

## 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 Health Department. **Each food vendor must complete the Application for Permit to Operate a Temporary Food Establishment.** The vendor application(s) should be submitted at least 10 days prior to the date of the event. The Event coordinator is responsible for timely submission of all applications. For more information, contact the Health Department.

1. **NAME OF EVENT:** \_\_\_\_\_

Location & Address of Event: \_\_\_\_\_

\_\_\_\_\_

Date(s) of Event: Starts on \_\_\_\_\_ (MM/DD/YY) at \_\_\_\_\_ AM PM

Ends on \_\_\_\_\_ (MM/DD/YY) at \_\_\_\_\_ AM PM

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: ( ) \_\_\_\_\_

3. **NUMBER OF ANTICIPATED FOOD VENDORS (i.e. restaurants, non-profit organizations, gourmet food vendors with food samples, mobile food catering units, etc.)**

\_\_\_\_\_ Vendors

4. **TIME OF SET-UP OF THE FOOD OPERATIONS:** \_\_\_\_\_ 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 1 hour prior to the start time of the 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.

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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 supply.

(Note: food-grade hoses must be used to connect to on-site supply.)

**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**  There will be liquid waste containers/receptacles on site.

**Disposal:**  Vendors must collect and remove their own trash/refuse.

**Tents or**  Tents or canopies for food stands/booths will be provided.

**Canopies:**  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:**

- a. THE EVENT LAYOUT [locations] OF THE FOOD VENDORS;
- b. LOCATION(S) OF TOILET FACILITIES;
- c. LOCATION(S) OF GARBAGE /TRASH DISPOSAL SITES; AND
- d. LOCATION(S) OF WASTEWATER DISPOSAL SITES.

*Thank you! The Virginia Department of Health looks forward to working with you for a successful event.*