

TOWN OF WAVERLY HALL GEORGIA
PARKS AND RECREATION DEPARTMENT
VENDOR AGREEMENT FOR LICENSE TO OPERATE IN TOWN FOR SPECIFIC EVENT ONLY

In order to be eligible for a license to operate as a Vendor within the Town of Waverly Hall Georgia for a Specific Event, I, _____

(Name of Vendor)

hereby agree to abide by the following terms and conditions and acknowledge that my failure to do so will result in immediate revocation of such specific permit.

Event: Wa Ha Music & Food Truck Festival

Date: Oct. 10th, 2026

Time: 10AM-6PM

Location: Waverly Hall, GA

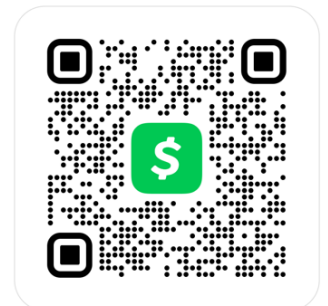
1. Event Hours & Space

- **Hours:** Vendors must operate only during designated event hours, 10am – 6pm.
- **Location:** Setup is restricted to your assigned, designated space.
- **Assignments:** Spaces are assigned first-come, first-served via an official vendor map.
- **Capacity:** The Town reserves the right to limit total vendor numbers per event.

2. Fees & Applications

- **Market Vendor Fee:** \$50.00 per space.
- **Food Truck Fee:** \$125.00 per space.
- **Payment Timing:** **All fees must be paid upfront before setup.**
- **Requirement:** **A completed application must accompany your payment.**
- **Approved Payment Methods:**
 - CashApp
 - Cash
 - Check (payable to *Town of Waverly Hall*)
 - Online at waverlyhallpay.com

Scan to pay with Cash App



Town of Waverly Hall

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3. Communication

- **Official Contact:** All correspondence must go through the City Clerk's Office.
- **Email Address:** deputycityclerk@waverlyhallga.gov
- **Restriction:** Do not contact city council members, the police chief, or councilmember.

4. Logistics, Safety & Waste

- **Traffic:** Vendors must follow all traffic and parking regulations.
- **Safety:** **Setups must not block walkways, streets, or create pedestrian hazards.**
- **Utilities:** Vendors must be 100% self-contained. The Town does not provide water, electricity, or wastewater disposal.
- **Generators:** Equipment must operate at a reasonable, non-disruptive noise level.
- **Trash:** Vendors must provide enough garbage cans for their own waste and customer use.
- **Disposal Ban:** Dumping grease, oil, dirty water, food debris, or hot coals on the ground, in public trash cans, or down storm drains is strictly prohibited.

5. Licenses & Restrictions

- **Permits:** Vendors must hold all required state, county, and local licenses for the current calendar year.
- **Alcohol:** Dispensing alcohol is strictly prohibited without a specific Town special event permit.

6. Insurance & Legal Policy

- **Insurance:** If requested in writing, vendors must provide proof of Commercial General Liability insurance. The *Town of Waverly Hall* must be listed as an additional insured with a waiver of subrogation.
- **Indemnity:** Vendors agree to defend, indemnify, and hold harmless the Town of Waverly Hall, its officers, employees, and elected officials from any claims, losses, or liabilities arising from the vendor's operations or presence at the event (including utility interruptions).
- **Policy Enforcement:** Permits are non-transferable and non-refundable. The Town of Waverly Hall reserves the right to revoke any permit at any time, for any reason.

IN WITNESS THEREOF, the parties have executed this contract as of the date signed below.

[] Food Truck \$125 **Vend window location** [] Driver Side [] Passenger Side [] Either
[] Market Vendor \$50 **Approximate size of food truck or truck & trailer** _____

Number of Spaces Needed: _____ **Total Amount Due:** \$ _____

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Name (If any): _____

Type of goods/food to be distributed: _____

Phone: _____ (Required)

Email: _____ (Required)

By signing below, I certify that I have read, understood, and agree to abide by the Town of Waverly Hall Vendor Terms and Conditions listed above.

Signature: _____ Date: _____

Specific Event Name: **Wa Ha Music & Food Truck Festival** Date(s) Reserved: **Oct. 10th, 2026**

***** FOR OFFICE USE ONLY ***** FOR OFFICE USE ONLY ***** FOR OFFICE USE ONLY *****

Date: _____ Site No _____

Received by _____ City Clerk Deputy City Clerk

Name

Payment Received [] **Check** (Made payable to: Town of Waverly Hall) [] Cash
[] Money Order [] CashApp
[] **Online** (Receipt/Confirmation # from waverlyhallpay.com: _____)