



# SANTA ROSA ISLAND AUTHORITY

## Pensacola Beach Food Truck Program Food Truck Vendor Application

Kara Gauntt 850-797-2957  
Robbie Schrock 850-485-7589

### **DEADLINE FOR SUBMISSION OF COMPLETED APPLICATION IS AUGUST 21, 2020**

Food Truck/Vendor Name \_\_\_\_\_

Owner's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

### **REQUIRED DOCUMENTS CHECKLIST**

<input type="checkbox"/> Signed and notarized application	<input type="checkbox"/> Food Truck License
<input type="checkbox"/> Escambia County Business License	<input type="checkbox"/> Health Department Certificate
<input type="checkbox"/> Business Certificate of good standing	<input type="checkbox"/> Colored photo & size of truck/trailer
<input type="checkbox"/> Full menu	<input type="checkbox"/> \$100 cash/check per available weekend

### **AVAILABILITY**

Please check the dates that you are available to participate. Dates will be assigned on a first come, first served basis as well as completeness of application and required documents. There will be no more than 10 trucks per weekend (5 trucks at each Park East and Park West as assigned by SRIA.)

<input type="checkbox"/> September 12 & 13, 2020 9am-7pm	<input type="checkbox"/> September 19 & 20, 2020 9am-7pm
<input type="checkbox"/> October 24 & 25, 2020 9am-7pm	<input type="checkbox"/> October 31 & November 1, 2020 9am-7pm

**THE SRIA RESERVES THE RIGHT TO REJECT ALL APPLICATIONS IF DEEMED IN THE BEST INTEREST OF THE SRIA. INCOMPLETE APPLICATIONS WILL BE REJECTED.**

<b><u>SRIA USE ONLY</u></b>	
Cash/check #:	Amount paid:
Date received:	Time received:
Received by:	



**Pensacola Beach Food  
Truck Program**  
Food Truck Vendor Application

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**FOOD TRUCK VENDING REQUIREMENTS**

Vendor must provide and maintain \$1,000,000 Liability Insurance naming SRIA and Escambia County as additional insured and provide to the SRIA the Certificate of Insurance at least 7 calendar days prior to the vendor operating on Pensacola Beach. Failure to comply may result in the suspension and/or termination of operations on Pensacola Beach.

Vendor shall not sell or serve any alcoholic beverages. Failure to comply may result in suspension and/or termination of operations on Pensacola Beach.

Vendor shall remit to the SRIA 5% of any and all revenues earned as a result of operations on Pensacola Beach along with a Vendor Sales Report within 30 days following the event. Failure to comply may result in the suspension and/or termination of operations on Pensacola Beach. (See attached Vendor Sales Report)

Vendor shall setup and remove all equipment and vehicle from Pensacola Beach at the places, dates and times designated by the SRIA. Failure to comply may result in the suspension and/or termination of operations on Pensacola Beach.

Vendor is required to stay in their assigned area for the dates and times assigned by the SRIA. SRIA will designate a space for each truck or trailer at Park East or Park West. Staff will be on site to help guide you to your appropriate space. Be sure to supply your own power source. Vendor may not drive through or setup in any other location on Pensacola Beach. Failure to comply may result in the suspension and/or termination of operations on Pensacola Beach.

Vendor shall comply with all local, state, and federal laws regulating food trucks, including but not limited to such laws regulating health and sanitation. Failure to comply may result in the suspension and/or termination of operations on Pensacola Beach.

Vendor shall pay and discharge all future taxes, sales taxes, use taxes, assessments, duties, impositions and burdens assessed, charged or imposed whenever arising as a result of Vendor operating on Pensacola Beach. Failure to comply may result in the suspension and/or termination of operations on Pensacola Beach.

**I affirm that the information supplied with this application is true and accurate and that I have read and agree to the Food Truck Vending Requirements and all other terms required to operate my food truck on Pensacola Beach.**

\_\_\_\_\_  
**Signature of Vendor/Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**



**Insurance is required in the amount of \$1,000,000 (one million dollars) with Santa Rosa Island Authority and Escambia County listed as additional insured's.**

**INDEMNIFICATIONS:** Vendor shall be liable for any and all damage caused by the vendor to the property and/or injuries caused as a result of the Vendor's operation on Pensacola Beach. Further, Vendor shall agree to defend, indemnify, and hold harmless the Santa Rosa Island Authority, its officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the Vendor's operation on Pensacola Beach.

**GUIDELINES:** The Vendor agrees to abide by all terms and conditions of the attached SRIA Policy on Vendor Fees.

I, the undersigned Vendor, have read the attached policy and guidelines and agree to abide by them.

\_\_\_\_\_  
Signature of Vendor/Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Food Truck/Vendor Name

\_\_\_\_\_  
Witness #1 Signature

\_\_\_\_\_  
Witness #2 Signature

**STATE OF:**

**COUNTY OF:**

The foregoing instrument was acknowledged before me this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification, who did or did not take an oath.

My commission expires:

\_\_\_\_\_  
Notary Public

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SANTA ROSA ISLAND AUTHORITY BOARD POLICY MANUAL

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TITLE: VENDOR FEES  
ADOPTED: 2-10-99  
DEPT: ADMINISTRATION & LEASING

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Purpose: The purpose of this policy is to provide for more equitable competition between the businesses on Pensacola Beach holding a commercial lease with the Santa Rosa Island Authority and the vendors operating on the island for a short term period.

Commercial entities or individuals not operating under a commercial lease who wish to conduct business on Pensacola Beach during a special event such as the Pensacola Beach Air Show or festivals (e.g. Fiesta of Five Flags) sponsored by the Santa Rosa Island Authority or a not-for-profit organization, must register with the Santa Rosa Island Authority and pay a vendor fee. All such vendors must operate under the umbrella of the Santa Rosa Island Authority or a not-for-profit organization approved by the Santa Rosa Island Authority.

Vendors participating in special events or festivals sponsored by existing commercial leaseholders are exempt from payment of the fee as established in this policy. The sponsoring commercial leaseholder is exempt from payment of the fee because the sponsoring commercial leaseholder is liable for collection of all fees due the SRIA from all activities taking place during the sponsored event. The sponsoring commercial leaseholder shall report all earnings and fees to the SRIA as gross revenues on the required SRIA monthly report form.

The fee is as follows:

\$100 per event per vendor

This policy applies to individual vendors and those vendors operating through another agency such as the Fiesta of Five Flags, Pensacola Beach Chamber of Commerce, etc.



# SANTA ROSA ISLAND AUTHORITY

## Vendor Sales Report

Event: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Fees/Report due: \_\_\_\_\_  
30 days after event

Gross Revenues: \_\_\_\_\_

X 5%: \_\_\_\_\_ (SRIA Fee)

X 7.0%: \_\_\_\_\_ (FL state tax on 5% SRIA fee ONLY)

Total due to SRIA: \_\_\_\_\_

Example:

Gross revenues: \$100

X 5%: \$5

X 7.0%: \$0.35

Total due to SRIA: \$5.35

I certify that this report is a true and accurate statement of all revenues received from all sources for business and period listed.

\_\_\_\_\_  
Authorized Signature

SRIA USE ONLY

CHECK NO:

AMOUNT PD:

STATE TAX:

**Park East Proposed Food Truck Site**  
**Each stall measures 24' x 30'**



Park West Proposed Food Truck Site  
Each stall measures 24' x 30'



Park West

