



**31st Annual San Carlos Hometown Days
Food Vendor Participation Form
Saturday, May 21 and Sunday, May 22, 2011**

Name of Organization or Business: _____

Name of Contact Person: _____

Address: _____

Phone: _____ Cell: _____

Email: _____ Website: _____

Are you a non-profit organization? Yes No If yes, Tax ID # _____

Will you be using a BBQ? YES _____ NO _____ *An additional fee of \$50 will be added for the extra space.*

Will you be using Electricity? YES _____ NO _____ *A minimum fee of \$20 will be added to help defray the cost.*

Please specify your electricity requirements:

Appliance and Quantity:

Listed Watts:

Listed Amps:

120 Vac or 240 Vac:

List of Foods / Beverages to be sold

<u>Menu Item</u>	<u>Price</u>
EXAMPLE: HAMBURGER, 8 OZ.	\$1.25

1. _____

2. _____

3. _____

4. _____

5. _____

General Information:

- 1) Spaces are 10' by 10' (single) or 10' by 20' (double)
- 2) Vendors to provide own tables, linens, signage and chairs, as necessary.
- 3) All vendors will be **REQUIRED** to use food service items that can be composted or recycled. A list of acceptable materials will be provided for your reference. Food scrap/composting bins and recycling bins will be provided. A trash disposal FEE of \$100 will be assessed if non-compostable or non-recyclable items are used.
- 4) A fee of \$50 will be collected if you cancel before May 1, 2011. There will be **NO** refunds after May 1, 2011.
- 5) Due to limited vendor spaces, food vending spots will be awarded on a first come, first served basis.
- 6) All groups **MUST** provide a certificate of insurance for this event.
- 7) All vehicles used to deliver items to booth **MUST** have a loading zone permit. The permit application is attached.
- 8) The Girl Scouts are the exclusive vendors of bottled waters and sodas. If you would like to sell bottled water or cans of soda at your booth, you are required to purchase it from the Girl Scouts. They will do all purchasing and delivery. Instructions on how to do this are attached.
- 9) All vendors will be required to attend a Food Booth information meeting on Thursday, April 28 at the San Carlos Adult Community Center

Fees

<u>Item Type</u>	<u>Fee Charged</u>	<u>Total \$</u>
Non-Profit Organizations Space Fee	\$125 Single Space (10'x10')	
	\$250 Double Space (10'x20')	
For Profit Organizations Space Fee	\$200 Single Space (10'x10')	
	\$375 Double Space (10'x20')	
Barbeque Space	\$50 for extra space	
Booth Rental (optional)	\$125 (delivery, set-up, take down) for a 10' x 10' screened booth	
	\$225 (delivery, set-up, take down) for a 10' x 20' screened booth	
Electricity	Minimum Charge of \$20	
Temporary Food Vendor Application	See below for applicability-- \$0 for non-profits with all necessary paperwork; \$98 for all other vendors	

TOTAL AMOUNT DUE

\$

Temporary Food Vendor Application: ALL FOOD VENDORS MUST also fill out an application for a temporary food sale license from the County of San Mateo. Forms are attached. Vendor should submit the temporary food vendor application, and (if applicable) a SEPARATE check for \$98.00 made payable to the County of San Mateo. There is no fee for a food sales license for Non Profits but you must attach a California statement of domestic non-profit corporation to the application. There is also no fee if you are a veteran or if you are donating ALL of your profits to a charity.

I will submit the application on your behalf prior to the event. I must submit the applications for food vendors AS ONE PACKAGE more than two weeks prior to the event, so it is very important that you fill out these forms completely and on time. The Health Department will charge ALL booths \$296 each (including non-profits) for the temporary permit, if the application package is late, so please BE ON TIME!

Please make sure that we receive the following forms by April 15th, 2011:

- Your Check for site rental and optional booth rental (Make payable to S.C. Hometown Days)
- This Form
- Loading Zone Permit Application
- A copy of your 501 (c) (3)—California statement of Domestic Nonprofit, if applicable
- Your completed Temporary Food Vendor Application from the County Health Department
- If applicable, a separate check for \$98 to pay for the temporary food sale license, made payable to the County of San Mateo
- Certificate of Insurance Coverage

**To: Debbie Denton
726 Cordilleras Avenue
San Carlos, CA 94070
(650) 508-9433, debbiedenton@comcast.net**

Loading Zone Permit

Application Form

Please fill in and return it with your Hometown Days forms.

You'll be assigned a Loading Zone permit, which will allow you to leave your vehicle for 20 minutes in either the Cedar Street Loading Zone or the Chestnut Street Loading Zone to deliver supplies to your booth. The police will have a copy of the list of authorized vehicles. All others may be towed. **PERMITS will be handed out at the Food and Game meeting on April 28 at 7:30 pm at the Adult Community Center.**

Name of Organization or Business _____

Name of Vehicle Owner _____

Vehicle Owner's Cell Phone Number _____

Vehicle License Plate Number _____

Make, Model and Color of Vehicle _____



CHECKLIST FOR TEMPORARY FOOD BOOTH

This checklist shall be posted inside the booth during operation. Please initial next to each item indicating that the item has been provided for your booth:

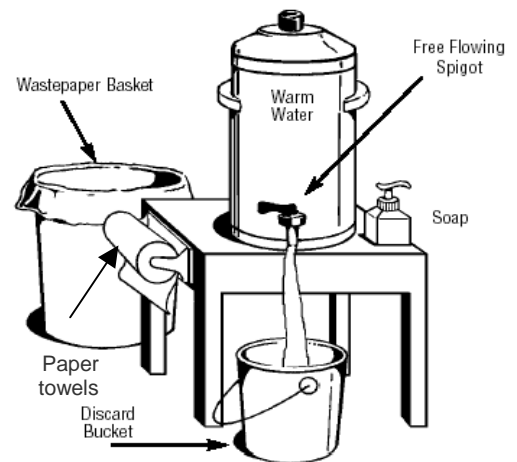
_____ Covered thermal insulated container with a **spout that stays on** for washing hands.

_____ Clean, warm water in the thermal insulated container for washing hands.

_____ 5 gallon bucket to catch wastewater from hand washing.

_____ Liquid hand soap.
*“Handy Wipes and Hand Sanitizers” are **not** to replace the hand wash station. Hand Sanitizers may be used in addition to regular hand washing.

_____ Paper towels.



_____ Metal stemmed thermometer with a temperature range of 0°F-220°F for measuring food/refrigeration/cooking temperatures.

_____ Thermometer inside each refrigeration unit to monitor air temperature.

_____ Three-compartment sink with hot and cold running water, or bucket system describe in Appendix A.

_____ Dishwashing soap and sanitizer (e.g., household bleach).

_____ Know the Waste water disposal location. Ask the Event Coordinator before operating.

_____ Adequate number of tables with washable surfaces.

_____ Adequate number of serving spoons, spatulas, tongs, scoops, ice scoop, cutting boards, etc.

_____ Labeled Sanitizer and bucket for wiping cloths and/or sponges.

_____ Chemical test kit for sanitizer.

_____ Tongs and/or disposable plastic gloves for food handling.

_____ Equipment to maintain cold foods at 45°F or below.

_____ Equipment to maintain hot foods at 140°F or above.

_____ Condiment containers (pump type, squeeze containers, or containers with self-closing lids). Single service packets are recommended.

_____ Clean aprons or outer garments.

_____ Hair nets or hats to confine hair.

_____ Location at which food will be stored when booth is closed for the day.
Location: _____

_____ Leak-proof and insect-proof garbage containers with plastic garbage bags.

_____ Adequate lighting provided.

FOOD BOOTH:

_____ Entirely enclosed with four complete sides , and a top (plywood canvas, plastic or fine mesh fly screen) .

_____ Name, address and telephone number on or adjacent to booth.

_____ Cleanable floor surfaces (tarp or other cleanable material).

_____ Closures for food pass-through openings at front service area.

_____ Pass-through window at rear or side of booth if barbecue facilities are part of operation

_____ Check with local Fire Department regarding necessary fire extinguishers.

_____ Weights to hold booth in place in high winds (if necessary).

NOTE: This list does not include all the necessary equipment you will need for your individual operation. Please contact the Environmental Health Division for questions on equipment requirements.

I have provided all of the above for the operation of my food booth. I understand that failure to provide all to the above items may result in immediate closure of my booth.

Signed: _____ Date: _____



**VENDOR
TEMPORARY EVENT PERMIT APPLICATION**

Have you applied previously **YES/ NO**

If so, please provide your Reference Identification Number _____

Fee Exempt? **YES/ NO**

(See "APPLICATION FEE EXEMPT" and check box that applies)

Complete forms below for first time applicant or for changes/updates and return it with other applicable forms and fees **to your event coordinator** by deadline date set by the coordinator.

VENDOR BOOTH NAME: _____

VENDOR OWNER: _____

CONTACT NAME: _____ CONTACT # _____

MAILING ADDRESS: _____ CITY: _____ ZIP: _____

EVENT NAME: _____ DATE & TIME: _____

ADDRESS OF EVENT: _____ CITY: _____

SPONSOR: _____ CONTACT # _____

2011 FEE SCHEDULE

DISCOUNTED GROUP FEE	If all applications are received from the Event Coordinator in one packet with one check to cover all fees at least 14 days prior to first day of event then the DISCOUNTED GROUP FEE is \$98 per booth . The coordinator fee is always \$153 unless a non profit.
APPLICATION FEE	Any application received 2-13 days before the event will result in all booths being charged \$296 per booth . Acceptance of application(s) does not imply automatic approval to operate at the event. Applications received less than 2 days before the event will not be accepted .
APPLICATION FEE EXEMPT	<input type="checkbox"/> Non Profit -100% of profits go to a non-profit organization. Proof of non profit must be provided. <input type="checkbox"/> Letter from charity who received donated funds <input type="checkbox"/> Veteran - Proof of service must be provided.
PENALTY FEE	Any booth found <u>operating</u> at the event without a <u>Permit to Operate</u> may be closed by this Department, or charged up to three times the Application Fee.

TYPES OF FOOD BEING SOLD & PREPARATION METHODS

MENU - List all foods and condiments proposed prepared and/or sold from this food booth (i.e. meat, rice, beans, dairy, dispensed soda, bottled drinks, condiments such as diced onion, mustard, etc.).

(If you need more space, please continue list on a separate sheet of paper and attach with application. **AS A VENDOR, I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE "Requirements For Temporary Event Food Sales"**).

Applicant Printed Name: _____ Title _____

Applicant Signature _____ Date _____



San Carlos Hometown Days 2011

Drinks available from Girl Scouts:

- € Water (.5 liter bottle)
- € Coke
- € Diet Coke
- € Pepsi
- € Diet Pepsi
- € Dr. Pepper
- € Diet Dr. Pepper
- € Sprite
- € A&W Root Beer
- € Orange

- ✓ Please order drinks by the case
- ✓ Cost to you will be \$0.75 cents per can or bottle
- ✓ Selling price for all drinks is **\$1.00** (you keep the 25 cent profit)

CONTACT JAMIE SKINNER BY MAY 7TH to place order of cases.

Telephone: **650-879-9954**

email: haysiegirl@aol.com, *email is preferred!*