

# Falcon Food Concession Space Application

Type or print legibly. Failure to complete any part of this form will delay processing. Please, notify the Office of Institutional Advancement of any changes in address or phone number(s) after your application has been submitted.

<b>Business Name: (Print)</b> <b>Please complete ALL information below</b>		
Address:		
City:	State:	Zip:
Designated Contact Person:		
E-Mail:		
Phone Number: (    )	Cell #: (    )	
<b>Or please attach your menu with pricing</b>		
<b>Items for to sell (WITH PRICES):</b>		
1.	2.	3.
4.	5.	6.
7.	8.	9.
Set up at the site must be completed by the above noted <b>Arrival/ Complete Set-up Time</b> for each event.		

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**AGREEMENT FOR SAINT AUGUSTINE'S UNIVERSITY  
AND CONCESSIONS/VENDORS**

**Event Day Fees**

**University Sponsored Events - \$200/day  
(i.e. Homecoming, Commencement, Open House, etc.)**

**Community Events - \$150/day  
(i.e. Summer festivals, Concerts, Camps, etc.)**

**Student Events or NON-Food Vendors - \$100/day  
(i.e. Block Party, Spring Fling, Movie Night, etc.)**

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Should you be offered a space in the event(s), an agreement will be issued and payment will be accepted. After a concessionaire has been contacted about a location and a space has been agreed upon, the space is held for a limited time while awaiting the payment. If the payment has not been received by the stipulated date, the space is released and offered to someone else. No vendor will be allowed to open before all payments due to the University have been received.

I (we) agree to abide by the rules and regulations as stated in the actual agreement, Concessionaire Guidelines, and Requirements should space become available.

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Please Return this Application to:

**Saint Augustine's University  
Office of Institutional Advancement  
1315 Oakwood Avenue  
Raleigh, NC 27610  
Attention: Development Coordinator, Candice Murray**

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_