



Richmond City Health District
Division of Environmental Health
Food Safety Section
400 East Cary Street, Suite 322
Richmond, Virginia 23219-1538
(804) 205-3912
FAX (804) 371-2208



Coordinator's Application for a Temporary Event with Food Vendors

Please print or type the information requested below and return the completed application by mail or fax to the Richmond City Health District. **Each food vendor must complete the Application for Permit to Operate a Temporary Food Establishment.** For **five (5) food vendors or more**, applications must be submitted thirty (30) days prior to the start of the event. Events with **four (4) food vendors or less** must be submitted fifteen (15) days prior to the event. The coordinator is responsible for timely submission of all applications.

1. **NAME OF EVENT:** _____

Location & Address of Event: _____

Date(of) Event: Start on _____ (MM/DD/YY) at _____ AM PM (circle)

End on _____ (MM/DD/YY) at _____ AM PM (circle)

Type of Event (Circle): Fair Festival Carnival Other _____

2 **NAME OF COORDINATOR OR PERSON-IN-CHARGE OF THE EVENT:**

Address: _____

Phone Numbers: Business: () _____

Fax: () _____

Mobile/Cell:() _____

Email Address: _____

3 **Number of Anticipated Food Vendors (i.e. restaurants, non-profit organizations, gourmet food vendors with food samples, mobile food/catering units, etc.):**

4. TIME THAT FOOD OPERATIONS WILL BE SETUP: _____AM PM

NOTE: This is the time you have asked the food vendors to be ready for the inspection by the Health Department . This time should be at least one hour prior to the start time of event. Please allow more time for events with more than 5 vendors. No foods can be prepared and/or offered for sale or sample until the permit is issued by the Health Department.

5. SERVICES PROVIDED ON SITE TO THE FOOD VENDORS (Check all that apply):

- Water Supply:** There is access to a potable water supply line on site.
 Vendors must bring their own water supplies.
- Electricity:** There is access to electricity on site
 Vendors are allowed to use generators on site.
 There will be no electricity supplied on site
- Liquid Waste Disposal:** There will be liquid waste containers/receptacles on site.
 Vendors must collect and remove their own liquid waste.
- Trash/Refuse Disposal:** There will be trash containers/receptacles on site.
 Vendors must collect and remove their own trash/refuse.
- Tents or Canopies:** Tents or canopies for food stands/booths will be provided.
 Food vendors must provide their own overhead protection.

Estimated Attendance: _____

Number of Toilet Facilities: _____ **Type:** Public Restrooms Portable Toilets

Please be aware that food vendors may be limited in the menu they can offer if these services are not provided at the event site. The event coordinator is responsible for informing the vendors of any restrictions you must impose.

6. ATTACH A LIST OF ALL PROPOSED FOOD VENDORS AND THEIR CONTACT INFORMATION. ATTACH A MAP SHOWING THE EVENT LAYOUT OF THE FOOD VENDORS, TOILET FACILITIES, GARBAGE DISPOSAL SITES, AND WASTEWATER DISPOSAL SITES.

You are required to have a temporary special event permit from the City of Richmond and if you are using a city park facility or field you must complete an application with the Department of Recreation and Parks

Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Richmond City Health District Office may nullify final approval.

Signature(s)

Date