+264 64 410 4200 | swkmun@swkmun.com.na | P O Box 53, Swakopmund, Namibia

Corporate Services, Human Capital & ICT

Application No.:	

FOOD STALL APPLICATION FORM

The following information and documentation are required from ALL Vendors wishing to lease a temporary site and obtain a vendor permit to conduct business at the **Swakopmund Family Summer and New Year's Celebration event**, DUE DATE: **Friday, 20 November 2026.** NO LATE APPLICATIONS WILL BE ACCEPTED!

Vendor Applicant Information	
Name of Vendor Business	
Name of Applicant/Owner	
Nationality	
ID / Passport Number	
Postal Address:	
Residential Address:	
Mobile Number:	
E-mail:	

Mobile Vendor's Assistant	
Full Name	
Nationality	
ID / Passport Number	
Mobile Number:	

Categories (Please tick)						
Food	Non-Alcoholic Beverages	Sweet Treats	Kiddies Activities	Toys	Photo Booth	Others
Specify others:						

Type of Stall (Set up) (Please tick)					
Gazebo / Marquee Setup (3m x 3m)	**Tiered Tabletop Display**	**Gridwall / Pegboard Display**	**Street Food / Cart Unit**	**Food / Beverage Trailer**	**Jumping Castle/ Bubble Castle**

Dates of operating (Please tick)					
28 December 2026	**29 December 2026**	**30 December 2026**	**31 December 2026**	**1 January 2027**	**2 January 2027**

Declaration	
I declare that all the information provided is complete and correct to the best of my knowledge. I understand that submission of this application does not mean Municipality of Swakopmund has supported my mobile vendor application.	
Signature of Mobile Vendor Applicant	**Application Date**

The timeous provision of the complete information will support and assist with the processing of the application, the approval process by the range of Municipality of Swakopmund departments and compliance with legislative requirements.

Compulsory Required Documentation to be Attached:
✓ Certified copy of Applicants ID/Passport (Vendor owner & Assistant)
✓ Indemnity Form
✓ A list and pictures of items to be sold

Take Note of the following:

- **N$500.00** per stall to be paid upon approval of the application. *(Only successful applicants)*
- Applicants should provide signed indemnity form.
- Vendors should provide their own gazebos, tables, and chairs.
- Vendors are required to provide their own electrical cables, plugs and bulbs if necessary.
- All vendors should adhere to Fire Protection regulations.

OFFICE USE			
Application received	**Date:**		
Application verified and	**Accepted**		
	Rejected		
Accepted Motivation(s)			
Rejected Reason(s)			
Compulsory Documentation provided/attached			

DATE STAMP

GENERAL MANAGER:
CORPORATE SERVICES, HUMAN CAPITAL & ICT

PAYMENT PROCESSED BY FINANCE/CASHIER || VOTE NUMBER: [200521006000]					
AMOUNT PAID		**RECEIPT NO.**		**DATE PAID**	

CASHIER
DATE STAMP

SWAKOPMUND MUNICIPALITY

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CERTIFICATE OF INDEMNITY

I/We_____

In my / our capacity/capacities as_____

_____

of _____

Hereby unconditionally indemnify the **Council of the Municipality of Swakopmund** against all and any claims in respect of damage to property and/or bodily injury to or loss of life of any person that may arise from the utilization of streets, roads and/or any other land within the municipal area of Swakopmund by participants and/or authorized officials of

_____

on the occasion of_____

to be held on (date (s)_____

This indemnity excludes any liability arising directly from gross negligence, intentional, or unlawful conduct of the Municipality, its officials, or representatives. This clause shall not be construed to limit or exclude any rights or remedies available in law to third parties, including but not limited to the event organizer, whose rights remain expressly reserved under condition they abide by the resolutions per the approval permit or letter.

THUS signed at _____ this _____ day of _____ 20____

Signature:

_____

Witness:

_____