



ALEXANDRIA HEALTH DEPARTMENT

Environmental Health Division

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Health Director

Vendor Application for a Temporary/ Special Event

Please print or type the information requested below and return the completed application and associated fee by mail, email or fax to the Health Department. To ensure that you can receive a permit for your event, **please submit this application no later than 30 days before the scheduled date of your event.** Applications submitted less than 30 days in advance of the event may not be considered.

1. EVENT INFORMATION

Name of Event: _____

Location & Address of Event: _____

One Time Event

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

Ends on _____ (MM/DD/YY) at _____ AM PM

Recurring Seasonal Event within the Calendar Year (e.g. farmers' market)

Event Starts on _____ (MM/DD/YY) Event Ends on _____ (MM/DD/YY)

Occurs Every: Su M T W Th F S From: _____ AM PM to _____ AM PM

2. WHAT DATE AND TIME WILL YOU BE READY FOR YOUR PRE-OPENING INSPECTION?

Date: _____ (MM/DD/YY) Time: _____ AM PM

NOTE: This time should be at least 1 hour prior to the start time of the event since no foods can be prepared and/or offered for sale or sample until the permit is issued by the Health Department.

3. VENDOR INFORMATION: Vendor Name/DBA: _____

Owner Name: _____

Private Individual Sole Proprietorship Partnership Corporation Non-profit Organization

Type: Tent/Canopy Push Cart Trailer Booth Building Food Truck Other

Business Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (_____) _____ Email: _____

NAME OF PERSON IN CHARGE OF FOOD OPERATION DURING THE EVENT: _____

Contact Number for the day of the event: (_____) _____

4. FOOD SOURCE

Food, including beverages, must be purchased from an approved source. Examples may include a grocery store or a restaurant that has a Health Department permit. **Receipts of purchase must be provided to the Health Department for review at the time of inspection upon request. Home prepared foods are not permitted.**

Where will you purchase your food?

Potentially hazardous food and/or food that is not commercially packaged must be either stored in a permitted food establishment prior to the event or purchased from an approved source the day of the event and transported directly from the approved source to the event.

Will your food be: purchased the day of the event and transported directly to the event?

purchased prior to the event and stored in a permitted food establishment?

Provide name and address of food establishment:

Are any food items prepared in a restaurant and transported to the event? YES NO

If yes, please provide the following information:

Name of Restaurant / Commissary: _____

Address: _____

Phone: (_____) _____

City/County issuing permit: _____

Note: Commercial food establishments must be under a current and valid permit by their local regulatory agency. Please attach a copy of the food establishment's permit or license to this application.

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Date Received _____

Last Revised 07/2017

5. MENU

List each food and beverage item you wish to serve at this event. Please contact the Health Department if you alter your menu after making application. The Health Department reserves the right to limit the menu.

Reminder: Home-prepared foods are not permitted. **Attach additional page if needed*

Food or Beverage Items:	Primary Ingredient(s): <i>Please list any dairy, egg, meat, seafood, poultry and produce ingredients.</i>	Where will food items be prepared? <i>Store-bought, already made; Prepared on-site at event; Prepared in a restaurant, etc.</i>	Method(s) of Preparation & Cooking: <i>Washing, Chopping/Slicing, Thawing, Grilling, Boiling, Steaming, Stir Frying, etc.</i>

Condiments (i.e. ketchup, mustard, mayonnaise, salad dressing, hot sauce, etc.) offered for consumer self-service must be in individual squeeze-type packets, squeeze bottles, or pump-type dispensers.

6. FOOD TEMPERATURES

Cold time/temperature control for safety (TCS) foods must be kept at ≤ 41°F during transport and while in storage during the event through the use of mechanical refrigeration or coolers with ice.

How will cold TCS foods be kept at ≤ 41°F:

during transport? _____

at the event? _____

Hot TCS foods must be kept at ≥ 135°F during transport, while in storage and after cooking/reheating prior to service through the use of warming cabinets, chafing dishes with sternos, grills, etc.

How will hot TCS foods be kept at ≥ 135°F:

during transport? _____

at the event? _____

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7. ADDITIONAL GUIDANCE

Raw animal foods must be thoroughly cooked prior to service. Foods that are held hot prior to service must be cooked and/or reheated to proper temperatures.

Cooking Requirements for Raw Animal Food		Reheating Requirements for Hot Holding	
Fish/Shrimp	≥ 145°F, 15 seconds	Plant Food	≥ 135°F, 15 seconds
Pork	≥ 145°F, 15 seconds	Commercially Processed, Precooked Food	≥ 145°F, 15 seconds
Eggs	≥ 155°F, 15 seconds	Prepared Food	≥ 165°F, 15 seconds
Meat	≥ 155°F, 15 seconds	<i>Food reheated for hot holding must be reheated within 2 hours.</i>	
Chicken	≥ 165°F, 15 seconds		

Food found to be out of proper temperature control must be cooled, reheated or discarded and denatured upon direction by the Health Department.

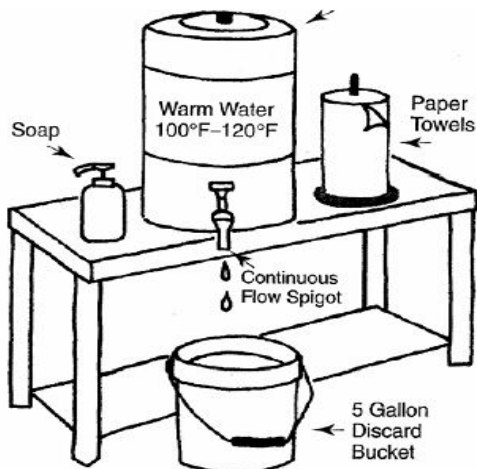
At least one metal stem probe thermometer (0°F - 220°F range) must be available and in use to verify proper cooking and holding temperatures of TCS foods.

EMPLOYEE HEALTH & HYGIENE

- Persons experiencing symptoms of vomiting, diarrhea, sore throat with fever, or jaundice (yellowing of the skin) may not work in a temporary food establishment.
- Persons diagnosed with an illness that may be transmitted through food may not work in a temporary food establishment.
- Open cuts or sores on a person's hands or arms must be properly treated and covered.
- Eating, drinking*, or smoking is not permitted in the temporary food establishment. *Food workers may drink beverages from closed cups provided with straws.

HANDWASHING & FOOD HANDLING

- Food workers must wash their hands:
 - Before handling food.
 - Prior to putting on disposable gloves.
 - After using the toilet, smoking, eating, drinking or after their hands may have become contaminated.
- A handwashing station must be provided, supplied with soap and paper towels and maintained clean. Hand-sanitizer is not a substitute proper handwashing.



Proper Handwashing

- Wet hands
- Lather hands with soap
- Vigorously rub hands together for ~ 20 seconds
- Rinse hands with water
- Dry hands with paper towels

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CLEANING EQUIPMENT & UTENSILS

A three-basin dishwashing station (i.e. sinks, dishpans, 5-gallon buckets) must be provided, supplied and maintained. You must have a means of washing, rinsing, and sanitizing all food equipment and utensils. You must use a chemical sanitizer, such as non-scented chlorine bleach, in the sanitizer solution. Wiping cloths must be stored in a separate container with chemical sanitizer. A test kit must be available and used to verify proper concentration of the sanitizing solution.

OTHER REQUIREMENTS

- **Overhead protection** must be provided for outdoor events (i.e., inside of a food trailer, tent, canopy, etc.). **GRILLS AND OTHER COOKING EQUIPMENT MUST BE FITTED WITH PERMANENT COVERS.** A ground cover (plywood or tarp) will be required if set-up is on gravel, soil, or grass.
- **Public access is not allowed.** You must separate the serving line and food preparation / cooking / grilling area from the public and contamination by sneeze guards, rope, tables, etc.
- **Liquid waste** from cooking, dishwashing, ice coolers, handwashing, etc. must be collected properly (i.e. self-contained trailer, buckets with lids, commercially provided, etc.). No liquid waste may be emptied on the ground or in the storm drain. Trash must be collected and removed.

CODE ADMINISTRATION REQUIREMENTS

- A **Fire Prevention Permit** is required for **any** open flame cooking device, prior to use. Open flame cooking devices may include, but are not limited to:
 - Sternos
 - Open Flame Grills
 - Flat Top Grills / Griddles
 - Woks
 - Deep Fat Fryers
 - Kettle Corn Units
- A **Fire Prevention Permit** is required for the storage or use of any amount of propane gas.
- **Applications** for Fire Prevention Permits (FPP) must be submitted to the **Office of Building and Fire Code Administration** located in City Hall at 301 King Street, Room 4200, Alexandria, VA 22314, 703-746-4200, **30 business days in advance of the event.**

NOTE: Health Department *and* Fire Prevention permits are required to use *any* open flame cooking devices. Issuance of a Health Department permit does not guarantee that a Fire Prevention permit will be issued. If the Office of Building and Fire Code Administration determines that it is unsafe to use certain equipment and/or processes they may prohibit use of such equipment and/or processes.

SPECIAL REQUIREMENTS FOR THE CITY OF ALEXANDRIA

Events on city or public property in the City of Alexandria must be approved by the **Special Events Committee** before permits will be issued. The Office of Special Events may be reached through the Department of Recreation, Parks and Cultural Activities at **703-746-5418**.

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8. CONDITIONS OF PERMIT

I have read the requirements listed in this application and will comply with these requirements. I understand that all Health Department requirements may not be listed in this application and I agree to comply with additional requirements set forth by the Health Department. I understand that, in accordance with Title 11, Chapter 2, "The Food and Food Handling Code" of the City of Alexandria, noncompliance may result in a permit not being issued or suspension/revocation of my permit. I will submit changes to this application in writing to the Health Department prior to the event.

Reminders:

Food may not be prepared or served until the permit is approved and issued by the Health Department.

Applications submitted less than 30 days in advance of the event may not be considered.

Applicant's Signature

Date

(Print Name)

TEMPORARY FOOD ESTABLISHMENT APPLICATION FEES

AMOUNT:

Effective July 1, 2011, temporary food vendors must submit a **\$40 annual application fee**. The maximum state fee per vendor is \$40 per calendar year. If the vendor paid the fee for a previous event, in Alexandria or another Virginia jurisdiction, the vendor must submit proof of payment with the application. If proof of payment cannot be provided, the vendor will be required to submit the \$40 fee.

PAYMENT OPTIONS:

Acceptable methods of payment include cash, check, money order, MasterCard and Visa credit card. Checks and money orders shall be made payable to Alexandria Health Department. Cash and credit card payments should be made in person.

Applications and payments may be submitted in person or mailed to the Alexandria Health Department, Environmental Health Division, 4480 King Street, 3rd floor, Alexandria, VA 22302.

FEE EXEMPTIONS:

Churches; fraternal, school and social organizations; and volunteer fire departments and rescue squads are exempt from application fees, but must obtain a permit.

Non-profit organizations that do not meet the definition of a church; fraternal, school or social organization; or volunteer fire department or rescue squad are NOT EXEMPT from the annual fee.

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