



A Benefit for Meals on Wheels

**Saturday, April 15, 2017**

12:00noon-5:00pm

Riverside Park/Farmville, VA

[www.farmvillewinefestival.com](http://www.farmvillewinefestival.com)

## FOOD VENDOR APPLICATION

Company Name \_\_\_\_\_ Food Type \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

### Requirements:

- This event is “rain or shine”...be prepared for any type of weather.
- Each vendor will be provided one 10’ X 10’ space for a booth. Call if you have a truck or larger set-up.
- Set up time is 8:30-11:30am, Saturday, April 15, 2017.
- Each vendor is responsible for its own tent, tables, and chairs. Ice will be provided.
- If you do not already have a permit from the health department, **the selling or serving of all food and beverage products** requires obtaining a Temporary Food Services Establishment Permit from the Piedmont Health Dist. and paying all health permit and inspection fees a prior to the event date. Attached is an application form for a temporary permit. Please return the temporary permit form and payment along with this application. We will coordinate the filing with the Piedmont Health District. If you already have a permanent permit i.e. A food truck, you still need to fill out the Temporary permit but there is no application fee. If you have already paid the temporary permit fee once for the year you need to fill out the app and include a copy of your receipt.
- Electric power is limited; generators permitted
- No pets or smoking.

### Application Request must include:

- \$50.00 non-refundable application fee...payable to “Meals on Wheels”
- All applications received after March 15th will be subject to a \$25 late fee
- Signed copy of Food Vendor Application
- If needed, a completed copy of Application for a Temporary Restaurant Permit with a separate check for \$40 payable to the Piedmont Health District, your receipt for paying this previously or a copy of your permanent permit.
- Photographs of food & overall display (not to be returned)

### We look forward to receiving your Food Vendor application by March 15, 2017 to:

Meals on Wheels  
P.O. Box 758  
Farmville, VA 23901  
[thefarmvillewinefestival@gmail.com](mailto:thefarmvillewinefestival@gmail.com)

Cheryl Gibson  
Coordinator, Farmville Wine Festival  
[Nightingale9591@gmail.com](mailto:Nightingale9591@gmail.com)  
615-513-0759

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please like and follow us on Facebook **The Farmville Wine Festival**. Follow us on Twitter @FarmvilleWine  
Sharing our posts increases visibility for the festival and better success for you and Meals on Wheels. Thank you!!

For Office Use Only      Date Received: \_\_\_\_\_



Amelia Health Dept.  
P.O. Box 392  
Amelia, VA 23002  
804-561-2711

Charlotte Health Dept.  
P.O. Box 670  
Charlotte Courthouse, VA 23923  
434-542-5251

Lunenburg Health Dept.  
11387 Courthouse Rd.  
Lunenburg, VA 23952  
434-696-2346

Prince Edward H.D.  
111 South St. Ground Flr.  
Farmville, VA 23901  
434-392-8187; FAX-434-392-1028

Buckingham Health Dept.  
P.O. Box 198  
Buckingham, VA 23921  
434-969-4244

Cumberland Health Dept.  
P.O. Box 107  
Cumberland, VA 23040  
804-492-4661

Nottoway Health Dept.  
P.O. Box 27  
Nottoway, VA 23955  
434-645-7595

**APPLICATION FOR A TEMPORARY RESTAURANT PERMIT**

**Applications must be submitted a minimum 14 days prior to event to the local Health Department in the county where the event is being held.**

**(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.)

**Effective July 1, 2011. Vendor Fee is \$40 per event (to a maximum of \$40 a calendar year) and must be included with application (or include copy of your receipt).**

**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.

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date