



# ALEXANDRIA HEALTH DEPARTMENT

## Environmental Health Division

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Health Director

## **Coordinator's Application for a Special Event with Food Vendors**

Please print or type the information requested below and return the completed application by mail, email or fax to the Health Department. Each food vendor must complete an **Application for a Permit to Operate a Temporary Food Establishment**.\* The vendor application(s) must be submitted at least 30 days prior to the date of the event. The coordinator is responsible for timely submission of all applications. For more information, please contact the Health Department.

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

\_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers: Business: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Number for the day of the event: \_\_\_\_\_

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

**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.

\* *Some facilities with an Alexandria Annual Permit will not need to apply for a separate temporary event permit, as their existing permit will cover their off-site cooking and preparation as long as the food they are serving at the event is consistent with what they serve in their facility. Please still include these vendors in your vendor list, but note that they will not need to submit an application and payment to us in order to participate in the event.*

**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.
- Ice Supply:**  Ice will be provided to vendors on-site.  
 Vendors must bring their own ice.
- 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:** \_\_\_\_\_  
*Note: State regulations require 1 toilet per 100 people at special events.*

**Type:**  Public Restrooms  Portable Toilets **Handicap Accessible:**  Yes  No

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 imposed by the coordinator.

- 6. Attach a list of all proposed food vendors and their contact information. Attach a map showing the event layout with the food vendors, toilet facilities, garbage disposal, and wastewater disposal sites.
- 7. Will there be a petting zoo, pony rides or any other live animals at this event? YES NO
- 8. Will there be a diapering station at this event? YES NO
- 9. If using public property, have you made application with the City of Alexandria Special Events Committee at (703) 746-4343/4344? YES NO
- 10. Will there be water attractions, such as dunk tanks, slip'n'slides or wading pools? YES NO
- 11. Would you like to request a free food safety training and temporary food establishment training for the food vendors? f YES, please contact the Health Department at (703)746-4910. Please allow at least 3 weeks advance notice for training request. YES NO

\_\_\_\_\_  
**Applicant's Signature** (Please initial if completing electronically)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**(Print Name)**

**Office Use Only**.....

Date Received \_\_\_\_\_

Last Revised 07/2017