



**City of Lauderhill
League / Special Event
Temporary Food Vendor
Application**

Organization/Business/Person Cooking Food: _____

Contact Name: _____ **Cell Phone:** _____

Email: _____ **Address:** _____

Sport or Event Associated With : _____

City Venue Where Food is being Sold: _____

Season or Dates Vendor will Sell: _____

Items generally being cooked or sold: _____

City Staff Overseeing Event/League: _____

I have received and provided to the City of Lauderhill all the necessary permits from the State of Florida Hotel and Restaurant Division in order to provide temporary vending services at a City of Lauderhill Facility.

It is my sole responsibility to abide by all the necessary requirements to pass an inspection prior too and during the event. I understand that I will not be allowed to be a temporary vendor at a City of Lauderhill Facility if I fail inspection.

**COL Staff
Approval:** _____ **Date:** _____

Applicant: _____ **Date:** _____

(this approved permit must remain on vendor while cooking and selling food on Lauderhill premises. Also, vendor shall keep identification on him/herself.)

RELEASE AND HOLD HARMLESS AGREEMENT

I, _____, on behalf of myself, and any and all of my officers, employees, representatives, agents, consultants, volunteers (hereinafter collectively "VENDOR"), hereby agree to fully and completely hold harmless, indemnify, covenant not to sue, fully release and discharge the City of Lauderhill, its officers, agents, assignees, successors, volunteers, attorneys, servants, employees, and representatives (collectively "CITY"), from any and all liability, claims, causes of action, suits, controversies, demands, rights, liens, agreements, contracts, obligations, debts, costs, expenses, attorneys' fees, damages, judgments, and orders, of whatsoever kind or nature which may be sustained either directly or indirectly, in connection with, or arising out of, any claim for any injury or damage to person, property, business, or otherwise as a result of the VENDOR'S involvement, participation, or provision of goods or services in connection with the _____ event, whether caused in whole or in part by the negligent acts or omissions of the CITY of whatever kind or nature in law, equity or otherwise, whether now known or unknown.

I acknowledge that I will be solely liable for VENDOR'S actions, inaction, services and products. I acknowledge that I choose not to obtain worker's compensation coverage and that the CITY will not be liable for any such injuries as VENDOR is/are not an employee(s) or agent(s) of the CITY. I further agree to name the CITY as an additional insured under my insurance policy if I currently have an insurance policy that will provide coverage for VENDOR'S activities in connection with the _____ event. The policy of insurance shall name the CITY OF LAUDERHILL as an additional insured and shall contain a clause that the insurer will not cancel or materially change the insurance provided without first giving the CITY thirty (30) days prior notice. VENDOR shall deliver a copy of the insurance policy to the CITY upon execution of this Release and Hold Harmless and prior to being permitted to provide any services hereunder. If the policy of insurance is cancelled for any reason, the CITY shall have the right to suspend immediately all activity by me in connection with the event immediately without the need for any written notice. If I am providing food products, I am solely responsible for warranting the quality of the product and I represent that my products satisfy all rules, regulations and laws regarding the minimum standards required for the sale of food products.

I do hereby voluntarily and willingly agree to all of the above-referenced provisions, as evidenced by my signature below. In addition, I further attest that the person whose name and signature appears below is a duly recognized officer or representative of VENDOR who is authorized to enter into an Agreement on behalf of VENDOR and who has binding authority.

Dated this _____ day of _____, 2:_____.

SIGNATURE OF VENDOR _____

POSITION HELD: _____



SPECIAL EVENT VENDOR AND CANOPY PERMIT APPLICATION

THIS FORM MUST BE SUBMITTED A MINIMUM OF 7 DAYS, EXCLUDING HOLIDAYS AND WEEKENDS, PRIOR TO THE DATE OF EVENT. ALL VENDORS MUST COMPLY WITH ALL NATIONAL, STATE AND LOCAL STATUTES AND REGULATIONS FOR FIRE AND LIFE SAFETY. APPLICANT MUST PROVIDE ALL APPROPRIATE LICENCES AND CERTIFICATES. ATTACH OR DRAW A DIAGRAM OF YOUR SITE, SHOWING PROPER FIRE SAFETY EQUIPMENT. CURRENT INSPECTION TAGS REQUIRED.

Name of Event		Date	
General location Event		Site Number	
Name of Local Contact		Phone	
Name of Organization		Phone	

Sketch below the Canopy/Booth and location of fire safety equipment, grills, open flame cooking devices and fuel or electrically powered appliances. Show dimensions and distances in feet. (Drawing does not have to be to scale)

Canopy/Booth Size _____

General Requirements of Canopy/Booth

1. One 2A10BC fire extinguisher with a current service tag is required.
2. If using a deep fat fryer a "Type K" fire extinguisher with a current service tag is required. (in addition to a 2A10BC extinguisher)
3. No use of portable gasoline generators (without consent of the Fire Marshal and Chief Electrical Inspector for the City of Lauderhill.)
4. No dried vegetation utilized as booth decorations.
5. The use of open flame devices or grills must be ten feet away from the canopy.
6. Household extension cords are prohibited, heavy duty outdoor extension cords only.
7. No use of personal tents for food vendors.

All vendors are subject to fire safety site inspections before and during event

Below completed by Fire Department

Extinguisher date _____

K Fire Extinguisher Date _____

Canopy has Flame Spread rating Yes No

10 foot cooking distance Yes No

Applicant Signature _____ **Date** _____

I understand that my Canopy/Booth is subject to inspection before and during the event and I will maintain proper fire safety, related equipment and proper distances of open flames from Canopy/Booth at all times.

Fire Prevention Officer _____ **Date** _____

TEMPORARY EVENT CHECKLIST

Water, Plumbing and Waste
<input type="checkbox"/> Adequate water supply from an approved source provided <input type="checkbox"/> Food-grade potable water hose/containers used to convey/transport water <input type="checkbox"/> Access to a three-compartment sink, if not installed in unit, for washing and sanitizing utensils and equipment <input type="checkbox"/> Sewage/wastewater disposed into approved sewerage system <input type="checkbox"/> Covered garbage receptacle provided; garbage/trash removed timely
Hand Washing
<input type="checkbox"/> Handwashing facility provided (e.g., Igloo® cooler with on/off valve); Bucket/catch basin provided <input type="checkbox"/> Soap and disposable towels provided
Physical Facilities
<input type="checkbox"/> Overhead protection for all food equipment, food preparation and storage areas, and warewashing areas <input type="checkbox"/> Dustless flooring graded to drain (concrete, machine-laid asphalt, wood chips, grass, gravel, etc.) <input type="checkbox"/> Overhead protection and walls (if needed) must protect from weather and windblown dust/debris <input type="checkbox"/> Ability to protect unit against the entrance of flying insects/other vermin at 4–30 day events
Food Safety
<input type="checkbox"/> All food prepared onsite and/or obtained from an approved source (food prepared under the Cottage Food Law is not permitted; food may not be stored or prepared at a private residence) <input type="checkbox"/> Employees experiencing symptoms of foodborne illness (vomiting, diarrhea, jaundice) not permitted to work <input type="checkbox"/> Time/temperature control for safety (TSC) food held hot maintained at 135°F or hotter <input type="checkbox"/> Cold TCS food maintained at 41°F or colder <input type="checkbox"/> TCS food cooked and reheated for hot holding to the proper temperature <input type="checkbox"/> TCS food cooled from 135°F to 70°F within 2 hours and 135°F to 41°F within a total of 6 hours <input type="checkbox"/> TCS food cooled from ambient temperature to 41°F within 4 hours <input type="checkbox"/> Thermometers in all hot and cold holding units <input type="checkbox"/> Probe type thermometer available for operator's use to check food temperatures <input type="checkbox"/> Ready-to-eat food protected against cross contamination from raw animal foods <input type="checkbox"/> No bare hand contact with ready-to-eat food <input type="checkbox"/> Displayed food protected against customer contamination (e.g., sneezeguard, packaging, etc.) <input type="checkbox"/> Food stored at least 6 inches off floor/ground
General
<input type="checkbox"/> Adequate supply of spare utensils provided if three-compartment sink is remotely located <input type="checkbox"/> Single-service items protected <input type="checkbox"/> Sanitizer and test kit provided if chemical sanitization/wiping cloths utilized <input type="checkbox"/> Portable fire extinguisher (if heat-producing or hot holding equipment present) <input type="checkbox"/> Copy of current DBPR public foodservice license, if applicable (1–3 day events) <input type="checkbox"/> Department of Agriculture and Consumer Services (DACS) food service permit, if applicable (1–3 day events) <input type="checkbox"/> <u>Original</u> DACS permit letter and decal for MFDV, if applicable (1–30 day events) <input type="checkbox"/> Cashier's check or money order for license fee (1-3 day event \$91; 4-30 day event \$105; annual \$456) <input type="checkbox"/> Owner's Social Security number (required), federal tax identification number (FEIN), and sales tax number for license application

City of Lauderhill

CERTIFICATE OF INSURANCE REQUIRED FROM SERVICE PROVIDERS/EVENTS

Type of Service:

Construction	Gardening
Elevators	Janitorial
Food services	Supplies
Security	Office – clerical

Etc. basically any and all services rendered to the City or events held on City properties.

Certificate Limits:

General Liability

Bodily Injury	\$ 1,000,000
Property Damage	included
Annual Aggregate	\$ 2,000,000
Personal Injury	\$ 1,000,000
Products**	\$ 1,000,000
Completed operations*	\$ 1,000,000

Automobile Liability

Bodily Injury	\$ 1,000,000
Property Damage	included

Worker's Compensation

Statutory Coverage	Yes
Employer's Liability	\$ 100/500/100

Wording:

All vendors will be required to provide proof of insurance to do business with the City. Vendors who provide services that may place the City at a greater exposure with employees and the public, such as contractors, subcontractors, and food vendors, are required to provide certificates that read: **"The City of Lauderhill is hereby named as additional insured". In addition, endorsements supporting the additional insured designation should also be attached. This can be secured by your insurance agent from the insurance company. If you are in doubt, please contact Risk Management at 954-730-3094.**

Special Note: For large events organized by promoters (festivals, etc.) with multiple vendors, certificates need to be provided by the vendors that will be present at the event that not only name the promoter additional insured but the City as well. The official address that should be noted on the Certificate of Insurance should be 5581 West Oakland Park Blvd., Lauderhill, FL 33313. Thank you.