applying, page 4.
- ___ Photo of booth setup (new vendors only).
- ___ Copy of sanitation grade card and permit (Mobile Food Units Only).

For more information, contact: Chris Smingler 910-295-8656, csmingler@vopnc.org

Parks & Recreation Department

Mailing: 395 Magnolia Road, Pinehurst, NC 28374

Office: 210 Rattlesnake Trail, Pinehurst NC 28374

(910) 295-8656 - Fax (910) 295-1853 – www.vopnc.org