2014 BLUEGRASS FESTIVAL
FOOD VENDOR APPLICATION FORM
Sept. 26th and 27th, 2014 – Robin Bledsoe Park

Applicant/Organization Name:_____

Contact Person:_____

Address:_____City/State/Zip: _____

Day Phone: _____ Cell Phone: _____

Email Address: _____

Organization Type: ☐ Not-for Profit Service Organization* ☐ Private Business

* If you are a Not-for-Profit Service Organization identify who receives your proceeds?

_____

Please list items to be sold:

_____

_____

_____

_____

_____

Will you be using a generator? ☐ Yes ☐ No

Will you be using a grill or stove? ☐ Yes ☐ No

DO you currently have a Temporary Food Establishment Permit for this event?
☐ No ☐ Yes Permit # _____

If not, please contact The Leander Parks and Recreation Department by September 23rd at 5pm to provide us with your permit number.

VENDING RULES

The Leander Bluegrass Festival is on Friday September 27th from 7-10:30pm and Saturday, September 28th from 6pm-10:30pm.Vendors must be setup by 6:30pm on Friday and by 5:30pm on Saturday.

1. The City reserves the right to accept or reject any applicant.
2. City *Park Rules & Regulations* (See Page 3) will be enforced and vendor approval will be considered a permitted activity.
3. Glass containers are prohibited.
4. All vendors must make application, pay applicable fees and gain approval prior to September 22, 2014 at 5pm.
5. Vendors must identify specific items and products to be sold. Once the vendor's application is approved the vendor must agree to limit sales to only approved items.
6. All vendors using grills, stoves, or generators will be required to have a fire extinguisher (Minimum of 5lb ABC extinguisher) during the duration of the event, and will be subject to inspection by the Fire Marshal.
7. Vendors requiring electricity will be required to furnish their own generators, upon approval by the City.
8. **Food Handlers Permit:**
    a. All food vendors must complete the Temporary Food Establishment Application (See Page 3) with the Williamson County and Cities Health Department. It is the responsibility of the vendor to contact the Health Department separate from the City of Leander. The City of Leander has no involvement with this permit being issued.
    b. Food vendors that have not obtained their permit prior to the event will not be allowed to sell food at the event and no refund will be made.
    c. For questions regarding the Temporary Food Establishment Application please contact Kay Kelley via email at kkelley@wcchd.org or by phone at 512-943-3620.
9. **Vendor Fees:**
    Not-for Profit Groups - $40
    Private Businesses/Individuals - $60
10. The City agrees to provide space of 15ft X 15ft for approved vendors. Vendors agree to provide all necessary supplies and materials for their space, including tents, tables, and chairs as desired.
11. Please submit the application along with payment payable to the "City of Leander" to:
    City of Leander - Parks & Recreation Dept.
    PO Box 319
    Leander, TX 78646
12. The vendor application deadline is September 22, 2014 at 5pm. No applications will be accepted after this time and any cancellations must be before this time. "No-show" vendors will not be refunded.
13. Vendor fee refunds will be issued only if it is necessary to cancel the event and is done so by the City of Leander.

The undersigned hereby understands and agrees to provide vending services according to the rules stated above and that a failure to comply will result in removal and disqualification for future event vending opportunities

Applicant Signature:_____ Date: _____

Office Use Only!

Total Payment Received: _____ Received by: _____ Date: _____

Type of Payment: ☐ Cash ☐Check (#_____) ☐ Credit Card (Visa, MC, Disc, AmEx)

Welcome to Leander City Parks!

For your safety and enjoyment please abide by the following rules (Ordinance 12-060-00).
For permits or information call Parks & Recreation at 512.528.9909. **For emergencies call 911.**

You are Welcome

- To enjoy the park and use the facilities for their intended purposes
    - Park Hours are from 6 am to 10 pm daily (Curfew in effect 10:01 pm to 5:59 am).
    - Mason Homestead hours are 8 a.m. to midnight daily.
- To walk your pet on a leash and to clean up your pet's waste

Facility Reservations & Rentals

- Some facilities may be rented and reserved for activities or events
- Rental fees are established by Ordinance by the City Council

Swimming Pools & WaterPlayScapes

- Children under 12 years can only be admitted to a pool if they are accompanied by an adult. Exceptions will be made when taking swimming lessons from a proven and competent person authorized by the City
- Children under 7 years using a waterplayscape must be accompanied by a parent or a competent person responsible for the child's safety and conduct

Permits are Required

- For exhibits, dramatic performances, plays, motion pictures, radio or TV broadcasts, fairs, circus, petting zoos, or musical events
- For public meetings, assemblies, parades, ceremonies, speeches, political meetings or gatherings involving 100 or more people
- For activities using amplified sound
- To sell, offer or solicit goods. services or merchandise
- To post or affix printed or written matter, sample or device
- To distribute printed or written matter advertising or providing information about a business, commodity, service, product or other commercial activity
- To sell alcohol

Prohibited Activities

- Use of glass containers
- Defacing, displacing, damaging, or removing park property
- Dumping or disposing of trash, garbage or brush not generated by park use
- Collecting firewood
- Lighting, building or maintaining fires except in designated grills or fire rings
- Indecent acts, cursing or swearing
- Possessing or discharging a gun, bow & arrow, air or gas weapon, paintball gun or marker, or any instrument with a propelling force, spring, air or gas
- Operation or use of any type of motor vehicle, motor assisted scooter or skateboard, including, but not limited to motorcycles, motorbikes and mini-bikes on any trail, sidewalk or park area not dedicated for such use
- Preventing, disturbing or interfering with other persons occupying an area or participating in a lawful park activity
- Hitting or striking golf balls except in areas designated for that purpose
- Riding animals except in areas designated for that purpose
- Wading or swimming in areas other than pools and waterplayscapes except in areas designated for that purpose
- Walking or bringing any animal into a park without a leash except in a designated leash-free area
- Overnight camping
- Capturing, trapping, hunting, molesting or injuring wild or domestic animals
- Ride bicycles or place obstacles or other modifications in skate parks
- Use of metal detectors or metal detecting devices
- Mason Homestead: Smoking, tobacco use or pets inside the house; fires or flame burning candles; and nails, staple guns or tacks to hang decorations

Penalty for Violations

Violators of any provision of the Ordinance shall be subject to removal from the park and a fine of up to $500 for each day the violation exists

W. S. Riggins Jr., MD, MPH, WCCHD Executive Director/Health Authority

Deborah L. Marlow, RS, Assistant Deputy Director for Environmental Health Services

Temporary Food Establishment (TFE) Requirements

Williamson County and Cities Health District (WCCHD) requires food vendors that are participating in temporary events to obtain a temporary food establishment permit. These permits may remain in effect for up to two weeks for the same event. Separate events occurring on consecutive weekends require separate permits.

The following requirements are for temporary food service operations in Williamson County, not in the City Limits of Austin. These requirements are based on the Texas Food Establishment Rules.

- All food must be from an approved source.
- No food items or ingredient may be prepared or cooked in a home kitchen. This includes home canned products. Canned food products must be produced in a permitted facility
- Potentially hazardous foods that require time and temperature control for safety (TCS) may not be produced in a home kitchen.
- Prepackaged foods not requiring time and temperature control for safety produced in a legally permitted facility sold in original packaging do not require permitting. A permit will be required if samples are to be served to the public, unless the samples are pre-packaged at a permitted, inspected facility.

The temporary food booth vendor is responsible for meeting the following requirements:

1. Handwashing –
    - The vendor must provide hand soap, paper towels, a container to dispense warm water for handwashing (plastic container with spigot) and a wastewater catch bucket or holding tank.

    Note: When handling ready to eat foods you must first wash your hands (20 seconds), then use disposable gloves.
2. Temperature Control - The vendor must provide a method of maintaining TCS foods at:
    - 41°F or below prior to cooking (refrigerators, ice chests, etc.).
    - 135ºF after food is thoroughly cooked and is ready to be served to the public (closed grill, hot holding unit, crock pot, etc.).
    - The vendor must have a stem thermometer on site that measures between 0º F and 220º F in order to monitor food temperatures. This thermometer must be cleaned and sanitized between uses or remain in a container with only one product for continuous temperature tracking.

***Foods heated and/or prepared on site must be served the same day. Food left at the end of the day must be discarded.

3. Cleaning and sanitizing of equipment and utensils - The vendor must provide three (3) containers to wash, rinse, and sanitize all utensils and equipment. The containers must be large enough to immerse the largest equipment used during the event. Following is the procedure to properly clean and sanitize all equipment:
    - First scrape off all loose food particles
    - Basin #1 - Dish soap solution to wash
    - Basin #2 - Clear water to rinse (replace often)

- Basin #3 - Bleach water solution to sanitize (2 tsp. bleach to 1 gal. water)
- The vendor must also provide a spray bottle of sanitizing solution (1 Tbsp. bleach to 1 gal. water) and paper towels to wipe counters and to spot clean equipment as needed. The vendor must have access to clean water for replacement in the basins (public water supply, bottled water). All water must be disposed of in an approved location, not on the ground.

4. Covered food prep area–
   - All food and drink must be dispensed from a covered or "roofed" concession stand (existing 8 foot ceiling, tent, netting, tarp, etc.). All equipment used for heating foods must remain covered and opened only as required for service.
   - Grills or other cooking equipment, placed outside of the covered food prep area, must have a lid or other durable cover. No food prep or service can be conducted on an uncovered surface or cooking unit

5. Food protection and storage –
   - All food shall be protected from customer handling, coughing, sneezing or other contamination by use of barriers such as sneeze guards, wrapping, closed containers, etc.
   - Condiments shall be dispensed in single service type packaging, in pump style dispensers, or in protected squeeze bottles.
   - All food must be served to customers in single service containers and the containers cannot be reused.
   - All food must be placed in water proof containers with lids if being placed in ice. Food may not sit directly in ice. Ice used to cool foods may not be served in drinks.

6. Trash facilities - The vendor must provide a covered trash container with a plastic liner for all waste.

If you require further information, please contact Kay Kelley (kkelley@wcchd.org) at (512) 943-3620.

Revised June 30, 2014

W. S. Riggins Jr., MD, MPH, WCCHD Executive Director/Health Authority

Deborah L. Marlow, RS, Assistant Deputy Director for Environmental Health Services

Temporary Food Establishment (TFE) Application

Permit fee - $35

- **Incomplete applications will not be accepted. If an item is not applicable enter N/A.**
- Submit completed application with the appropriate fee to our WCCHD office at 303 Main, Georgetown, or 211 Commerce Blvd, Ste. 111, Round Rock, 2 weeks prior to the event to allow time to mail your permit prior to the event. After that time you will be required to deliver the application and fee in person to obtain your permit.
- Operating a food establishment without a valid permit is a violation of City and County regulations.
- Failure to meet the minimum requirements for food safety as defined in the Texas Food Establishment Rules (TFER) will result in our refusal to issue a permit or void an existing permit.
- Permit applications must be submitted by noon of the last business day prior to the event.

NAME OF EVENT: _____

Date(s) and time (open to close) of event: _____

_____

Event Location: _____

City: _____

Date and time TFE will be set up and ready for inspection: _____

NAME OF BOOTH: _____

Owner name: _____

Owner phone: _____

Contact name: _____

Contact phone: _____

Contact e-mail: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

List ALL food and drinks to be prepared, cooked, held under temperature control, and/or served (Additional information may be added on chart at end of application)

Food to be Prepared, Cooked, or Sold (indicate whether prepared at CPF* or TFE**)	Thaw (How and Where)	Cut/Wash Assemble (Where)	Cold Holding (How and Where)	Cook (How and Where)	Hot Holding (How and Where)	Reheating (How and Where)	Commercial Pre-portioned Package

*CPF – Central Preparation Facility
**TFE – Temporary Food Establishment

***If any food product is prepared or cooked at a permitted facility in another jurisdiction you must provide a copy of the current permit of that facility and their last inspection report.

How will TCS foods requiring hot or cold hold be transported to ensure proper temperature is maintained?

_____

_____

How often will temperatures be verified? _____

_____

Where will the following foods be purchased: meat, poultry, seafood, ice? _____

_____

If baked goods are to be sold, where were they prepared or purchased? _____

_____

Will drinks be served ___in cups with ice? ____in original containers?

Will an approved water source be available for use during the event? Yes No

If yes, how will water be distributed and stored at the TFE? _____

_____

If no, what is your source for water? _____

Describe the location and set-up for handwashing within your booth: _____

_____

_____

Describe the location and set-up for washing/rinsing/sanitizing of utensils: _____

_____

How will you collect, store, and dispose of waste water and/or grease? _____

_____

_____

_____ _____

Applicant / Representative Signature Date

----------OFFICE USE ONLY BELOW THIS LINE----------

Permit # - TF - _____

Date Paid_____Receipt Number _____Check Number_____Cash_____

Paid in person, permit issued to _____

Received in mail, permit mailed (date): _____

Permit picked up at office by _____on _____

Name Date

List ALL food and drinks to be prepared, cooked, held under temperature control, and/or served (continued)

Food to be Prepared, Cooked, or Sold (indicate whether prepared at CPF* or TFE**)	Thaw (How and Where)	Cut/Wash Assemble (Where)	Cold Holding (How and Where)	Cook (How and Where)	Hot Holding (How and Where)	Reheating (How and Where)	Commercial Pre-portioned Package

*CPF – Central Preparation Facility
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