



## SPECIAL EVENT FOOD VENDOR REQUIREMENTS

Strategic Growth Area Office  
Resort Management - Special Events and Film Office  
2101 Parks Avenue | Suite 302 | Virginia Beach, Virginia 23451  
Phone: (757) 385-4800 | Fax: (757) 422-3666 | [www.vbgov.com/seo](http://www.vbgov.com/seo)

A vendor/sponsor form is required for each individual, business or organization (including non-profits) that is providing or selling food or beverages at the event.

- Forms must be completed by the vendor/sponsor.
  - Incomplete forms will not be accepted. **NO EXCEPTIONS.**
  - All appliances and/or fuel types must be indicated. Appliances and/or fuel types not indicated on this form may result in denial of the Fire inspection and/or denial of Health inspection or revocation of operating license/permit.
- The vendor/sponsor should submit the completed form to the event organizer.
- The event organizer is responsible for submitting the completed forms to the Special Events Office. Vendors/sponsors should not submit the forms directly to the Special Events Office.  
**Forms are due thirty (30) days before the event date. Incomplete forms will not be accepted. NO EXCEPTIONS.**
- The event organizer shall notify the vendor/sponsor of Fire and/or Health inspection time. Any vendor/sponsor that is not ready for inspection may be denied.

All food vendors participating in a special event are responsible for compliance with the Virginia Department of Taxation, Virginia Beach Commissioner of the Revenue, Virginia Beach Fire Marshal and the Virginia Beach Department of Public Health.

### VIRGINIA SALES TAX Virginia Department of Taxation

Food vendors are required to register with the Virginia Department of Taxation for the remittance of the state sales tax. To obtain a Virginia tax identification number and register for the state tax, contact the Virginia Department of Taxation at [www.tax.virginia.gov](http://www.tax.virginia.gov).

### VIRGINIA BEACH MEALS TAX INFORMATION Office of the Commissioner of Revenue

Food vendors are required to register with the Virginia Beach Commissioner of the Revenue for the remittance of the local meals tax. To register, contact the Virginia Beach Commissioner of the Revenue at 757.385.6422 or [djames@vbgov.com](mailto:djames@vbgov.com).

### TEMPORARY RESTAURANT INFORMATION Virginia Beach Department of Public Health

The following items are required in order to receive a Temporary Restaurant Permit. Failure to comply with any of these requirements may result in denial of the permit. This list is not all-inclusive.

- **Processing Time:** You must apply for a Temporary Restaurant Permit a minimum of 30 days prior to an event, regardless of the type of license you have.
- **Fee:** The risk assessment fee for a Temporary Restaurant Permit is \$40.

- **Overhead Protection:** All food preparation and service as well as cooking and washing equipment shall be located inside a permanently covered cart or trailer or protected from overhead debris by a tent or temporary membrane structure. For temporary membrane structures, you must have flame retardant certificate on-site.
- **Potable Water Source:** Food-grade hoses with appropriate backflow devices are necessary if accessing a City water supply. Well water is not considered a potable source without a recent acceptable bacteriological result from a certified laboratory.
- **Hand-washing Station:** A hand-washing station is required in a location immediately accessible to the food handlers. Heated running water, hand soap, paper towels, and wastewater catch basin must be provided at the hand-washing station.
- **Refrigeration/Hot Holding:** Sufficient refrigeration and hot holding facilities shall be provided and include metal stem thermometers.
- **Food/Ice Protection:** All food and ice shall be protected as follows:
  - covered and stored off the ground (i.e., on pallets/boxes),
  - served with long-handled utensils or scoops,
  - protected from customers by at least a 30" separation (i.e., roped off or plexiglass shield-sneeze guard).
- **No self-service buffets.**
- **Only prepackaged or bottled condiments are allowed.**
- **Utensil Washing:** Three (3) separate bins, ample enough to submerge the largest piece of equipment for washing/rinsing/sanitizing, must be provided and kept under cover. Hot water is required for washing utensils, etc.
- **Sanitizer:** Chlorine bleach or quaternary ammonium tablets with corresponding chemical test kit shall be provided. A wiping cloth bucket should be provided with a sanitizer solution.
- **Hair Restraints:** Hair restraints shall be worn by all food service workers.
- **Solid and Liquid Waste Disposal:** Waste water shall not be dumped on the ground or in drains. Vendors must collect waste water in covered containers.
- **Ground Cover:** Food vendors must supply a ground cover under all equipment and food service operations. The Fire Prevention Bureau has approved the use of roofing felt paper for this purpose. Combustibles such as grass carpet, paper products, hay, straw, and wood shavings are not acceptable for use as ground cover. Concerns involving unique cooking equipment where the open flame or heating device is close to the ground should be addressed to the Fire Prevention Bureau.

For more information, visit [www.vdh.state.va.us/lhd/vabeach](http://www.vdh.state.va.us/lhd/vabeach) or contact Andrea Scahill at (757) 518-2739 or [andrea.scahill@vdh.virginia.gov](mailto:andrea.scahill@vdh.virginia.gov).

## **FIRE SAFETY REQUIREMENTS**

Fire Prevention Bureau / Fire Marshal's Office

Specific information regarding food vendor requirements is available on-line at [www.vbgov.com/fire-prevention](http://www.vbgov.com/fire-prevention).

No cooking shall begin until inspected and approved by the Fire Marshal or his representative.