

VIRGINIA BEACH PARKS AND RECREATION
2022 PARK SPECIAL EVENTS FOOD VENDOR INFORMATION

Food Vendor Application Process

Submit the online Food Vendor Application Form found at www.vbgov.com/specialevents

Please note incomplete forms will not be processed.

Once you receive notification of selected events, you will be required to submit the following:

- 1) **completed Food Vendor Agreement for each event**
- 2) **proof of liability insurance**
- 3) **certificate of flame resistance (if applicable)**
- 4) **completed Food Vendor Permit Form for each event**
- 5) **base fee for each event (by due date on agreement)**

See below for additional information. Questions? Contact us at (757)385-2990 or prspecialevents@vbgov.com

Requirements for Participation:

Liability Insurance (\$1,000,000 per occurrence minimum)

- a. Once selected you must submit current copy of **Certificate of Insurance**.
- b. List **certificate holder** as:
City of Virginia Beach
Risk Management Division
Municipal Center, Building 22
Virginia Beach, VA 23456
- c. Under “**Description of operations/locations/vehicles/exclusions added by endorsements/special provision**” section- the Certificate Holder should be shown as **ADDITIONAL INSURED** *with respects to the general liability as required by written contract or agreement to cover any event on City property during the policy term.*

Virginia Beach Department of Public Health

All fees and paperwork must be sent to the Department of Public Health **no later than 10 business days** before the event for which you are accepted. For more information, contact Andrea Scahill of Virginia Beach Department of Public Health at (757) 518-2739 or andrea.scahill@vdh.va.gov.

Fire Regulations - Certificate of Flame Resistance

- a. You will be required to submit a copy of **Certificate of Flame Resistance** if operating under a tent.
- b. Certificate available from tent manufacturer or arrange with your local fire department to have tent field tested for flame resistance. *Please note: most non-commercial grade tents do not meet the standards of the Virginia Beach Fire Department.*
- c. Vendors must comply with the fire safety regulations set forth by the Virginia Beach Fire Department. For more information, call the Fire Marshall’s Office at (757) 385-4228.

City of Virginia Beach Business License

The Business License fee for Virginia Beach Parks and Recreation special events only is covered under the Community Event License fee, which is paid by Park Events & Programs. For additional tax information, call the Virginia Beach Business License Office at (757) 385-4515.

Electrical

Vendors are encouraged to provide their own source of power. Generators shall not create a disruptive noise. Vendors must provide their own extension cords and means to cover them to avoid trip hazards. **Power Pedestals are only available for use at Mount Trashmore Park.** Vendors may request and pay an additional \$25.00 per event for electrical access. (*Power will be provided only to those vendors who paid for electricity in advance*). Please note electrical access is very limited and not guaranteed at every event. Due to the design of the vendor pads tents are not eligible to utilize the vendor pads.

Vending Space

- a. Park Events & Programs staff determines placement. We do not guarantee the same site location or venue area from previous years. Vendors are located to best accommodate all vendors and to meet visitor needs and trends. Sales must be conducted from assigned space only; no roving sales permitted. Additional carts or spots require a separate application and fees.
- b. Vending space allocations are 20' x 20'. All equipment used must be contained in assigned space. Auxiliary equipment and vehicles are not permitted onsite and must be removed from event area.
- c. Set up and break-down of vending area will be made during the non-operating hours of the event. **Due to safety concerns, vendor may not break down before event is over or leave before it is deemed safe by city staff.**
- d. Set-up and Inspection times will be sent out via email the week prior to the event. **If you are not present for inspection times (health and/or fire) you will not be allowed to vend during event.**
- e. Vendors must remove and dispose of wastewater and grease in accordance with Health Department regulations. Trash and recycling receptacles will be provided by park.
- f. The Park Special Events staff and the City of Virginia Beach will not be responsible for any loss or thefts incurred while on contract for a special event. Vendor will take full responsibility for the security of their items.
- g. If event hours are during the evening, vendor is required to provide adequate lighting for their area of operations.

Fees

- a. Upon acceptance, **Vendor "base" fees and paperwork are due forty-five (45) days before the event.** If food vending fees are not paid by the assigned due date on the agreement, there will be an **additional late fee of \$25.00.** *Vendors will have up to one week (7 days) after the original due date to pay all fees before being dismissed from the event.*
- b. Vendor shall agree to pay the City ten percent (10%) of all gross revenue/sales per event. **Vendor "percentage" fees shall be submitted within ten (10) days after the event.** Vendor shall submit to the City a detailed daily sales report for the event with the payment, no exceptions. For any "percentage" payment not received by the due date, an additional late fee of \$25 will be added. Additionally, vendors will be unable to vend at any future events until all fees are paid.
- c. Payments can be made by check or credit card (Visa or MasterCard); no cash accepted.
- d. For any returned checks there is an additional charge of \$35.00.