

Rabun County Civic Center

706-212-2149

APPLICATION FOR VENDOR APPROVAL

LESSEE _____

BOOKING NUMBER rccc ____ - ____

EVENT _____

DATE _____

NAME OF FIRM _____

CONTACT PERSON(S) _____

MAILING ADDRESS _____

CITY, STATE, ZIP _____

PHYSICAL LOCATION _____

CITY, STATE _____

BUSINESS PHONE _____

BUSINESS FAX _____

E-MAIL ADDRESS _____

WEB ADDRESS _____

All vendors that are supplying a good or service for an event at the Rabun County Civic Center must complete in its entirety the enclosed packet, a minimum of 30 days before the start time of the event. If a lessee has it's own liability insurance that covers them for the event this is not required, however a copy of that Certificate of Insurance for the Insurance Carrier must be provided a minimum of 14 days prior to the event.

This packet contains the following items for the potential vendors review and completion. Please be sure that all items are completed before returning to the Rabun County Civic Center Director.

- _____ Vendor Application (form RCCC1-VA)
- _____ Civic Center Operating Guidelines (Initial here that these were received and reviewed _____)
- _____ Vendor Agreement (form RCCC2-VA)
- _____ Proof of Insurance ~ General Liability (Certificate from Insurance Carrier or form RCCC30-VW)
- _____ Proof of Insurance ~ Workers Compensation (or form RCCC 16-WC)
- _____ Copy of Business License (or complete form RCCC15-BL)
- _____ Copy of Food Service Permit (if applicable)
- _____ Copy of latest Health Department Inspection Certificate (if applicable)

FOR OFFICE USE ONLY

NOT APPROVED

DATE _____

SIGNATURE _____