



Festival Foods Application – PART B

2010 Heart of Virginia Festival

Prior to completing this form, please read the *Heart of Virginia Festival General Guidelines and Rules for Participation* found on the Festival website. Please print, complete, and submit PART B by mail to the Virginia Department of Health (address below).

Name of applicant _____

Person(s) responsible for the booth on Festival day _____

Business/organization name _____

Address _____

City _____ State _____ Zip code _____

Day-time phone _____

Please be sure that you have completed the following:

_____ Virginia Department of Health Application for Temporary Restaurant Permit (VDOH form included with this PART B application). This form is required of all applicants.

_____ Appropriate Department of Health Fee (VDOH fee information is included with this PART B application). Please make payment to the VDOH or a copy of receipt for previous payment. Non-profit organizations, civic groups, and churches are exempt.

Mail PART B and the required VDOH form to:

Virginia Department of Health
Attention – Ms. Debra Adams
Re.: Heart of Virginia Festival
111 South Street, First Floor
Farmville, VA 23901

**Virginia Department of Health
Piedmont Health District
111 South Street, First Floor
Farmville, VA 23901
434-392-3984 (Office) 434-392-1038 (Fax)**

APPLICATION FOR TEMPORARY RESTAURANT PERMIT

**TO BE SUBMITTED AT LEAST 14 DAYS PRIOR TO EVENT
FAILURE TO PROVIDE THE FOLLOWING INFORMATION MAY DELAY THE
PROCESSING OF YOUR APPLICATION.
(PLEASE PRINT OR TYPE)**

Date of Application: _____

Name of Organization or Individual: _____

Mailing Address: _____

Representative: _____

Telephone #'s: work _____ home _____ cell _____

Event Name: _____

Event Location: _____

Dates of Operation: _____ **Time(s)** _____ **to** _____

Type of Food Facility: _____
(Beverage Wagon, Booth, Tent, Kitchen, etc.)

Vendor Fee- \$20 per event to a maximum of \$100 a year must be included with application or include copy of \$100's worth of receipts.

Churches, fraternal, school & social organizations, volunteer fire departments & rescue squads are exempt from the vendor fee.

Water Service _____ **Sewage Disposal** _____

Solid Waste Disposal _____ **Liquid Waste Disposal** _____

List all food & beverage items below. (Use separate page for additional information)

Food/Beverage	Source Address	Where Prepared	Methods of Preparation, Serving & Equipment used
Example: Hamburgers Tomatoes & onion	Food Distributor Local Market	On site On site	Cooked to 170°F & held in pan on grill. Washed, sliced & held in cooler.

Hand Washing Methods	Condiments How Served	List All Utensils, How Cleaned, Describe Sanitizer	Refrigeration Type	List All Cooking Equipment
Example: Soap, water, towels	Prepackaged mustard, ketchup, etc.	Tongs, spatula, knife, ice scoop Bleach & water sanitizer	Cooler with ice & thermometer	Electric grill, steam table, deep fat fryer, hot plate

Please call us prior to the event to verify the status of your application & notify us of any changes in your application. (example: additional menu items)

CERTIFICATION

I have read the attached instructions, understand them, and will comply with their requirements. I understand that failure to comply may result in a permit not being issued or permit suspension, as per Food Regulations adopted 2007.

Representative's Signature

Date

NOTICE
FEE INCREASE FOR PERMIT APPLICATIONS AND PLAN REVIEWS FOR
HOTELS, RESTAURANTS, SUMMER CAMPS, AND CAMPGROUNDS
Effective July 1, 2008

.Schedule of VDH Permit Applications and Plan Reviews for Hotels, Restaurants, Summer
Camps, and Campgrounds
Effective July 1, 2008

Program	Plan Review Fees	Annual Permit Fees
Hotels (§35.1-13)	\$75	\$100
Restaurants (§35.1-14)	\$75	\$100
Summer Camps (§35.1-16)	\$75	\$100
Campgrounds (§35.1-17)	\$75	\$100

TEMPORARY FOOD PERMIT FEES

- ❖ \$20 application fee for each of the first five applications submitted during the calendar year.
- ❖ After five fees are paid (\$100) no additional fees are required for the remainder of the calendar year.
- ❖ Vendor has the option to pay \$100 at the time of submitting the first application for the year. No additional fees will be required for the remainder of the year.

For any locality that had a local permit fee as of **January 1, 2008 (NOTE CHANGE FROM PREVIOUS YEARS)**, the combination of the local permit fee and state fee is capped at \$100.

Any temporary vendor that paid a \$40 temporary permit fee prior to July 1, 2008 will **NOT** be assessed any further fees for calendar year 2008.

A temporary vendor who has not paid the \$40 temporary fee before July 1, 2008 and comes in for a permit on or after July 1, 2008 must pay the new \$20 temporary fee per event until reaching the \$100 maximum fee.