



BEACON LIGHT CIVIC LEAGUE, INC.

P.O. Box 4683 • Norfolk, Virginia 23523 • BeaconLightCivicLeague@AOL.com

March 22, 2023

29th Annual Berkley Reunion!

Dear Berkley Reunion Vendor,

The 29th Annual Berkley Reunion will be held August 11, 12 & 13, 2023 at Berkley Park, Norfolk, VA. Sponsored by the Beacon Light Civic League, Inc. of Berkley, the Berkley Reunion is the community’s premier event of the year. You are cordially invited to register as a vendor for our event. The community comes together to build a hope for the future through unified action, love and compassion.

Please confirm your desire to participate as soon as possible by providing the information requested in the form below. You can send the information by postal mail, email, or call and leave a voice message. Here are some key dates for your planning:

- Aug 9: Deadline for sending us your vendor application/information
- Aug 10/11: Meet at Berkley Park to receive your space assignment.
- Aug 11: Due date for obtaining your Special Event Vendor License (all) and Health Permits (food vendors only).
- Aug 11, 12, 13: Event Days

Enclosed is some important information that will help you prepare for a successful operation and comply with all City of Norfolk and State of Virginia license, tax, and health/fire safety requirements. The City of Norfolk conducts onsite inspection of food vendors, so please don’t delay in taking care of your business. If you have any questions about these requirements, contact the agency point of contact.

The 2023 fee schedule is \$425 for Food Vendors and \$160 for non-food/merchandise Vendors for the entire event. Make checks payable to BLCL-Berkley Reunion, P.O. Box 4683 Norfolk, VA 23523. Feel free to contact me with any questions, suggestions or concerns.

Lisa Wilder
Chairman Berkley Reunion Committee
Lwo2013@outlook.com

2023 Berkley Reunion Vendor Application

I/We plan to participate on the following days of the event:

____ Fri 11 Aug ____ Sat 12 Aug ____ Sun 13 Aug

Vendor Business Name _____ Owner’s Name & Address _____
Daytime Phone# _____ Email _____
Type of Food, Goods, or Services Offered: _____ - _____

I/We are aware that the City of Norfolk and State of Virginia have various licensing, tax, health, equipment, and fire safety requirements that must be met before we can operate at the Berkley Reunion.

Vendor Signature _____ Date _____

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.

**TEMPORARY FOOD SERVICE ESTABLISHMENT REQUIREMENTS
FOR
NORFOLK DEPARTMENT OF PUBLIC HEALTH**

The following requirements are pursuant to **Chapter 18** of the City of Norfolk, Virginia in Ordinance and Code Regulating Food and Food Establishments, and **Chapter 421** of the Rule and Regulations of the Board of Health, Commonwealth of Virginia governing restaurants.

Please read these requirements carefully and complete the required application for a Temporary Establishment Permit. For additional information, please call **757-683-2712**.

Permit

1. Persons responsible for the preparation and/or serving of food (for sale, distribution, or as a gift to the public) are required to obtain a Health Department permit for Temporary Establishments.
2. Applications for the permit must be received at least fourteen (14) days prior to events.
3. Health Department permits are not transferable to another party.
4. Only food items listed on the application can be served unless changes are approved by the Health Department in advance. No changes will be made the day before an event.

Source

1. **NO HOME PREPARED FOODS**. All food product including **beverages, ice, and water** must come from a Health Department approved source (i.e. restaurant, grocery or wholesale).
2. All shellfish (oysters, clams, and mussels) must have approved shellfish shipper's tags. These tags must be maintained for ninety (90) days from the date of service. Documentation of service dates should be on tag.

Transportation

1. Food must be transported in a sanitary manner that will ensure that the product will not become contaminated.
2. Those food items that are TCS (time and temperature control for food safety) must be kept refrigerated below 41 degrees Fahrenheit or held hot, above 135 degrees Fahrenheit during transportation.
3. When removing food from temperature control and providing food to location, temperatures must be taken and documented to ensure food is properly handled.

Storage

1. All food products, food equipment, and single service items (plates, cups, and tableware) must be stored six (6) inches off the ground. Plastic bread pallets and empty boxes may be used for this purpose.
2. No food or drink items may be stored in direct contact with undrained ice. Beverage containers (canned or bottled) may be stored in drained ice provided the drainage creates no nuisance and the mouth contact surfaces extend above the ice.
3. Blue ice packets may be used instead of ice as a coolant as long as there is sufficient amount to keep the food below 41 degrees Fahrenheit.
4. Storage of food product or equipment in garbage bags is prohibited. Only clear food grade plastic is acceptable.
5. Electric refrigeration/freezer or refrigerated truck is preferred.

Preparation

1. Preparation of food items on site is to be kept to a minimum.
2. Any fruits and vegetables used as part of the menu must be washed before use.

3. Preparation of potentially hazardous foods must be done quickly, so that the product does not remain in the temperature danger zone (41 – 135 degrees Fahrenheit) for too long a period of time.
4. Precautions must be taken to minimize flies or other sources of contamination during the handling process.

Cooking and Serving

1. A digital metal stem food thermometer must be provided for those vendors who will be selling TCS foods. The thermometer shall be properly sanitized prior to each use and periodically calibrated.
2. Those responsible for cooking potentially hazardous foods must have knowledge of the proper cooking temperatures of their particular products. Note:
 - Poultry and stuffed products must be cooked to 165 degrees Fahrenheit**
 - Ground beef and other ground meats cook to 155 degrees Fahrenheit**
 - Seafood and other meat products cook to 145 degrees Fahrenheit**
 - Reheating for hot holding 165 degrees Fahrenheit within two (2) hours**
3. Precautions are to be taken to minimize contamination of food by patrons during the preparation/cooking/display process.
4. Food on display must be wrapped or have a sneeze shield protection or otherwise be adequately protected.
5. Food held in warming units or display units for serving must be held at a temperature of 135 degrees Fahrenheit or greater.
6. Leftovers should be kept to minimum. Proper cooling procedures must be followed or food will be discarded. Food must be cooled within four (4) hours from 135 to 41 degrees Fahrenheit. Ice baths are recommended for passing the food quickly through the danger zone.

Physical Facilities

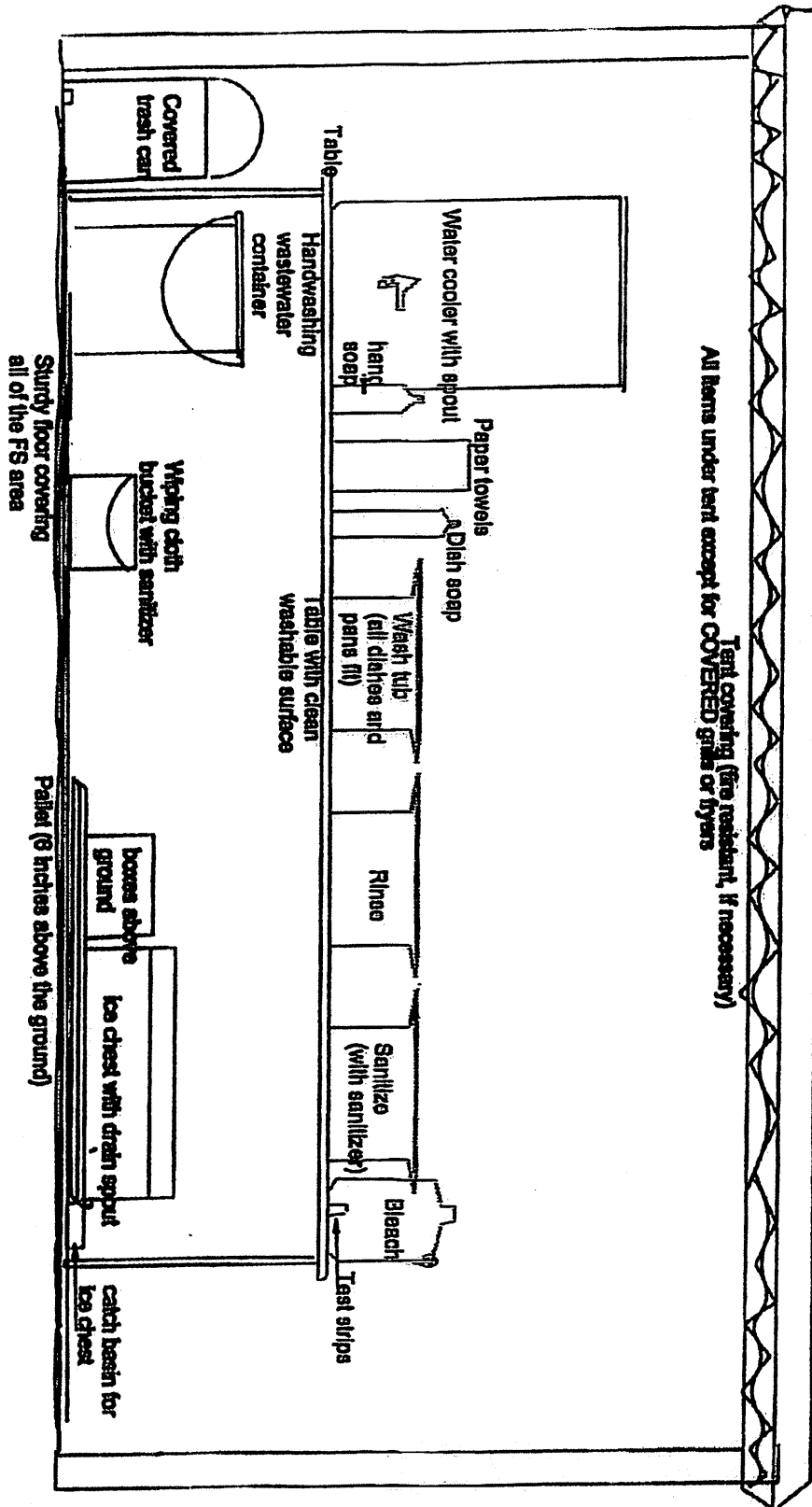
1. Food grade hoses for potable water use are required and must be labelled to indicate that they are EPA or NSF approved. Also backflow prevention devices must be provided.
2. Overhead protection is required over all food and beverage operations i.e. tent, awning or umbrella. Based on type of operation, the overhead protection may need to fire retardant.
3. Flooring is required to minimize dust and to aid in clean up. Tar paper or rubberized matting is suggested.
4. Toilet facilities must be provided and conveniently located.
5. A portable three (3) compartment sink set up is required for washing, rinsing and sanitizing of equipment. A sanitizing chemical (bleach or Quats) must be provided **with the appropriate test strips**. A bucket for sanitizing solution for wiping cloths is also required. A good guide for measuring bleach is: one (1) teaspoon per gallon (Note: bleach must be regular, unscented bleach).
6. Garbage, trash and refuse must be containerized and properly disposed of during and after the event. Any liquid waste or grease must be disposed of in approved containers. If the event coordinator does not provide containers, then they must be transported away from the site and emptied in approved sewage system.

Personal Hygiene

1. A means of hand washing must be provided. The container used for the water source must have a free flowing spout. A portable hand washing station with soap, water and towels is required for all types of menus.
2. Gloves may be used but for one (1) task only. Handwashing is required before re-gloving.
3. Effective hair restraints shall be worn.
4. There shall be no eating, drinking, or smoking while handling foods. These tasks must be performed outside of food preparation area.

PROPER TEMPORARY FOOD SERVICE SET-UP

Tent covering (fire resistant, if necessary)
All items under tent except for COVERED grills or fryers



**THE APPLICANT SHALL COMPLY WITH ANY SPECIAL REQUIREMENTS OF THE HEALTH
AUTHORITY ISSUING THE PERMIT.
NORFOLK DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SERVICES
830 SOUTHAMPTON AVENUE
NORFOLK, VIRGINIA 23510**

**APPLICATION FOR TEMPORARY FOOD SERVICE PERMIT
(Please Print or Type)**

Date: _____

Event: _____

Event Location: _____

Dates of Operation: _____ Hours: _____

Set up Date/Time: _____ Requested inspection Date/Time: _____

Type of Food Facility: _____
(push cart, truck, tent, beverage wagon or kitchen)

Name of Vendor or Organization: _____

Address: _____

Organization Representative: _____

Telephone numbers: (Work) _____ (Home) _____ (Cell) _____

Contact email address: _____

Name of person in charge of your Food Operation **during** the Event: _____

Telephone numbers: (Work) _____ (Home) _____ (Cell) _____

**Annual fee of \$40.00 per year as long as menu
remains the same for all events.**

*******Temporary food establishment** means a FOOD ESTABLISHMENT that operates for a period of no more than 14 days in conjunction with a single event or celebration. *****

Dee Franklin, Special Event Coordinator, Norfolk Department of Public Health
Dee.Franklin@vdh.virginia.gov
757-683-2714 direct
757-683-2712 office
757-683-2394 fax

PLEASE PROVIDE THE FOLLOWING INFORMATION. FAILURE TO PROVIDE THE NECESSARY INFORMATION REGARDING YOUR OPERATION MAY DELAY THE PROCESSING OF YOUR APPLICATION.

LIST ALL FOOD AND BEVERAGE ITEMS BELOW

FOOD/BEVERAGE	SOURCE ADDRESS	WHERE PREPARED	METHOD OF PREPARATION EQUIPMENT USED
Example: Hot Dogs	Grocery/Food Lion	Joe's Restaurant and on site	Cooked in large pot

FOOD BEVERAGE	SOURCE ADDRESS	WHERE PREPARED	METHODS OF PREPARATION EQUIPMENT USED

HAND WASHING METHODS	CONDIMENTS	LIST ALL UTENSILS (How are they cleaned)	TYPES OF REFRIGERATION	LIST ALL COOKING EQUIPMENT
Example: Soap, water, towels	Prepackaged mustard and ketchup	Tongs, spatulas, knives (bleach and water sanitizer)	Reach-in refrigerator cooler with ice	Electric grill, fryer, steam table

DIRTY EQUIPMENT DELIVERED TO SITE WILL NOT BE PERMITTED

PLEASE CALL THIS OFFICE PRIOR TO THE EVENT TO VERIFY THE STATUS OF YOUR APPLICATION. PLEASE NOTIFY THIS OFFICE OF ANY CHANGES IN YOUR APPLICATION.

I have read the attached instructions (page 1 and 2), understand them and will comply with the requirements. I understand that failure to comply may result in a permit not being issued or a permit suspension.

_____ (Date) _____ (Signature)



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