

Berkley Reunion Vendor Requirements

Keep this sheet for your planning purposes

Norfolk City Requirements	Agency Oversight	Fee	Vendor Type
Special Event License	Commissioner of Revenue City Hall	\$50	All
Health Permit/Food Handlers	Dept of Public Health	\$40	Food
Liability Insurance	Dept Parks & Open Space	Vendor	All

1. **Each vendor must comply with all Federal, State and City of Norfolk tax ordinances and licensing requirements and have the proper permits in hand no later than August 11, 2023.** This documentation is subject to inspection by the Berkley Reunion Committee and government agencies upon request. **(Contact Ms. Lorraine Parker, City Revenue Office, 664-7396).**
2. Food vendors must comply with **health department standards** for handling, preparing, cooking, and serving food items to the public. You must obtain a Food Permit from the health department. **(Contact Health Dept. Ms. Dee Franklin: 757-683-2714 for more info).**
3. City of Norfolk requires food vendors to obtain comprehensive general **liability insurance**, with coverage including personal injury, property damage, contractual liability, operations hazard, and product liability, in limits of not less than \$1,000,000.00.
4. Food vendors must meet fire safety standards to include: a flame-resistant tent; **portable fire extinguishers** (40BC or K Type) with a current inspection tag. Food vendors will use only commercial grade grilling units which use **Propane Gas**. Propane tanks must be 10 feet away from cooking surfaces. **(Contact Fire Marshall Office, 664-6604 for more info.)**
5. Berkley Reunion Committee provides a 15'x15' space, access to 120V electricity, a water point, grease disposal unit, and commercial dumpster. Vendors must bring their own tent, tables and chairs. Post a sign with your business name, menu, and price list. A professional, clean, safe site must be maintained at all times.
6. City of Norfolk Police & Sheriffs Deputies will provide security during event hours; Reunion Committee will provide a bonded, professional security detail for overnight security, but we are NOT responsible for loss or damage. You may leave tents in place and secure your equipment in place overnight. However, do not leave your merchandise and high value items overnight.
7. Berkley Park has a limited number of **120V power boxes** that you will access to. Bring a 75ft high gauge extension cord to plug in if needed. All extension cords and light sets must be approved for outdoor use and be checked for defects that could lead to electrical fires or shock. Only "quiet" type generators will be allowed during the event.
8. **No alcohol** will be sold or served by any vendor at this event.



BLYTHE A. SCOTT
COMMISSIONER OF THE REVENUE
P.O. BOX 2260 NORFOLK, VIRGINIA 23501-2260



January 1, 2023

Festival Participants

Dear Sir or Madam:

The Commissioner of Revenue office would like to take this opportunity to welcome you as a vendor. We look forward to assisting you in processing your application for a Norfolk Special Event Business License in order to make your visit to Norfolk as pleasant as possible.

Please read carefully the following information so that obtaining your license can be handled as quickly and efficiently as possible. **All participants are required to provide proof of a current City of Norfolk Special Event business license.** The license fee to participate in this year's events will be \$50.00. **We do not accept payments on-line or over the phone for special events, so please mail or bring in your payment as soon as possible.**

- Per **Norfolk City, Sec. 24-25.3**, all entities must be licensed in order to do business in Norfolk and **must be current on all taxes per Norfolk City Code, Sec. 24-25.10.**
- Your **special event business license application** must be returned to the Commissioner of the Revenue, along with your \$50 payment, no later than **10 days prior** to the event to ensure the timely processing of your application. All checks should be made **payable to Norfolk City Treasurer.**
- If your business sells **prepared food**, you will be responsible for collecting the City of Norfolk meal tax, which is 6.5%. This tax is on your customer, not your business and is payable to the City of Norfolk.
- If your business charges a fee for entertainment and/or amusements, you are required to collect and remit a **10% admissions tax** payable to the City of Norfolk. This tax is 10% of the price of admission and is also a tax on your customer, not your business.
- A **reporting form** will be mailed to you to report and pay revenue, which is due the 20th of the month, following the month in which the event took place.

Failure to comply could automatically deny you from participation in any further festival activities in Norfolk. If you have any questions, please call this office at (757) 664-7886.

Thank you for your prompt attention in this matter.

Very truly yours,

A handwritten signature in cursive script that reads "B. A. Scott".

Norfolk Commissioner of Revenue

**City of Norfolk
Application for Special Event Business License**

New Applicant **Renewal – Account #** _____

Business/Owner Name & Mailing Address

Trade Name & Business Address

A Social Security Number or Federal Tax ID number is required to process this application.

Social Security # _____ or Federal Tax ID # _____

Phone Number: (____) _____ Email: _____

Description of business activity:

- | | | | |
|--------------------------|---|----------------|------------------|
| <input type="checkbox"/> | Non-food Vendor | \$50.00 | <u>999100-01</u> |
| <input type="checkbox"/> | Non-food Vendor - games, rides, etc.
(10% admissions tax required) | \$50.00 | <u>999100-01</u> |
| <input type="checkbox"/> | Food Vendor – Food sold prepackaged / Factory sealed
(No Meal Taxes required) | \$50.00 | <u>999101-01</u> |
| <input type="checkbox"/> | Food Vendor – Prepared foods
(6.5% meals tax required) | \$50.00 | <u>999101-01</u> |
| <input type="checkbox"/> | Itinerant Merchant or Show Promoter | \$500.00 | <u>999300-01</u> |
| <input type="checkbox"/> | Scope Promoter | up to \$500.00 | <u>999300-02</u> |

Norfolk City Code – License Requirements, Sec. 24-25.3,10 and Sec. 42-39.

***Only list events for which you have applied and been approved by the organizer**

- | | <u>Event Name:*</u> | <u>Event Date:</u> |
|----|----------------------------|---------------------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

This information is true and correct to the best of my knowledge.

Name _____ Title _____ Signature _____ Date _____
(Print)

Make checks/money orders payable to: **Norfolk City Treasurer**

Payments by mail: **Special Events, Commissioner of the Revenue**
PO Box 2260, Norfolk, VA 23501-2260

Commissioner of the Revenue / 810 Union Street, 1st Floor, Norfolk, VA 23510/ Phone 757-664-7886