

# The Event Center at Brushy Fork | Vendor Application

APPLICANT:

PERSONAL ADDRESS:

CELL PHONE:

PERSONAL E-MAIL ADDRESS:

NAME OF BUSINESS:

TAX ID #:

CATERERS ONLY – PERSON RESPONSIBLE FOR RECORDKEEPING

OF HEALTH DEPARTMENT/INSURANCE DOCUMENTS:

BUSINESS POINT OF CONTACT:

BUSINESS ADDRESS:

BUSINESS PHONE:

BUSINESS FAX:

BUSINESS E-MAIL ADDRESS:

BUSINESS WEBSITE/FACEBOOK PAGE:

## TYPE OF SERVICE:

CATERING

PHOTOGRAPHY

RENTALS

DJ/ENTERTAINMENT

FLORIST

VIDEOGRAPHY

TRANSPORTATION

OTHER: \_\_\_\_\_

PLEASE PROVIDE A SHORT, DETAILED DESCRIPTION OF YOUR BUSINESS (INCLUDING AWARDS, PROFESSIONAL ORGANIZATION MEMBERSHIPS, SPECIAL ACCOMPLISHMENTS, ETC.):

PLEASE RETURN COPIES OF THE FOLLOWING DOCUMENTS FOR OUR RECORDS:

LIABILITY INSURANCE (CATERERS ONLY)

FOOD HANDLING CERTIFICATE (CATERERS ONLY)

CERTIFICATES OF EXISTENCE / AUTHORIZATION (“GOOD STANDING”)

2 REFERENCE LETTERS FROM PREVIOUS CLIENTS

PHOTOS / MARKETING MATERIALS TO DISPLAY WORK

Kindly Return to: Sean Harris  
Event Center Manager | Upshur County Convention & Visitors Bureau  
PO Box 817 / 14 East Main Street  
Buckhannon, WV 26201  
304.472.4938 | [eventcenter@VisitBuckhannon.org](mailto:eventcenter@VisitBuckhannon.org)