



City of Manassas
OFFICE OF THE COMMISSIONER OF THE REVENUE
9027 Center Street - PO Box 125 - Manassas VA 20110
(703) 257-8214

UMBRELLA VENDOR LICENSE APPLICATION FOR CITY EVENTS

SPONSOR NAME _____
MAILING ADDRESS _____

BUSINESS PHONE _____
CONTACT NAME _____
CONTACT PHONE NUMBER _____
FEDERAL ID# _____

EVENT INFORMATION

1. IF THIS APPLICATION IS FOR **MORE THAN ONE** EVENT IN THE CALENDAR YEAR, CHECK HERE:

2. IF THIS APPLICATION IS FOR **ONE EVENT ONLY**, PROVIDE NAME OF EVENT:

3. LOCATION OF EVENT: _____

4. DATE(S) _____

5. TOTAL NUMBER OF VENDORS PARTICIPATING: _____

6. NUMBER OF FOOD VENDORS IN THE TOTAL NUMBER OF VENDORS LISTED ABOVE: _____

SIGNATURE _____ TITLE _____

PRINT NAME _____ DATE _____

EMAIL _____

OFFICE USE ONLY

ACCT # _____

DATE ISSUED _____

Sec. 30-136.1. – Umbrella license – itinerant merchants and peddlers.

(a) The sale of goods, wares, merchandise, food and services in the city by merchants, peddlers and vendors (a) at a special event permitted under City Code §102-42 and sponsored by a nonprofit charitable organization, or (2) at an event on City property sponsored by a City department, board or agency, with the consent of the City Manager, are hereby recognized as distinct activities. Any such organization or City department, board or agency conducting such an event may obtain an umbrella license from the commissioner of the revenue that will satisfy the business license requirement for business transacted by all registered merchants, peddlers and vendors at the event. For any other business conducted in the city by any such merchant, peddler or vendor, the appropriate license required by this chapter must be obtained.

(b) The cost of the umbrella license described in subsection (a) shall be as follows:

(1) An annual license fee of \$500.00, which will apply to an unlimited number of events as described in subsection (a) during the calendar year when the license is obtained, regardless of the number of participating merchants, peddlers and vendors at any one event; or,

(2) A per event license fee of \$10.00 per participating merchant, peddler or vendor; provided, however, that regardless of the number of merchants, peddlers and vendors, the cost of such license shall not be less than \$50.00 nor more than \$500.00 for any one event.

(c) As used in this section, a "nonprofit charitable organization" means a nonprofit corporation organized for charitable purposes that has been designated by the Internal Revenue Service as a 501 (c) (3) organization, a civic organization as defined in Virginia Code §57-48, or a nonprofit church or other religious body.

(d) For purposes of this section, a person shall be considered a merchant, peddler or vendor at a special event or City-sponsored event only if he or she (i) has registered with the event organizer, and (ii) only conducts business within the boundaries of the area in which the event is held.

(e) Any organization or City department, board or agency issued an umbrella license pursuant to this subsection shall, within ten (10) days of the last day of the event for which such license was issued, file with the commissioner of the revenue on a form prescribed by the commissioner, a final accounting of the merchants, peddlers and vendors who actually conducted business at the event.

(f) The provisions of this subsection are applicable only to the activities of temporary or transient merchants, peddlers and vendors, and shall not be applicable to other licensable activities, including, but not limited to, persons operating amusement and recreation parks, circuses, carnivals or concerts. Any person who does business at a special event conducted by a qualifying nonprofit organization or a City-sponsored event and is not registered as a merchant, peddler or vendor for the event shall be considered a peddler or itinerant merchant as defined in this Chapter, and shall be required to pay the applicable business license tax.