



VENDOR AND SPONSOR INFORMATION FOOD OR BEVERAGE PROVIDERS RESORT EVENTS ONLY

Resort Management - Special Events and Film Office

This form is required for each individual, business or organization (including non-profits) that is providing or selling food or beverages at the event. Events held on public property must complete the electrical and water information on page 2.

**The VENDOR/SPONSOR must complete this form and submit to the event organizer.
Incomplete forms will not be accepted. NO EXCEPTIONS.**

Event name: _____

GENERAL INFORMATION

Please select one: Vendor Sponsor

Business / organization name: _____

Business address: _____

Your name: _____ Phone: _____ Email: _____

On-site contact name: _____ Cell phone: _____

FOOD / BEVERAGES - check all that apply

Food / beverages will be: sampled sold provided by event (not sold to attendees)

Food / beverages will be served by: vendor/sponsor event staff caterer

Food is prepared / cooked:

food/beverage is pre-packaged in a church kitchen in a school cafeteria

in a mobile unit licensed with the Virginia Department of Health

Mobile unit length (include hitch if applicable): _____ Mobile unit width: _____

Mobile unit serves from: Driver's side Passenger side

in a mobile unit **NOT** licensed with the Virginia Department of Health

Mobile unit length (include hitch if applicable): _____ Mobile unit width: _____

Mobile unit serves from: Driver's side Passenger side

prepared / cooked at an existing licensed establishment and delivered to the event site ready to eat
no heating/warming outdoors at the event site

prepared / cooked at an existing licensed establishment and delivered to the event site ready to eat
heating/warming will occur outdoors at the event site

outdoors at the event site

outdoors at the event site under a tent tent size: _____

Describe the food menu: _____

Describe beverage menu: _____

Identify all appliances / fuel types that will be on-site. Appliances / fuel types that are 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.

warmer / hotbox sterno fryer range grill smoker flat top griddle

electric appliance(s) - describe all: _____

wood charcoal propane tank - less than 500 lbs. a generator will be used to support operation

other: _____

OTHER SALES

Will other non-food products / merchandise be sold? yes no

If yes, please describe: _____

**COMPLETE PAGE 2 FOR EVENTS ON PUBLIC PROPERTY
FAILURE TO COMPLETE MAY RESULT IN DENIAL OF SERVICE**

Office use only:

| |
|--|
| |
|--|

Event name: _____

Business / organization name: _____

COMPLETE FOR EVENTS ON PUBLIC PROPERTY - FAILURE TO COMPLETE MAY RESULT IN DENIAL OF SERVICE

Electric source is not requested.

A generator will be used to support all electrical needs.

Electric source is requested.

Vendor/sponsor must provide a minimum of 100', 3-wire grounded cord acceptable for exterior use. All 110V 15 and 20 amp receptacles provided by City of Virginia Beach are GFCI protected. All equipment must be GFCI compliant. It is strongly suggested that you test all equipment before arriving on-site. Faulty equipment will NOT be permitted for use. City does not assume responsibility for faulty equipment.

Certain environmental conditions may impact the function of electrical services provided by City of Virginia Beach. All equipment and cords must be rated for outdoor and wet use to help minimize disruptions in service.

Complete the information below providing as much detail as possible. Equipment not listed will not be permitted for use. Be sure to include credit card machines, lights, etc.

For all 220V requests, a picture of the plug clearly showing the configuration, catalog# and or NEMA# must be submitted with the vendor form. Additional information may be required.

Example:



| Equipment description | 110 volts | 220 volts | AMPS | Plug type |
|-----------------------|-----------|-----------|------|-----------|
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Water service: Water is required for any food preparation or cooking.

Water source is not requested

Water source is requested.

Vendor/sponsor must provide a minimum of 100', food grade water hose and nozzle.