



TOWN OF VIENNA SPECIAL EVENT VENDOR FLAT MEALS TAX SCHEDULE AND REGULATIONS

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 meals tax for the specific event.

REQUIRED EVENTS:

Vendors (including Town of Vienna based vendors) participating in all Town sponsored public event taking place inside Town limits must pay a meals tax. A summary of events taking place annually (as of November 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, event dates and details available at 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:

- A meals tax must be paid in advance in order to participate in the event.
 - Meals fee payments may be made online, more info on how [here](#).
 - [How to video here](#).
 - Direct Link to payment portal [here](#).
***Note event vendors should click ‘General/Misc. Billing’ in portal.**
***Bills will not be available for vendors to pay until 55 days prior to event.**
 - 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 below 2025 Meals Fee Schedule.
- The fee is due to the Town no less than five business days before the event start date.
- Meals fee payments paid after event deadline will be charged a \$25.00 late fee. Requests to waive this fee may be made in writing to Director of Parks and Recreation with in five business days of the event.

- Vendors with outstanding meals fee payments from prior events 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:

Optional: If desired, Event organizer have the option to pre-determine the flat event meals tax for all participating vendors with the Town of Vienna (please confirm flat meals tax for vendors for your event by emailing bpol@viennava.gov) and then build that additional expense into the vendor fees that the organizer collects. If this process is selected, event organizers are required to report a vendor list to the Town of Vienna (bpol@viennava.gov) and make a lump payment for all flat meals tax collected for the event by the meals fee deadline listed in the fee schedule for the event in question.

At time of advertising and confirming vendors for the event:

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

60 calendar days before the event:

- Event organizer to provide a list of all prepared food vendors to the Vienna Finance Department, that includes:
 - Length of event
 - Business Name
 - Vendor point of contact (first name and last name)
 - Address
 - Email
 - Phone number
 - Vendor booth space size

Email information to: Business License Officer: bpol@viennava.gov

- If the food vendors list changes, event organizers are to send an updated food vendor list to Finance: 30 calendar days prior to event, 10 calendar days, and 5 business days prior to event.

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: bpol@viennava.gov. Any new vendors added to this list may be subject to a late fee.

FLAT MEALS TAX STRUCTURE:

1 – 10x10 space

HALF DAY EVENT – PER DAY TAX – (4 hour event or less)	FULL DAY EVENT– PER DAY TAX
\$25	\$50

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

1 – 10x20 space

HALF DAY EVENT – PER DAY TAX – (4 hour event or less)	FULL DAY EVENT– PER DAY TAX
\$50	\$75

Taxes 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 fee 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.

MEALS TAX INCREASES:

Director of Parks and Recreation and Director of Finance have the authority to review and make recommendations to Town Council for an increase meal fees and adjustment to requirements included in the Town Ordinance as necessary.

TOWN REQUIREMENTS:

- Finance will provide updates to event organizers on vendors with outstanding payments: 30 calendar days before the event, 14 calendar days before the event, and 7 calendar days before the event. Event organizers may request additional updates if needed.
- Parks and Recreation will bring outstanding meals fee vendor lists to event planning meetings when applicable.

2026 MEAL FEE SCHEDULE:

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

Event	Event Date(s)	Meals Fee Due:	Pre-Event Vendor List to Finance (60 days)	Post-Event Vendor List to Finance Department (5 days):
Taste of Vienna	4/25/26	4/20/26	2/25/26	5/1/26
Wellness Expo	5/8/26	5/4/26	5/8/26	5/15/26
Viva Vienna	5/23, 5/24, 5/25	5/18/26	3/23/26	5/29/26
Juneteenth	6/13/26	6/8/26	4/13/26	6/22/26 <i>*6/19/26 is a holiday</i>
Chillin' on Church-June	6/12/26	6/5/26	4/10/26	6/22/26 <i>*6/19/26 is a holiday</i>
Independence Day	7/2/26	6/22/26	5/1/26	7/10/26
Chillin' on Church-July	7/17/26	7/10/26	5/15/26	7/24/26
Chillin' on Church-August	8/21/26	8/14/26	6/22/26	8/28/26
Chillin' on Church-September	9/18/26	9/11/26	7/17/26	9/25/26
Oktoberfest	10/3/26	9/28/26	8/3/26	10/9/26