



# City of Murrieta

## Conditions of Approval

### TEMPORARY VENDOR FOR SPECIAL EVENTS

1. At a minimum, the event organizer is to submit the following to the City of Murrieta in an organized format such as through the Master Vendor List template:
  - a. Business/vendor name,
  - b. Product or service to be provided,
  - c. Business license number and expiration date if applicable,
  - d. Tax-exempt taxpayer ID number if applicable,
  - e. The number of days participating, and
  - f. The amount due for each vendor.
2. This permit is for temporary vendors for special events in Murrieta. If a vendor's business is located inside the Murrieta city limits or if a vendor's business provides sales or services inside the city limits throughout the year, that vendor may need additional licensing.
3. If a vendor's business is located in the City of Murrieta, please include the City business license number and expiration date on the Master Vendor List. No additional fee will be collected for this permit for Murrieta businesses
4. If a vendor's business organization or group is tax-exempt as described under 501(c)(3) of the United States Internal Revenue Code, please provide the taxpayer ID number. No additional fee will be collected for this permit for non-profit organizations.
5. All vendors participating in an event in the City of Murrieta are required to complete and submit a BOE-410-D verification form from the State of California Board of Equalization (BOE). The completed form shall be kept by the event organizer. The State of California requires that each seller/vendor display their permit during the event.
  - a. For further information to determine if vendors need a seller's permit, please see BOE Publication 107 - <http://www.boe.ca.gov/formspubs/pub107>.
  - b. For further information on Operators of Swap Meets, Flea Markets, or Special Events, please see BOE Publication 111 - <http://www.boe.ca.gov/formspubs/pub111>.
6. All fees and documents are to be collected by the event organizer. The event organizer will need to supply to the City of Murrieta the requested documents and fees at least seven (7) days prior to the event date. Late submittals will incur a \$5 per day, per vendor late fee.
7. The fee for this permit is \$10.00 per day (\$30.00 maximum per event) per applicable vendor. The permit fee is non-refundable.
8. The event organizer is required to keep a copy of the Master Vendor List or other such documentation, including the completed BOE-410-D forms for each participating vendor on site during the event should an agent or officer of the City of Murrieta or other government entity wish to review it.

**TEMPORARY VENDOR FOR SPECIAL EVENTS**

9. Please note that should the product or service involve any of the following, a City of Murrieta Business License Application is required, and other department approvals may be needed. Please allow for at least an additional two (2) weeks to four (4) for processing. These business types and services cannot be substituted in for any vendor cancelling within two weeks of the event date.
  - a. Bingo/Gaming
  - b. Cyber Café
  - c. Fortune Telling Entertainment
  - d. Adult/Sexuality Oriented Business or Products
  - e. Second Dealer/Pawn Broker
  - f. Tattooing
  - g. Sales of Tobacco Products, Paraphernalia, or Vapor/E-cigarettes
  - h. Sales of Alcohol
  - i. Drug Sales or Treatment
  - j. Massage
  - k. Door-to-Door Solicitation
  - l. Taxicab Business or Driver
  - m. Sales of Firearms
  - n. Hazardous Materials on Site
  - o. Explosives/Firearms on Site
  
10. Should a vendor decide not to participate in the event after the submission of the applicable documentation to the City of Murrieta, the event organizer has the option to substitute another vendor in that place providing an e-mail or other written update is provided to the City. If the substitution entails a food vendor, please follow up with the Riverside County Department of Environmental Health to ensure that the replacement vendor is authorized and permitted to be on site. The substitution cannot entail any of the types of vendors detailed in Section 9 of these conditions.



# CITY OF MURRIETA

1 Town Square, Murrieta, California 92562

(951) 304-CITY - www.murrieta.org

City Hall Hours: Monday through Thursday - 7:30 a.m. to 5:30 p.m.

## Special Event Master Vendor List

To be submitted by the event organizer no later than seven (7) days prior to the event.

Late submittals will incur a \$5 per vendor per day

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

	Business Name or Applicant	Product or Service Provided	Business License # and Expiration Date (if applicable)	Non-profit #/TIN (if applicable)	# of Days Participating	Amount Due
ex	Cindy Smith	Handcrafted Jewelry	n/a	n/a	2	\$ 20.00
1						\$ -
2						\$ -
3						\$ -
4						\$ -
5						\$ -
6						\$ -
7						\$ -
8						\$ -
9						\$ -
10						\$ -
11						\$ -
12						\$ -
13						\$ -
14						\$ -
15						\$ -
16						\$ -



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ex	Cindy Smith	Handcrafted Jewelry	n/a	n/a	2	\$ 20.00
17						\$ -
18						\$ -
19						\$ -
20						\$ -
21						\$ -
22						\$ -
23						\$ -
24						\$ -
25						\$ -
26						\$ -
27						\$ -
28						\$ -
29						\$ -
30						\$ -
31						\$ -
32						\$ -



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ex	Cindy Smith	Handcrafted Jewelry	n/a	n/a	2	\$ 20.00
33						\$ -
34						\$ -
35						\$ -
36						\$ -
37						\$ -
38						\$ -
39						\$ -
40						\$ -
41						\$ -
42						\$ -
43						\$ -
44						\$ -
45						\$ -
46						\$ -
47						\$ -
48						\$ -

TOTAL \$ -