



City of Galax

SPECIAL EVENT PERMIT

Special Event Application

Please review the entire application to ensure the information is completed correctly. (Applicants are encouraged to review the Special Event Guidelines beginning on page 7, before beginning the application.) Once all documentation has been received, the application will be reviewed, and the applicant will be contacted about the status of the proposed event. Applicants may be requested to meet with City representatives and others to review event plans, layout and logistics. If your event occurs on more than one date, list all dates on this application.

This application must be submitted at least 90 days prior to the date of the proposed event. Special events may be denied if required time lines are not strictly observed or if there are inadequate safety measures, street closing conflicts or other logistical concerns. Applicants are encouraged to defer promotion of a proposed event and commitments for goods and services until receipt of approval of the event.

Submit completed application and supporting documents to Patti Price Love, pprice-love@galaxva.com

EVENT TITLE: _____

PRIMARY CONTACT INFORMATION

Organization/Applicant Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone: _____

E-mail Address: _____

Mailing Address: _____

EVENT CONTACT INFORMATION (if different from above—must be present for duration of event)

Event Contact Name: _____

Event Contact Title: _____

Event Contact Phone: _____

Event Contact Email Address: _____

EVENT SUMMARY

Date(s) of Event: _____
(Re-occurring event, list all dates)

Location of Event: _____

Event Hours: Set-up time: From _____ to _____
Event time: From _____ to _____
Clean-up time: From _____ to _____

Type of Event: _____
(Festival, 5k, parade etc.)

Is this an annual event? Yes No #of year event has occurred: _____

Description of Event _____
(Describe your planned activities) _____
attach additional sheet, if needed _____

Estimated Attendance of Event: Volunteers/Staff: _____ Participants: _____ Spectators: _____

Will the event affect the flow of traffic on a public street within the City of Galax? Yes No

Will food or merchandise be sold? Yes No

Subject to limited exemptions, all vendors must have a current business license. Contact the Commissioner of Revenue at 276.601.7091 for details. The collection and remittance of applicable taxes will be the responsibility of each individual vendor.

Will food or beverages be prepared or Served on site? Yes No

The Virginia Department of Health (VDH) requires the submission of an application for a temporary food permit when food will be prepared or served at an event (exceptions: charitable non-profits). Contact Galax Health Dept. at 276.236.6127 with questions.

Will alcohol be served? Yes No

Alcohol may be served only with a license from Virginia Department of Alcoholic Beverage Control (ABC). Contact ABC for more information at (804) 213-4400. Alcohol is prohibited in City parks, with the exception of Felts Park.

Will security be needed? Yes No (See Section 2 for additional info.)

GENERAL EVENT INFORMATION (check all that apply)

City Street Closings/City Parking Lot Usage—If the event involves City street closure or use of a City parking lot, complete and attach Section 1. The applicant's request will be considered by Public Works Department in the course of its review of this application. For questions concerning possible City street closure or use of a City parking lot, call 276.236.3691.

Electricity— A limited number of electric hook-ups are available. Contact City Engineer at 276.236.2422 for further information.

Fire/EMS Support—For additional information or questions, contact the Fire Chief at 276.235.9580. If yes, what kind of assistance? **Circle all that apply:**

Ambulance 1st Responder ATV Fire Engine Dedicated Unit: Yes No

If yes, 60 day notice is required. A dedicated unit will require a unit and personnel fee. **NOTE: A non-dedicated unit may have to leave for other emergencies.**

Food Vendors—Food vendors will require inspection by the local Health Dept. and the State Fire Marshall. Food vendors are required to complete the temporary food permit application and pay one-time \$40 fee if not already permitted. The Event Coordinator is required to complete the Event Coordinator Application for Temporary Food Events and turn into the City of Galax Health Department a minimum of 15 days prior to your event. Event Coordinator Form and Temporary Food Vendor Application are attached at the end of this document. Vendors and cooking participants are required to follow the VA State Fire Code:

<https://www.dhcd.virginia.gov/sites/default/files/Docx/building-codes-regulations/archive-codes/2018/2018-virginia-statewide-fire-prevention-code.pdf>

Items left Overnight-- **YES** **NO** *Any propane or other hazardous material must be constantly attended.*

Platforms/Stages—Any platform or stage higher than 30" off the ground, requires issuance of a building permit by the Building Official after an inspection. Building permit applications are available at the City Municipal Building. The permit application should be submitted to the Planning and Inspections office at least 21 days prior to the event. Questions about the permit process may be directed to the Building Official at 276.236.7297.

Police Support at Event—Include details in Section 2 (which must be completed by all applicants whether police support is requested or not).

Trash Carts Needed? YES NO # _____ Deliver to: _____

Event Organizer must set up carts and remove all trash. Questions can be directed to Public Works Department at 276.236.3691.

Water/Hydrant hook-up request: YES NO #of hookups requested: _____

Location(s): _____

Purpose: _____ By When (Day/Time): _____

Tents/Air Supported Structures—Any tent larger than 900 square feet or accommodating more than 50 people require issuance of a building permit by the Building Official after an inspection. City Building Official info: <https://galaxva.com/galax-va-building-official/>. Tents larger than 900 square feet require an inspection by the State Fire Marshall. Building permit applications are available at 111 E. Grayson Street. The permit application should be submitted to the Planning and Inspections office at least 21 days prior to the event. Questions about the permit process may be directed to the Building Official at 276.236.7297. Refer to the State Fire Code: <https://www.dhcd.virginia.gov/sites/default/files/Docx/building-codes-regulations/archive-codes/2018/2018-virginia-statewide-fire-prevention-code.pdf>

REQUIRED DOCUMENTS

The following documents must be attached to the application:

A **Certificate of Insurance** (COI) providing evidence of liability insurance of a minimum of \$1,000,000 combined single limits, automobile liability insurance with limits of at least \$1,000,000 (if applicable) and property damage insurance of \$100,000. The certificate must include this exact wording: **“The City of Galax, 111 West Grayson Street, Galax, Virginia 24333, is hereby named an additional insured.”**

An **Endorsement** from the insurance company showing the City of Galax as an additional insured. The insurance company must have a minimum financial rating from the A.M. Best Company of an “A-” or better.

- If your organization has employees, you must also provide evidence of Workers’ Compensation insurance with statutory limits that meet state requirements.
- If alcohol will be served, the City requires that a Liquor Liability endorsement be added to the insured’s policy. This endorsement can be added to the Certificate of Insurance along with the other insurance coverages.
- The COI and any endorsements must be obtained and attached to this application.

Map with requested street closings and/or parking lots highlighted.

Diagram of event, including location of activities (e.g., food vendors, crafts, merchandise sales, etc.).

Event Coordinator Application for Temporary Food Events.

SECTION 1. CITY STREET CLOSINGS/CITY PARKING USAGE

Attach a map with requested street closings and/or parking lots highlighted. For the City to approve a street closing, the following must be considered: resident/business impact, detour routes, signage and notification, placement of barricades and directional signage, and traffic control and safety.

Time streets to be closed: _____
Time streets to be reopened: _____
Number of Barricades needed: _____

In addition to the map, list in detail what street closings are needed for the event:

Are city parking lots needed as a venue for the event? Yes No
If yes, list them below and include the time by which parking lots must be cleared:

Will the event involve the use of a parking lot for event parking and/or shuttle plan? Yes No
If yes, please describe below:

SECTION 2. SECURITY AT EVENT

Law Enforcement Support:
Do you request law enforcement support for the event? Yes No

If yes, describe request for law enforcement support:

If yes, 90 day notice is required. A fee for off-duty officers will apply.

Additional Security:
Have you hired a licensed professional security company to help manage the event? Yes No

Security Organization (DCJS Registration Number): _____

Number of Security Team Members: _____

Main Contact: _____

Contact Phone: _____

Please describe plan for crowd management and safety:

The Galax Police Department and Galax Fire Dept. have the authority to decline approval of a proposed event due to issues that directly affect public safety.

CERTIFICATION, ACKNOWLEDGEMENT AND INDEMNIFICATION AND HOLD HARMLESS

In consideration of the use of property of the City of Galax, the undersigned:

- indemnifies, defends and holds harmless and hereby releases the City of Galax, a municipal corporation, and its officials, officers, employees, agents and representatives against and from (a) any and all claims, liability, loss, causes of action, costs, expenses, damages or injuries to persons, including death or damage to property, which may occur by reason of the undersigned's use of property of the City of Galax, (b) any court costs, negotiation fees, or attorney or professional fees with respect to the assertion, defense or resolution, compromise or otherwise, of any such claim or action, and (c) any expense incurred by the City of Galax to restore such property to its condition prior to the undersigned's event;
- certifies that he or she is familiar with the guidelines for planning an event in the City of Galax and acknowledges the same will be enforced by the City and observed by the undersigned;
- further certifies that the information furnished in this application is true and correct to the best of the undersigned's knowledge and information; and
- acknowledges that use of City resources to host an event in the City of Galax is contingent upon approval of this application by the City staff.

Signature of Applicant: _____ Date: _____

For Office Use Only: Date Received _____ **Fee Paid** _____

Comments:

SPECIAL EVENT GUIDELINES

The City of Galax supports special events that provide enjoyable opportunities for residents and visitors, and help create a vibrant, livable and sustainable city.

A number of City departments are involved in the logistics necessary to facilitate a safe and successful community event. In an effort to simplify the application process for organizations and event planners, the City of Galax has established the guidelines below. These guidelines must be observed in order to ensure a positive experience for the community.

Application Process At-a-Glance:

- An application must be submitted for every event, whether it is a one-time event or a recurring event.
- The application must be completed and returned at least 90 days prior to the event.
- Application will be reviewed only if it is complete and all supporting documents are included.
- Applicants may be requested to meet with City representatives to review event plans, layout and all other event logistics.
- After review by City departments, the applicant will be informed whether the application is approved and any applicable conditions of approval.

Guidelines:

- The applicant shall be responsible for notifying, as soon as possible, all businesses and residences which may be affected as a result of street closings or event activities.
- Subject to limited exemptions, all vendors must have a current business license. The collection and remittance of applicable taxes will be the responsibility of the individual vendor.
- Loud music, sound amplification or other potentially disturbing activities are subject to approval of the City, which may be conditioned upon compliance with the Noise Control Ordinance of the City of Galax. See <https://ecode360.com/6550265?highlight=noise&searchId=23069666469129946#6550265>
- Illegal drugs, and, except as permitted by law, firearms or weapons of any kind, are prohibited.
- Alcohol is permitted only with a license from Virginia Department of Alcoholic Beverage Control (ABC) and in compliance with ABC requirements. See <https://www.abc.virginia.gov/licenses>. For further information, contact ABC directly at (804) 213-4400. Alcohol is generally prohibited in City parks.
- Generally, no overnight camping is permitted. Exceptions may be considered on an event-by-event basis.
- The applicant must comply with applicable provisions of the Galax City Code, including the City's zoning ordinance, and the Code of Virginia.
- Dogs must be on a leash at all times. Animal handlers are required to pick up animal waste.

- Events must take into consideration the placement of all vendors and activities:
 - A 20-foot fire lane must be maintained at all times. This must be continuous in nature and include sufficient turning radii for Fire Rescue Department apparatus to navigate.
 - Activities and vendors must not block any fire hydrant or any fire department connection.
 - Placement and use of portable generators must comply with the Fire Prevention Code.
 - Open fires are only permitted only in approved cooking appliances.
 - Please refer to the Virginia Statewide Fire Prevention code:
<https://www.dhcd.virginia.gov/sites/default/files/Docx/building-codes-regulations/archive-codes/2018/2018-virginia-statewide-fire-prevention-code.pdf>
- For events expected to attract more than 50 attendees, an appropriate number of portable toilets must be supplied and placed at various locations within the festival area. The Health Dept. requires one portable restroom and one hand washing station per 100 people (include at least one handicap accessible portable restroom in total)

$$\frac{\text{_____}}{\# \text{ people}} \div 100 = \frac{\text{_____}}{\# \text{ restrooms}}$$

- Portable toilets are not to be rinsed on site. Nor are they to be placed near restaurants or food vendors.
- Health and licensing requirements apply to all food and beverage service. Food vendors must comply with the regulations of the Virginia Department Health (VDH). For information, call VDH directly at 540.332.7830.
- Food vendors are not allowed to drain grease onto the site or into City storm drains, or leave grease at the site. Event Coordinator is responsible for following VA Dept. of Health and VA State Fire codes.
- The City of Galax charges a 7.5% meals tax. The collection and filing of any applicable taxes will be the responsibility of the individual vendor. <https://ecode360.com/6550965>
- The applicant will need to provide extra trash receptacles for the event. All trash must be secured so as not to blow away and removed from the event site. Refuse and recycling removal is the responsibility of the applicant.
- Tables, chairs and other furnishings and equipment must be provided by the applicant.
- Access to utility boxes must be arranged in advance with City Engineer.
- Events to be held on Saturdays in the vicinity of the Farmers Market Pavilion, during operation of the Farmers' Market, must be coordinated with the Tourism Office and the Farmers' Market. Event is not permitted to interfere with set up and operation of Farmers Market.
- The City reserves the right to decline any application if the event is deemed inappropriate for a particular site or conflicts with other scheduled events.

**MOUNT ROGERS HEALTH DISTRICT
TEMPORARY FOOD EVENT PACKET**

Packet Includes ---

- Coordinator and event information form (this page)
- Application for a temporary event food permit
- VDH Requirements for temporary event food facilities
- Temporary event food facility checklist

Coordinator/Event Information Form

An event coordinator is required for all temporary food events. The following information is to be completed by the COORDINATOR:

Name of Event: _____

Date(s) of Event _____ Location of Event: _____

Set-up time : _____ Actual operation time _____

COORDINATOR INFORMATION:

Name: _____

Address: _____

Work phone _____ Cell phone _____ Email _____

Number of anticipated food booths _____ Estimate number of attendees: _____

Will electricity be provided to the food booths? Yes No If Yes, describe _____

Describe water source :

Describe wastewater disposal (ex. dump station, public sewer, temporary holding tanks, etc.) :

Describe garbage disposal method:

*****Please attach a map showing the location of all food booths, grounds, restroom facilities, etc. *****

INSTRUCTIONS FOR COORDINATOR:

1. COMPLETE THE INFORMATION REQUESTED ABOVE AND ON FOLLOWING PAGE.
2. PROVIDE EACH VENDOR WITH APPLICATION AND GUIDELINES.
3. RETURN ALL TO THE HEALTH DEPARTMENT AT LEAST **10 CALENDAR DAYS** PRIOR TO THE EVENT.

Coordinator to complete table below (Print additional pages if needed):

Vendor company, name Mailing address, and type of operation (tent, trailer, push cart)	Type of Foods Vendor will offer	Names of Vendor Operators	Email and Phone # for Venbdor

MOUNT ROGERS HEALTH DISTRICT
APPLICATION FOR A TEMPORARY FOOD HEALTH PERMIT

PERMIT FEE: \$40

Health Department Use

Date Application received _____

Fee submitted with application? Yes No Cash _____ Check number _____

Receipt submitted with application? Yes No Receipt number _____

NAME OF EVENT: _____

LOCATION OF EVENT: _____ (GIVE A 911 PHYSICAL ADDRESS)

DATES OF OPERATION: _____ Start Time _____ End Time: _____

Name of Vendor/Organization _____

Contact Person _____

Mailing Address _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

FACILITY TYPE: Building on site Mobile Unit Push cart Stand
 Tent Trailer Other _____

Note: If set up is on dirt or gravel, it must be covered with mats, duckboards, platforms or other approved materials to control dust and mud. All food preparation, service, display and storage areas must have an approved overhead covering.

RUNNING WATER AVAILABLE? Hot Cold None

DESCRIBE HAND WASHING METHODS [EX. SOAP, WATER, TOWELS, BASIN]	
DESCRIBE METHOD OF CLEANING AND SANITIZING UTENSILS [SANITIZER TO BE USED]	
LIST ALL COOKING EQUIPMENT [GRILL, DEEP FAT FRYER, HOTPLATE, ETC. INCLUDE GAS, ELECTRIC 110 OR 220VOLTS]	
LIST HOT AND COLD HOLDING METHODS [EX. COOLERS, STEAM TABLE, ICE]	

PLEASE COMPLETE THE FOLLOWING INFORMATION REGARDING FOODSERVICE:

FOOD AND BEVERAGES [INCLUDE QUANTITY, EX. POUNDS OR GALLONS]	SOURCES OF FOOD AND BEVERAGES [GROCERY STORE, REST. SUPPLIER]	WHERE FOOD IS PREPARED (NO HOME PREPARED FOOD)	FOOD PREPARATION METHODS [DESCRIBE]

CERTIFICATION

I acknowledge that I am the Person in Charge and have received and read the Requirements for Temporary Event Food Facilities, understand them, and will operate in compliance with them. I understand that failure to comply may result in denial or suspension of permit, as per the *Commonwealth of Virginia Board of Health Food Regulations 12 VAC 50-421*.

Signature: _____ Date: _____

Print Name: _____

RETURN COMPLETED APPLICATION TO YOUR EVENT COORDINATOR OR TO THE LOCAL HEALTH DEPARTMENT IF YOU ARE THE ONLY VENDOR AT LEAST 10 DAYS PRIOR TO THE EVENT

Commonwealth of Virginia

Serving the people of
Bland County
Bristol City
Carroll County
Galax City



Grayson County
Smyth County
Washington County
Wythe County

Mount Rogers Health District
Environmental Health Division

Requirements for Temporary Event Food Facilities

(A **"TEMPORARY FOOD ESTABLISHMENT (TFE)"** IS ANY FOOD FACILITY THAT OPERATES AT A FIXED LOCATION FOR A PERIOD OF TIME OF NOT MORE THAN 14 CONSECUTIVE DAYS IN CONJUNCTION WITH A SINGLE EVENT OR CELEBRATION.

***Note that these requirements are based upon the Food Regulations from the Virginia Department of Health and must be followed by any person or vendor who is offering food to the public. In addition, localities may have temporary food vendor ordinances that may apply additional regulations to events held in their jurisdiction. Please contact your local health department or Event Coordinator for additional local regulations that may apply.**

PERMIT APPLICATION

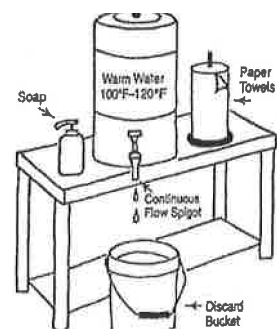
1. A temporary food permit application made to the Virginia Department of Health is required for **each event** the vendor attends. This applies even to vendors already holding a valid TFE permit in Virginia.
2. To obtain a temporary food permit, a temporary food establishment permit application must be completed and submitted along with the appropriate fee to local health department 10 days prior to the event. If you are attending a large event with multiple food vendors, you may be required to submit your application and fee to the Event Coordinator 30 days prior to the event. Check with the Event Coordinator, if applicable, for proper procedures. If you have them, please provide copies of Food Safety Training Certificates, proof of annual fee payment in Virginia in this calendar year, and a copy of a Virginia Temporary Food Establishment permit issued in this calendar year.
3. There must be a person in charge (PIC) for each application submitted who can demonstrate appropriate food safety knowledge. Most types of food vendors will be required to present a Food Protection Manager certificate in good standing. See attached guidance for food safety training requirements.
4. Food to be served or sold will be approved by the health department prior to the event and only those items approved and listed on the application may be served or sold.

INSPECTIONS

1. An inspection will be conducted by a representative of the local health department. **All violations are expected to be corrected immediately.** All areas are open to inspection, including support vehicles.
2. Upon a satisfactory inspection, a permit will be issued to the vendor for the event. The permit/inspection is to be posted in a clearly visible location for the duration of the event.

TEMPORARY EVENT FACILITY SET UP

1. Facilities for **handwashing** must be located at each vendor site and **set up prior to preparing or serving food.** These facilities shall include one of the following:
 - A. Soap, hot and cold running water, and disposable towels at a plumbed hand sink.
 - B. Soap, warm water in a completely enclosed container with a spigot, catch basin, and disposable towels, see diagram:

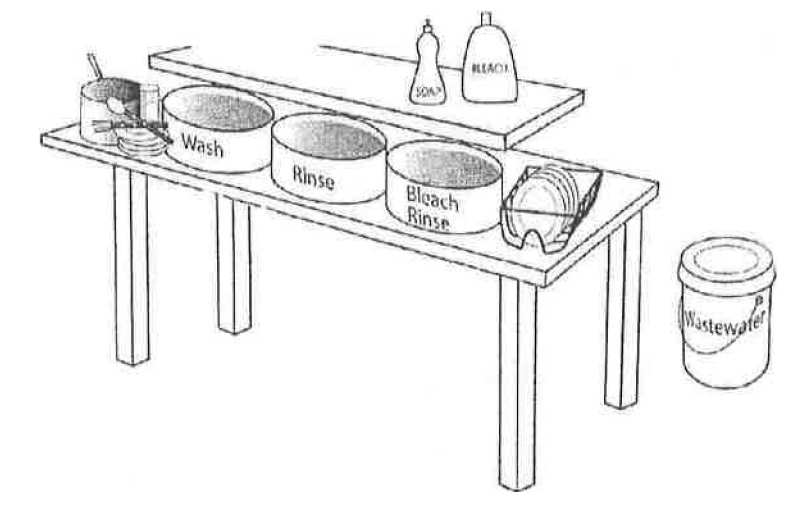


Sample Handwash Station

2. The food facility must be provided with an approved water supply. Enough water must be available for food preparation, cleaning and sanitizing of utensils and equipment, and hand washing. Use **food grade** hose and adequate backflow preventer when connecting to a water supply (if applicable).
3. All sewage, including liquid waste from sinks, hand washing, ice storage, equipment drains, or other sources, are to be disposed of in an approved manner. Sewage shall be disposed into an approved sanitary sewage system or a waste retention tank at the event site - **NOT DUMPED ON THE GROUND.**
4. All garbage shall be in lined containers and removed from the location frequently during the event.
5. Lighting(if applicable) shall be shielded (light covers, sleeves, mylar coating) over the food preparation areas.
6. **For outdoor events, all foods on display must be protected by sneeze guards.** All cooking food preparation, service, display, and storage areas are to have an approved overhead covering. **Mesh ceilings are not approved.** A floor may be concrete, asphalt, dirt, grass or gravel. If it is dirt or gravel, it must be covered **with** mats, removable platforms, duckboards, or other suitable approved materials that are effectively treated to control dust and mud. Fans are allowed to help control flying insects. **Pesticides are NOT allowed on site or in support vehicles.**
7. All cooking, food preparation, service, display, and storage areas are to be completely separated from public access by an effective barrier such as ropes or tables.
8. Adequate cleaning supplies and equipment are to be provided.
 - A. Adequate cleaning supplies and equipment are to be provided for sanitizing utensils, equipment, and wiping cloths. **Examples: buckets, cloths, detergents, sanitizer, and sanitizer test kit.** Two options for approved sanitizers are: **Chlorine(bleach):** 50-100 PPM for 7 seconds; **Quaternary Ammonia Compound(Quats):** 200-400 PPM for 30 seconds. **Do not store chemicals near, on, or above food or food contact surfaces.**

****An approved Chlorine or QAC Test Kit will be required to be onsite to monitor strength of sanitizer used.**

- B. Wiping cloths must be stored in a clean sanitizer solution of correct concentration between uses. Do not store cloths on counters, in pockets, or any other location besides in the sanitizer solution.
- C. A properly plumbed three-compartment sink with hot and cold running water **or three** containers of adequate size (**see diagram below**) shall be provided for washing, rinsing, and sanitizing of food contact surfaces of utensils and equipment. Enough hot water for these purposes shall be provided. **All utensils and equipment must be air dried; do not use towels**



Sample Temporary 3 Compartment Sink

FOOD AND BEVERAGE

1. All food and beverages to be served must be purchased from approved sources. No home cooked or home canned foods are allowed. All food preparation shall be done on site or properly transported from an **approved or permitted food facility**. The health department may request receipts or records to verify food source and to be present during preparation. All TCS Foods (foods that are hazardous and need **time & temperature control for safety**) brought to the event must be transported and arrive at acceptable temperatures (**cold foods must be 41°F or below, hot foods must be 135°F or above**). A **TCS food item** is any food which consists in whole or in part of milk, egg.s, meat, poultry, fish, shellfish, cooked vegetables, cut tomatoes, cut melons, baked potatoes.
2. Adequate facilities/equipment shall be provided to maintain temperatures at all times during the event. The following applies to all TCS food items:
 - A. **Cold food must be held at 41°F or below.**
 - B. **Hot food must be held at 135°F or above.**
 - C. Stored frozen food must be maintained frozen solid.
 - D. Foods that are commercially cooked (Ready-to-Eat) and only need to be heated should be heated to a minimum of **135 F** and **held in a hot-holding container**. **No pre-cooked food is held over for more than one day to be reheated and served. [NO LEFTOVERS ALLOWED].**
 - E. TCS foods must be cooked to the appropriate minimum internal cook temperatures. Internal cooking temperatures for TCS foods vary depending on the type of food. General guidelines are: whole pork - 145F, ground beef 155F, poultry 165F, seafood and eggs 145F.
 - F. Thawing of frozen food must be done under refrigeration, cold running water that is 70°F or lower, or as part of the cooking process.
 - G. Beverages are to be served in individual containers or from an approved fountain. Individual beverage containers can be chilled in drained ice.
3. **An approved food thermometer (digital or bi-metallic) must be provided and on site at all times for checking food temperatures. Hanging thermometers shall also be placed in all refrigeration units to verify proper cold holding temperatures. If cooking thin foods, you must have a thin-tip, shallow immersion thermometer. Most digital thermometers meet this requirement.**
4. All cooked or prepared food shall be served on or in single-service paper or plastic utensils. **Single-service articles** are cups, containers, lids, closures, plates, knives, forks, spoons, stirrers, straws, napkins, wrapping materials, wooden chopsticks, toothpicks, and similar articles intended for one-time, one-person use and then discarded.
5. Ice used in foods and beverages must come from an approved source and not used for any other purpose. Ice scoops are to be used for ice dispensing; **cups, glasses, or hands are not to be used for scooping ice.**
6. Food grade, non-powdered plastic **disposable gloves** or appropriate utensils are to be used for preparing or serving ready to eat foods.
7. Condiments are to be in dispensers or individual packets.
8. Food, beverages, utensils, food contact equipment and single use service items are to be stored 6 inches off the ground and kept covered.
9. Foods on display are to have a sneeze or dust guard or be individually wrapped.
10. All food contact surfaces and equipment must be cleaned, rinsed, and sanitized after each use, after working with raw food and then changing to a ready to eat food, anytime contamination may have occurred, and at least every 4 hours during continual use.

FOOD WORKERS

1. Food handlers are to follow approved procedures in preparing and serving food:
 - A. Wash hands frequently, especially after using the restroom, smoking, eating, performing any cleaning activity, or handling money.
 - B. Except when washing fruits and vegetables, food employees should not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves or dispensing equipment.
 - C. Food employees shall minimize bare hand and arm contact with exposed food that is not in a ready-to-eat form.
 - D. Food employees are to wear clean clothing and/or apron.
 - E. Hair restraints to be worn by any person preparing or serving food. Examples: hats, hair covering, or nets that effectively keep hair from contacting exposed food and food contact surfaces. Hair flowing over the shoulder, swinging across the back, or blowing in the wind should be further restrained.
 - F. No eating, drinking, or smoking in food preparation or service areas.
 - G. No person with diarrhea, sore throat with fever, vomiting, jaundice, or having an open sore is to be a food handler. No worker diagnosed or exposed to someone diagnosed with Salmonella, E-Coli, Norovirus, Hepatitis A, or Shigella may work in food service establishments.

******There may be additional requirements for multi-day events or local ordinances that apply(such as a food safety training requirement). Contact the event coordinator or your local health department for more information.******

If you have questions concerning these guidelines or need further assistance, please contact the local Health Department where the event will be held.

Bland County Health Department

209 Jackson St, P.O. Box 176
Bland, Virginia 24315
Phone: (276) 688-4651
Fax: (276) 688-4514

Bristol City Health Department

205 Piedmont Avenue
Bristol, Virginia 24201
Phone: (276) 642-7335
Fax: (276) 642-7347

Carroll County Health Department

605-15 Pine St.
Hillsville, Virginia 24343
Phone: (276) 730-3180
Fax: (276) 730-3185
Email: micah.cowley@vdh.virginia.gov

Galax City Health Department

502 S. Main St, P.O. Box 926
Galax, Virginia 24333
Phone: (276) 236-6127
Fax: (276) 236-5517
Email: sara.price@vdh.virginia.gov

Grayson County Health Department

186 W. Main St, P.O. Box 650
Independence, Virginia 24348
Phone: (276) 773-2961
Fax: (276) 773-2240

Smith County Health Department

201 Francis Marion Lane
Marion, Virginia 24354
Phone: (276) 781-7460
Fax: (276) 781-7465

Washington County Health Department

15068 Lee Highway
Bristol, Virginia 24202
Phone: (276) 676-5604
Fax: (276) 645-1994

Wythe County Health Department

290 S. 6th St, Ste. 300
Wytheville, Virginia 24382
Phone: (276) 228-5507
Fax: (276) 228-3392

Food Vendors: Take this checklist to the event to ensure you are ready for HD inspection

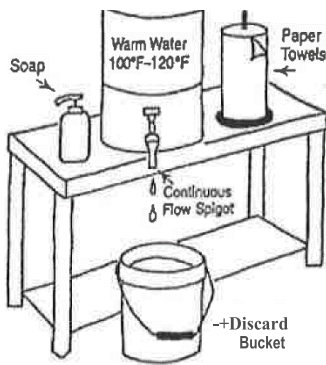
TEMPORARY EVENT FOOD FACILITY CHECKLIST / SELF INSPECTION

Inspection/Permit 1. This checklist reviewed with all individuals working at the food booth.

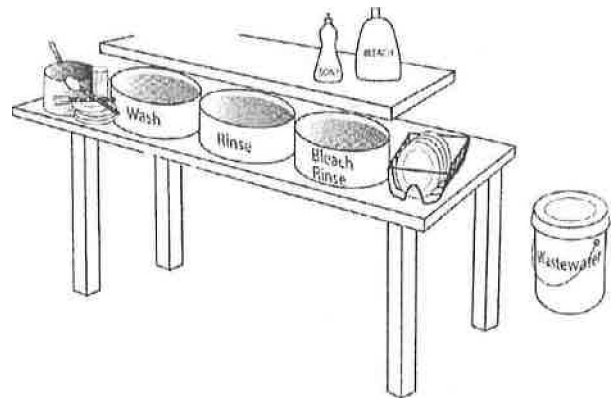
Site Location & Construction: 1. Convenient to toilets. 2. Covered trash containers. 3. Facility (booth) to be arranged or constructed to protect foods, utensils & equipment from flies, dust and other contamination (screens, roof or tarp covering and no exposed dirt or gravel floors.) 4. Approved water source. 5. Placement of grills and fryers in accordance with fire codes.

Food Workers: 1. No ill workers. 2. No handling of ready-to-eat foods with bare hands - disposable gloves, spatulas, tongs, etc. provided. 3. No eating, drinking or smoking inside food booth. 4. Clean clothing/aprons and hair adequately held back. **5. HANDS WASHED FREQUENTLY**

Hand Washing Station Set Up: 1. Soap dispenser, paper towels and waste bucket provided. 2. Access to sink with running hot and cold water **OR** hand wash station detailed below. 3. Five gallon container filled with warm water that has continuous flow spigot so that both hands can be washed at the same time.



SAMPLE HAND WASH STATION



SAMPLE DISHWASHING SET-UP

Dishwashing : Three compartment sink with **hot and cold** running water **OR** 3 large containers. Each container pre-set to: wash, rinse, then sanitize (for bleach sanitizing rinse, use approximately one teaspoon of bleach for every gallon of water) - Remember to **air dry all items**; Do NOT towel dry! WASTE WATER MUST BE DUMPED INTO AN APPROVED SEWER SYSTEM OR WASTE RETENTION TANK- **NOT ON THE GROUND.**

Wiping cloths: Clean and stored between uses in a bucket of sanitizer such as bleach. **Test kit provided for monitoring sanitizer strength for wiping cloths and sanitizing rinse described above.** For bleach, 50-100 PPM.

Food Source : 1. No foods prepared at home. 2. Foods from an approved source and prepared fresh on site **OR** foods prepared at a health department approved food facility, then covered and transported to the site while maintaining temperature control.

Foods Subject to Spoilage: 1. **Cold** perishable foods held at or below 41°F. **Hot** perishable foods held at or above 135°F. 2. **Thermometers available to monitor food and refrigerator/cooler temperatures.** 3. Minimum cook temperatures: pork-145°F, hamburgers-155°F, chicken-165°F. 4. Adequate coolers, refrigerators, etc. to maintain product temperatures during purchase, transportation, service. 5. Frozen foods thawed in refrigerator or cold ice chest, not at room temperature.

Food Protection & Service: 1. Self-serve condiments in dispensers or individual packets. 2. Foods on display covered or protected behind sneeze shields or individually wrapped. 3. Ice dispensed using scoop with handle. 4. Foods covered and protected from flies, dust, animals, etc. 5. Foods, beverages, utensils and single service items stored up off the ground at least six (6) inches.