



CITY of SENECA Event Vendor License Application

The Event Vendor License is a one-time-only license, valid for the event indicated below *only*. This license applies to individuals selling items such as food, prepackaged items, crafts, jewelry, etc. *or* providing information about an organization/business. Non-profit organizations will need to provide a copy of their 501 (c) 3.

For those individuals selling food/edible items:

- Liability Insurance is required in the amount of \$250,000 per occurrence / \$1,000,000 aggregate maximum, including food poisoning coverage.
- A copy of the **insurance policy, certificate of insurance (COI)**, or other valid proof of coverage must be provided.
- The City of Seneca must be listed as co-insured/certificate holder.
- The signature of an authorized representative of the insurance company is required.
- Coverage dates ("From" – "To") must fully include the date(s) of the event.
- A City of Seneca Mobile Food Vendor Permit must be obtained.
- All food vendors will be responsible for collecting and report to the City of Seneca the 2% Hospitality Tax, due by the 20th of the following month.

Event Name: _____

Event Dates: _____

Business Name: _____

Business Owner Name: _____

Mailing Address: _____

Physical Address: _____

Phone Number: _____ Email: _____

Federal Tax ID: _____ **or** S.S. Number : _____

Please list the items you will be selling at this event:

Please Check One: ☐ First Event of the Year: \$7.00 ☐ Second Event of the Year: \$7.00
☐ Third Event of the Year: \$18.00 ☐ 4+ (Requires Regular Business Lic.)

By my signature I certify that the information provided is true and correct to the best of my knowledge and that I have the authority to apply for or renew a City of Seneca business license:

Signature of Applicant _____

Date _____

Business License ID #: _____ ** OFFICE USE ** Rate: 8 NAICS: 454390

Payment Amount: _____ Date Paid: _____

Type of Payment: Cash Check # _____ CC MO Receipt #: _____

City of Seneca ▪ Business Licensing ▪ 221 E. North 1st Street
P.O. Box 4773 ▪ Seneca, South Carolina 29679 ▪ (864) 916-1512 ▪ seneca.sc.us
Ms. Eunice Colchado, Business License Administrator - ecolchado@seneca.sc.us