



THE PARTY *on the Street!*



2023 Soiree on State Food Vendor Application

Event Date: March 25, 2023 ♦ Application Deadline: February 28, 2023

Applicant Information:

Name of Business/Organization: _____

Applicant Name or Authorized Representative: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Email: _____

Note: email is the City's preferred method of communication

Space Specifications:

Set-up: Tent Food Truck Trailer Other: _____ Width _____ x Length _____
(Size must include all space for tent/vehicle/trailer, grills, towing hitch, dining area, supply vehicle, etc. Grills must be located inside space indicated. Tents must be secured down with heavy duty weights on all four corners.)

Will there be cooking in the tent? YES NO N/A
(Cooking tents shall be separated from other tents by 20 feet. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent.)

Generator: YES NO
(Generators shall be at least 20 feet from any structure, tent or canopy and not accessible to the public. Generators shall be roped off with caution tape or safety barrier fencing with temporary fence poles to safeguard the public. IFC 3104.19)

Electrical Hookups Needed? YES NO Please provide details on what voltage of electricity is requested
(Standard Electrical supply is 110 volts 20 amps. Space with electrical is limited – no guarantees day of the event!)

Food & Beverages Sold:

Beverages: YES NO

Food: PREPARED **OFFSITE** & TRANSPORTED TO EVENT
 PREPARED **ONSITE** WITH: BARBEQUES/GRILLS DEEP FRYER RANGE WOK

List all items you will sell at event. You will be required to sell only the items approved by the City of Cayce prior to the event.

Item: _____ Item: _____ Item: _____
Item: _____ Item: _____ Item: _____
Item: _____ Item: _____ Item: _____

Application Fee:

(Food vendors will be charged a \$75 fee. Both vendor application and fee must be received by February 28 to be considered.)

Check/money order included Check/money order forthcoming (not included)

Mail to: City of Cayce | Attn: Amanda Rowan | P.O. Box 2004 | Cayce, SC 29171

Festival Information: 803-550-9520 | arowan@caycesc.gov

GENERAL PROVISIONS

1. Vendors are required to charge the City of Cayce 2% Hospitality Tax on all prepared or modified foods and beverages. No later than five business days after the event, vendors are required to complete and submit the Hospitality Tax Reporting Form (attached to this application) along with the 2% tax collected to: City of Cayce, Attn: Hospitality Tax, P.O. Box 2004, Cayce, SC 29171. Additional information is available at www.caycesc.gov/htax.asp
2. Vendors are allowed to keep 100% of their sales (with the exception of the 2% Hospitality Taxes charged).
3. Sales tax and licenses are the responsibility of each vendor. Information regarding taxes may be obtained from the SC Department of Revenue by calling 803-896-1350. Vendors must display a current SC Business License or proof of exemption.
4. All vendors must comply with SC Department of Health and Environmental Control sanitation guidelines, available at www.scdhec.gov/health/envhlth/food_protection/permits.htm
5. Vendors must provide appropriate grease storage containers; vendors are prohibited from pouring **any** grease on the ground.
6. Vendors will be provided with a space that is approximately 10' x 10', unless otherwise requested. Space is limited and will be assigned on a first come, first serve basis and assignments are not negotiable. Display equipment, items or grills outside the overall space purchased **will not be allowed.**
7. Each participant will keep his or her designated area clean and free of debris during the entire day. A final cleanup must be done at the end of the event.
8. Vendors are responsible for providing their own tents, tables, chairs, LP gas, etc.
9. Electrical power is limited and is not guaranteed. The event's on-site electrician is the final authority on all matters concerning our electrical system. There shall be no sharing electricity with other vendors.
10. All vendors that use flammable gas will have a fire extinguisher that meets applicable state and local fire codes.
11. **All commercial food vendors are responsible for their own liability insurance.**
12. No sale or giveaway of any product or item with an event logo will be permitted.
13. Event officials reserve the right to have removed any participant that is deemed obnoxious or is performing activities that do not follow the traditions of the event.
14. Vendors/Exhibits must be set up promptly by 12:00 p.m. Saturday, March 25, 2023.
15. All vehicles must be removed from the festival area by 12:00 p.m.
16. Vendors must display a menu of all items being sold at booth and must not sell any item not shown on a menu.
17. **To apply for space, complete the application on the front of this form, sign the *Agreement and General Release* below and mail with check or money order to: City of Cayce, Attn: Amanda Rowan, P.O. Box 2004, Cayce, SC 29171. Applications and fees must be received no later than February 28, 2023.**

FIRE MARSHAL PROVISIONS

1. Cooking tents shall be separated from other tents by 20 ft. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent. Copy of the fire retardant certification is required for commercial cooking tents.
2. Cooking areas shall be roped off with caution tape or safety barrier fencing and temporary fence poles to prevent public entrance.
3. No storage of LP containers within the tent or canopy. No LP tanks within 10' feet of the tent or canopy. IFC3104.16.2 & 3104.16.2.1 All LP containers shall be inspected by a LP Gas vendor prior to any event. Documentation of the inspection shall be submitted to the fire marshal's office prior to the event. IFC 3104.16 & NFPA 58.
4. **As of January 1, 2017**, All COMMERCIAL COOKING done inside a trailer or truck etc. shall be required to have a Type I (One) hood system along with a fire suppression system. All hazardous exhaust shall be vented to the outside. A Class K fire extinguisher and a 2A 10 BC fire extinguisher shall be visible and secured inside the trailer. The fire suppression system shall be inspected every 6 months and fire extinguishers shall be inspected annually. All documentation shall be submitted to the fire marshal's office prior to the event. NFPA 96-4.1.9 & NFPA 96 Annex B.
5. All tents shall be secured with heavy duty weights on all four corners. Tent stakes are not permissible.

AGREEMENT AND GENERAL RELEASE

I have read, understand and agree to abide by the above listed provisions and guidelines for this event. In addition, applicant on its behalf and on the behalf of its individual participants, completely release the Soiree on State, its committees, the City of Cayce, and any and all civic organizations that are participating in this festival and associated events from all claims and causes of action of any kind which it now has or may later have against the above mentioned entities, their officers, agents, employees or volunteers in any way arising out of the applicant's participation in the event. Furthermore, applicant agrees to save harmless from and indemnify these entities against all claims and causes of action of any kind arising from its participation in the event and will defend on behalf of these entities any suit brought against them jointly or individually arising out of the applicant's participation in this event. Applicants shall acquire during the active period of its participation in the event and at its own expense such public and contingent liability insurance as will protect the applicant's participation in the event.

Applicant Signature: _____ **Date:** _____

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City of Cayce

Local Hospitality Tax Reporting Form

Mail Forms and Payments to Hospitality Tax, 1800 12TH Street Ext. PO Box 2004, Cayce, SC 29171
Direct questions to (803) 550-9559

D/B/A Business Name and Location

State Retail License No.

Tax Period

FEI or SS No.

Due on or Before

HOSPITALITY TAX COMPUTATION

| | |
|---|-----------------|
| 1. Gross Sales: Prepared food and beverages | \$ _____ |
| 2. Hospitality Tax: Line 1 x 2% (.02) | \$ _____ |
| 3. Penalty on Delinquent returns: Line 2 x 5% (.05) x _____ number of months | \$ _____ |
| 4. Total Hospitality Tax Due (Add Lines 2 and 3) | \$ _____ |

**Enclose check made payable to the City of Cayce
Include your state retail license number and the period covered on the check.**

Per City of Cayce ordinance, a 2% Local Hospitality Tax on the gross proceeds from the sale of prepared meals and beverages must be remitted to the City. The taxes are due on or before the twentieth (20th) of the month following the close of the period. Please sign and date the return.

I hereby certify that all of the information stated above is true and accurate to the best of my knowledge and belief.

Signature: _____

Date: _____

Print Name & Title _____

Telephone: _____