

## PROPOSED TOWN OF VIENNA SPECIAL EVENT VENDOR FLAT MEALS TAX SCHEDULE

### PURPOSE:

As part of participating in events held within the Town of Vienna limits, businesses (Vendors) selling prepared food and drink at events are required to pay a flat meals tax instead of one based on gross receipts for the specific event.

### REQUIRED EVENTS:

**Vendors participating in all Town sponsored public event taking place inside Town limits must pay a flat meals tax in advance of the event. A summary of events taking place annually (as of July 2024) in the Town of Vienna is below:**

- Taste of Vienna: Last Saturday in April
- Viva Vienna: Memorial Day Weekend
- Juneteenth – Saturday before Juneteenth
- Oktoberfest – First Saturday in October
- All Town of Vienna Parks and Recreation events – Chillin’ on Church, Big Screen on the Green, Independence Day Celebration, Wellness Expo, Multicultural Festival Event dates and details available at [www.viennava.gov/events](http://www.viennava.gov/events).

*\*Vienna Farmer’s Market will use previously established meals tax structure and schedule due to volume and frequency of events.*

### VENDOR REQUIREMENTS:

- The flat meals tax must be paid in advance in order to participate in the event.
  - Meals tax payments may be made
    - online at [www.viennava.gov](http://www.viennava.gov)
    - By check made payable to ‘Town of Vienna’ and delivered in person, to drop box, or via mail to Vienna Town Hall (127 Center St S., Vienna VA 22180).
    - By cash in person at Vienna Town Hall (127 Center St S., Vienna VA 22180) during business hours (8 a.m. – 4:30 p.m).
  - See attached 2025 Meals Fee Schedule.
- The tax is due to the Town five business days before the event start date
- Meals tax payments paid after event deadline will be charged a \$25.00 late fee. Requests to waive this late fee may be made in writing to Director of Parks and Recreation within five business days of the event.
- Vendors with outstanding meals tax payments are not permitted to participate in any event held inside the Town of Vienna until their payment is received and confirmed by the Town of Vienna Finance Department.
- Vendors that reside within the Town of Vienna, that do not currently hold a Town Business License or who have not renewed their businesses license must acquire or renew a license in order to participate in Town events. More information [available here](#).

**EVENT ORGANIZER REQUIREMENTS:**

At time of advertising and confirming vendors for the event:

- Ensure vendors understand meals tax and registration requirements with the Town of Vienna.
- Request receipt of meals tax payment to finalize event participation.

Five business days before the event:

- Event organizer to provide a list of all prepared food vendors to the Vienna Finance Department, that includes Vendor contact name, address, email, and phone. Email information to: Business License Officer: [business@viennava.gov](mailto:business@viennava.gov)

Five business days after the event:

- Event organizer to provide an updated list, including late addition vendors and vendor cancellations to the Finance Department, Email information to: Business License Officer: [business@viennava.gov](mailto:business@viennava.gov).

**1 – 10x10 space**

<b>HALF DAY EVENT – PER DAY FEE – (4 hour event or less)</b>	<b>FULL DAY EVENT– PER DAY FEE</b>
\$25	\$50

\*Fees are paid per day – example 3 full day event is \$150 and a two half day event will be charged \$50.

**1 – 10x20 space**

<b>HALF DAY EVENT – PER DAY FEE – (4 hour event or less)</b>	<b>FULL DAY EVENT– PER DAY FEE</b>
\$50	\$75

\*Fees are paid per day – for example 3 full day event is \$225 and a two half day event will be charged \$150.

\*Additional \$25 increments will be added to tax for each additional 10x10 space added to vendor space, for example a 10X30 full day event is \$100 and a two day full event would be charged \$200.

**ANNUAL INCREASES:**

Director of Parks and Recreation has the authority to review and increase the special event flat meal tax and adjust requirements as necessary.

**TOWN REQUIREMENTS:**

- Finance will provide monthly updates to event organizers with lists of vendors with outstanding meals taxes.

- Parks and Recreation will bring outstanding meals fee vendor lists to event planning meetings when applicable.

**2025 MEAL FEE SCHEDULE:**

<b>Event</b>	<b>Event Date(s)</b>	<b>Meals Fee Due:</b>	<b>Food Vendor Update Due to Finance Department:</b>
<b>Taste of Vienna</b>	<b>4/27/25</b>	<b>4/21/25</b>	<b>5/2/25</b>
<b>Wellness Expo</b>	<b>TBD</b>		
<b>Viva Vienna</b>	<b>5/24, 5/25, 5/26</b>	<b>5/19/25</b>	<b>5/30/25</b>
<b>Juneteenth</b>	<b>6/14/25</b>	<b>6/9/25</b>	<b>6/20/25</b>
<b>Chillin' on Church- June</b>	<b>6/20/25</b>	<b>6/16/25</b>	<b>6/27/25</b>
<b>Independence Day</b>	<b>TBD</b>		
<b>Chillin' on Church- July</b>	<b>7/18/25</b>	<b>7/14/25</b>	<b>7/25/25</b>
<b>Chillin' on Church- August</b>	<b>8/15/25</b>	<b>8/11/25</b>	<b>8/22/25</b>
<b>Chillin' on Church- September</b>	<b>9/19/25</b>	<b>9/15/25</b>	<b>9/26/25</b>
<b>Oktoberfest</b>	<b>10/4/25</b>	<b>9/29/25</b>	<b>10/10/25</b>