



## TOWN OF AVON SPECIAL EVENT VENDOR POLICY

Following are guidelines for all special event vendors invited to participate in special events on Town property either through third party producers or the Town of Avon. The producer shall provide the Town **with the business name, responsible party, phone numbers, email addresses, mailing and physical addresses of each vendor at least two weeks prior to the event. Additionally, the event producer must hold a Town of Avon Business License**

### Site Considerations

Site considerations of all vendors including location, load-in/out, set-up times, booth specifics, parking, etc. must be discussed with the Town Director of Festivals & Special Events or his/her designee at least thirty days prior to the event. All vendors are to leave the event premise as they found it with all trash, recycling and compost disposed of in the proper receptacles prior to departure. The event permit holder will be responsible for all refuse left on Town property and/or damages to the premises caused by vendors. Stakes are not to be driven into the ground along any pathways, athletic fields, parking lots or grassy areas with underground sprinkler systems without prior permission from the Town Manager or designee.

### Electricity

Vendors must supply their own electricity unless otherwise arranged for by the event producer. Generators for electricity should be preapproved by the event producer and be of the “whisper” type and/or positioned as far away as possible to prevent noise pollution of the event. Generators must have a catch pan for gasoline spills. Vendors are to bring electrical extension cord(s) of at least 100 feet in length and a safe means to secure the cord(s) to the ground. Excessively noisy or smoky generators will not be allowed at the discretion of Director of Festivals & Special Events or his/her designee.

### Health and Safety

All vendors selling food and/or beverages must comply with the food safety codes of Eagle County. Grey water disposal is available at the Town Hall west parking lot and arranged for 30-days prior to the arrival of vendors through the event producer. For more information, contact Eagle County Environmental Health at 303-328-8755.

All vendors cooking food are required by Eagle River Fire Protection District to have a fire extinguisher. All outdoor cooking that produces a spark or grease-laden vapors shall not be performed within 20 feet of a tent or membrane structure. For more information, contact Eagle River Fire Protection District at 970-748-4739.

### Organizations **NOT** Receiving Town of Avon Community Grant and/or Seed Funds: Special Event Vendor Business License

Ordinance 15-07 which came into effect April 24, 2015 set forth that anyone engaged in business in the Town of Avon (whether a fixed location or not) shall register, obtain and maintain an annual business license. There is a \$25 processing fee per 12-month period and includes any vendor for special events and the event producer. A vendor is considered any person who sells or attempts to sell, or offers to the public any services, goods, wares or merchandise including but not limited to food or beverage, from any outdoor location from a stationary cart or table regardless of whether a fee is charged for such goods or service. The Special Event Vendor Business License can be found at [www.Avon.org](http://www.Avon.org) “On-Line Payments” button located at the bottom of the screen.

### **Instructions:**

1. Go to [www.avon.org](http://www.avon.org) and click on the “Online Payments” button located at the bottom of the home page;
2. Vendors who have not been on MuniRevs before will need to register by clicking “New User” to apply for an account; then follow the online steps provided. If a vendor needs assistance they should contact [support@munirevs.com](mailto:support@munirevs.com) or call 888-751-1911.
3. Vendors that are currently registered, will access by clicking “Existing Users”; they will login to their account and access “Manage Your Business” to register for a Special Event Vendor Business License account. If a vendor needs assistance, they should contact [support@munirevs.com](mailto:support@munirevs.com) or call 888-751-1911.

### **Organizations Receiving Town of Avon Community Grant and/or Seed Funds: Sales Tax License**

Organizations (i.e. Producer) receiving funding for special events will need to register for a Sales Tax License with the Town of Avon; there is no fee assessed for this license. The producer will be required to collect and remit sales tax on any vendor engaged in business at the special event. A vendor is considered any person who sells or attempts to sell, or offers to the public any services, goods, wares or merchandise including but not limited to food or beverage, from any outdoor location from a stationary cart or table regardless of whether a fee is charged for such goods or service. The Sales Tax License can be found at [www.Avon.org](http://www.Avon.org) “On-Line Payments” button located at the bottom of the screen.

### **Instructions:**

1. Go to [www.avon.org](http://www.avon.org) and click on the “Online Payments” button located at the bottom of the home page;
2. Vendors who have not been on MuniRevs before will need to register by clicking “New User” to apply for an account; then follow the online steps provided. If a vendor needs assistance they should contact [support@munirevs.com](mailto:support@munirevs.com) or call 888-751-1911.
3. Vendors that are currently registered, will access by clicking “Existing Users”; they will login to their account and access “Manage Your Business” to register for a Sales Tax account. If a vendor needs assistance, they should contact [support@munirevs.com](mailto:support@munirevs.com) or call 888-751-1911.

### **Sales Tax**

The Town of Avon imposes a 4% sales tax on items, including food, sold within the boundaries of the Town of Avon. Vendors are responsible for collecting the appropriate taxes at the event and remitting to the Town of Avon. Once a vendor is registered for a special event vendor license, they will have access to on-line reporting. A sales tax return must be filed by all vendors even if no sales are made or no sales tax is due. Sales tax returns and payments must be submitted to the Town of Avon by the 20<sup>th</sup> of the month following the event. Vendors will also be responsible for collecting and remitting State of Colorado (2.9%) and Eagle Country taxes (1.5%) to the State of Colorado. If you have any questions regarding sales tax please call 970-748-4019.

### **Alcohol**

It is unlawful to consume alcoholic beverages on public property within the Town of Avon without a permit. If alcohol service is desired, an applicant must discuss alcohol requirements with Avon Town Clerk’s office at 970-748-4001. A State of Colorado application must be completed and filed with the Avon Town Clerk’s Office a minimum of 60 days prior to the event. All special event liquor applications must receive approval from the Avon Liquor Board. Should a vendor participating in an event wish to sell alcohol, permission must be obtained from the producer of the event and holder of the special event liquor permit (in addition to procedures outlined above).

### **Water Hook Up:**

Vendors will have access to the Town water supply for the express use of filling water barrels, water tanks in motorhomes, clean up, cooking, etc. Vendors must supply their own hose and **may not** hook up to the water supply for an extended period of time. Town of Avon staff reserves the right to disconnect hoses or shut off water at its discretion.