



Food Sales Application  
(Non-Profit Vendors Only)

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone #s \_\_\_\_\_

Email address \_\_\_\_\_

\*For consideration as a Food Vendor, the following documentation must be provided with this application and mailed to WCC, Attn: BBQ Building, 500 W. Main, Wentzville, MO 63385.

1. Copy of State 501© 3 Certification (This is not a copy of your tax ID; but the certificate declaring your organization is labeled as non-profit from the IRS – not the state)
2. Copy of Product Liability Ins. with WCC as additional insurer (every year)
3. List Products for sale: Be Specific. Listed items only will be considered for approval and allowed for sale; your list should include only Food items, water and/or soda.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE:** A copy of the St. Charles County Health Department Temporary Food Facility Permit is required to be posted in the building on the day of sale. Failure to do so will result in being shut down by the Health Department. (You only need to apply and there is no fee for not for profits-if applied for in a reasonable amount of time).

4. Please list any dates for which your organization WILL be available. If your organization breaks any equipment, you will be required to fix it or pay for the damages. IMPORTANT: If your organization must cancel on your assigned date, please notify the WCC at 636-357-4328 at least TWO weeks in advance of your assigned date.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Below for office use only**

1. Copy of State 501© 3 Certification **Date Received:** \_\_\_\_\_
  2. Copy of Product Liability Ins. with WCC as additional insurer **Date Received:** \_\_\_\_\_
- Bldg. was clean & key turned in:  yes  no: \_\_\_\_\_
- Damage to Bldg./ details: \_\_\_\_\_
- Above listed organization canceled: Date: \_\_\_\_\_ \$25 rental fee received :  yes  no