



Dear Vendor,

Welcome and thank you for your interest and participation in the 33<sup>rd</sup> Umoja Festival. The three-day festival will take place May 23<sup>rd</sup> – 25<sup>th</sup>. We hope the weather will be pleasant and the event is a rewarding experience for you.

The festival is quickly approaching, and we want the process to be as seamless as possible. Below are forms that must be completed by each vendor.

Enclosed forms:

- Umoja Application
- Vendor Electrical Request
- Copy of Business License
- Business Information Request
- Temporary Sales Tax Certificate/Return ST-50
- **Temporary Food Permit Application (Food Vendors only)**

Vendors must submit ALL required forms and all fees to the Department of Parks and Recreation located at 801 Crawford Street, Portsmouth, VA 23704 Monday – Friday between of 8:30am – 4:30pm by **April 25<sup>th</sup>, 2025**, to be considered a vendor.

Please be sure submit to all paperwork and payment as soon as possible, spaces are limited. Upon selection you will receive a confirmation letter and additional details about the festival. If you are not selected as a vendor for this year's event, you will receive a full refund prior to the event.

If you have any questions concerning the festival, the application process, or need additional information please don't hesitate to contact me.

Respectfully,

Kiana Boone

[boonek@portsmouthva.gov](mailto:boonek@portsmouthva.gov)

(757) 393- 8481 ext. 4273

(757) 513- 6876 (cell)



## Concessionaire & Vendor Information

### Registration Deadlines & Regulations

#### Festival Date, Time

Friday, May 23<sup>rd</sup>: 5:30 p.m. – 11 p.m.  
Saturday, May 24<sup>th</sup>: Noon – 11 p.m.  
Sunday, May 25<sup>th</sup>: 2:00 p.m. – 6 p.m.

#### Fees & Deadlines

Retail Vendor Fee: \$500 (include one 10x10 Tent)  
(Additional space, must be purchased)  
Concessionaire Fee: \$650 (include one 15x15 Tent)  
(Additional space, must be purchased)  
Business License Fee: \$50  
(Due separately when application is submitted)

#### Methods of Payment

**Debit – Credit (2.15% fee will be charged) -Certified Checks – Cashier’s Checks – Money Orders (ONLY)**

(All cashier’s checks and money orders should be made payable to: **Portsmouth City Treasurer**)  
Neither business nor personal checks **WILL** be accepted.

#### Note:

Make all fees payable to **Portsmouth City Treasurer** when the application is submitted. **Submission does not guarantee acceptance.** Upon acceptance, a conformation package will be forwarded. If an application is not accepted, all fees will be refunded in full no later than **Friday, May 19, 2025.** If applicant fails to attend after conformation for any reason, all fees will be forfeited. There will be no refunds/reimbursements due to inclement weather. **ABSOLUTELY NO WALK-ONS ACCEPTED.**

#### Requirements:

1. All vendors and concessionaires must have a business license from the Commissioner of the Revenue prior to the festival. The \$50 fee should be made payable to: **Portsmouth City Treasurer.** Upon remittance, your license will be processed and sent to Parks & Recreation and placed in your registration packet. For more information on business license, call **The Business Unit at (757) 393-8771 ext. 2019.**
2. All businesses selling food, must register with The Business Unit of the Commissioner of the Revenue’s Office at (757) 393-8771 ext. 2106 **and** the Portsmouth Department of Health at (757) 393-8585 ext. 8521. If you have participated in previous years as a food vendor and did not report nor pay your food tax bill, **YOUR PARTICIPATION WILL BE DENIED** until the delinquent account and paid in full.
3. All are required to include a copy of your current business license for retail sales in the locality you operate your business within the State of Virginia when submitting the application. All businesses will be responsible for reporting taxes.
4. An **Electrical Request Form** is required for processing of application regardless of electrical needs.
5. All retail tents will be provided by the City of Portsmouth. As a convenience and in an effort to maintain uniformity, **TENTS WILL BE PROVIDED.** Individually owned business tents are not permitted.
6. All vending items and equipment must remain within your vendor space. Vehicles, trailers, ice boxes/chest, storage containers, etc. will not be permitted to stay on the street behind your space.
7. Check-in- Concessionaires will check in at the intersection of Bart and Court Street. Retail Vendors will check in at the intersection of Columbia and Crawford Street. All vendors must be set up by noon. Concessionaires will be inspected at 1pm.



## 2025 Application

Vendor Name: \_\_\_\_\_ SS# for Fed. ID #: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ Business Name: \_\_\_\_\_

Email Address \_\_\_\_\_

Address: \_\_\_\_\_ Festival Year: 2025

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The above information **MUST BE** fully completed. Incomplete applications **WILL NOT** be processed.

### Spaces and Fees: - Debit- Credit (2.15% fee will be charged) -Certified Checks -Cashier's Checks - Money Order

(All checks and money orders should be made payable to **Portsmouth City Treasurer**)

Neither business nor personal checks **WILL** be accepted.

Retail	Fees	Concessionaires	Fees
___ 1 Space	\$500	___ 1 Space	\$650
___ 2 Spaces	\$1000	___ 2 Spaces	\$1,050
___ 3 Spaces	\$1,500	___ 3 Spaces	\$1,800

**SPACE SIZE:** Retail 10' X 10' (We provided tents and it's included in the fee) – Concessionaire 15' X 15' (Tents, Chairs and tables are not provided. If more than 15' X 15' additional space is needed, then another space must be purchased. Concessionaires must provide menu and price list. ALL Vending items and equipment **MUST** remain within your vendor space or outside of your tent area. Vehicles, trailers ice boxes/chest, storage containers etc. will **NOT** be permitted to stay on the street behind your space during the festival. Electrical will only be provided upon request per the vendor electrical request form that is turned in with your application. **(This is for Food and Retail Vendors)**

Total amount included with application is: \$ \_\_\_\_\_ (Make payable to: **Portsmouth City Treasurer**)

Please print legibly. List all wares or food items you wish to sell: (Photos can be attached to accompany the information below).

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I/We agree to comply with all rules and regulations governing the Portsmouth Umoja Festival. Submission of the application and signature shall be deemed a release of the City of Portsmouth from any damages or loss of property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Mail Application to the Attention of:

Department of Parks & Recreation  
801 Crawford Street, Portsmouth, VA 23704  
For more information, call (757) 393- 8481





## Vendor Electrical Request Form

(Electrical form must be returned and completed for application approval regardless of electrical needs).

Vendor Name: \_\_\_\_\_ SSN or Fed. ID #: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ Business Name: \_\_\_\_\_

Email Address \_\_\_\_\_

Address: \_\_\_\_\_ Festival Year: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please check if you DO NOT require electricity for the festival.**

- All electrical equipment and cords must meet all electrical codes.
- Vendors shall provide their own extension cords.
- Vendors shall provide their own lights for tents.
- **ONLY single-phase 115 volts will be permitted**
- Wiring must be standard cords with three-prong plugs.



### LOAD AND CIRCUIT CHART

Description	Quantity	Watts	Volts	Amps	Comments
Lighting Load					
Cotton Candy					
Grill					
Popcorn Popper					
Broiler					
Deep Fryer					
Coffee Maker					
Refrigerator					
Freezer					
Hot Plate					
Food Blender					
Fruit Juicer					
Germicidal Lamp					
Food Warmers					
Other					
Other					

Remarks/Comments:

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## Vendor Contract 2025

On behalf of the **2025 Umoja Festival** Vendor Committee, we thank you for showing interest in this year's festival. To improve your experience, we are asking you to adhere to the below guidelines:

- ✓ All vendors must have a business license with the Portsmouth Commissioner of Revenue. Food Tax Registration form (food vendors must have) on file with Portsmouth Commissioner of Revenue and Temporary Food Permit Application with the Portsmouth Health Department. This is **mandatory**, if these forms are not received by April 25, 2025, you will not be permitted to participate in the festival.
- ✓ Vendors must supply any tables and chairs, however one 10x10 tent will be provided for each retail vendor space.
- ✓ **All concessionaire vendors must use 15'x15' canopy style tents or have a food truck.** Vendors will have to supply the 15x15 tent. All tents must be secured and anchored at all four corners throughout the duration of the festival, to prevent "blow over" in case of inclement weather.
- ✓ Electrical needs must be indicated on the Electrical Request form. If you don't need electricity, you still need to complete the Electrical Request form.
- ✓ Bags of ice will be available for food and retail vendors to purchase during the festival. You or a representative must sign or initial that they have received a bag of ice. Monies will be collected at the end of each day. Failure to make payment will result in disqualification from future festivals or events.
- ✓ To expedite time and alleviate vehicular congestion there will be two check-in points. All retail vendors must have a hand truck, dolly, and/ or wagon to load the merchandise. **Use of golf carts or motorized vehicles is prohibited.**
- ✓ Vendors and their employees are solely responsible for loading and unloading merchandise. Vendors are not permitted to drive vehicles in the festival area to load/unload. City employees are not permitted to help vendors load/unload.
- ✓ All concessionaires must check in on the **tunnel side** of the festival at the corner of Bart St & Court St. City staff will be on site to assist you at check in point.
- ✓ All retail vendors will check in at the **front side** of Columbia & Crawford St. City staff will be on site to assist you at check in point.

- ✓ Check-in for all vendors will take place on Friday May 23<sup>rd</sup> from 7:30AM through 12:00PM. Health inspection for concessionaires will start at 1:00PM.
- ✓ Vendors will not be able to set up after 12:00PM on Friday. Any latecomer will be able to set up at 8:00AM Saturday morning.
- ✓ Each vendor will only be allowed **one (1) hour** to unload vending items from vehicles and remove vehicles from grounds. We are aware that your set up time may extend beyond an hour, however we would ask that your area is prepared to vend by 12:00PM.
- ✓ There will be no extra food or supplies allowed behind your setup. The street and medians must remain clear the duration of the festival. There will be a designated area available for vendors. Additional parking details will be provided upon confirmation of your participation in the festival.
- ✓ Any vendor with items outside of the designated retail/concessionaire space will be asked to leave the festival and no refund will be granted. Additionally, you will not be permitted to vend future festivals or events.
- ✓ Any Concessionaire/Retail Vendor caught dumping or disposing of grease/oil in water drainage or on grassy area will be asked to leave the festival and be suspended for 2 years from any festival activities with the City of Portsmouth and the Umoja Festival. **NO REFUNDS** will be granted.

I acknowledge that I understand the Department of Parks and Recreation’s guidelines. I understand that if I have any questions or concerns about the guidelines, it is my responsibility to discuss it with the department.

I acknowledge and understand that any violation of these guidelines will forfeit my participation future events held by the City of Portsmouth Department of Parks and Recreation.

\_\_\_\_\_  
Signature of vendor or representative

\_\_\_\_\_  
Printed Name of vendor or representative

\_\_\_\_\_  
Date



## **Festival Business License Application Checklist**

Please bring the following documents to the office of the Commissioner of the Revenue located at Portsmouth City Hall, 801 Crawford St., and 1st floor Portsmouth, VA 23704 to apply for a Portsmouth Festival business license. **ALL FOOD TRUCKS MUST** contact the Permits & Inspections department to obtain pre-approval in a timely manner prior to participation in the event. **Food Vendors** (other than food trucks), must contact the health department at least 10 days prior to the event for approval.

- ( ) Picture ID
- ( ) Business Information Request Form
- ( ) Important Notice
- ( ) Federal Identification Number Document
- ( ) Food Tax Registration Form – (Prepared Food Vendors Only)
- ( ) Meals Tax Bond – (Prepared Food Vendors Only)
  - Individual/Partnership – SOLE PROPRIETOR
  - Corporate – LLC or CORPORATIONS
- ( ) Approved application from Parks and Recreation Department or Event Organizer
- ( ) Pre approval from Permits and Inspection Department (Food Trucks Only)
- ( ) Copy of a business license from home locality in Virginia

### **Other locations you may have to visit, depending on the nature of your business:**

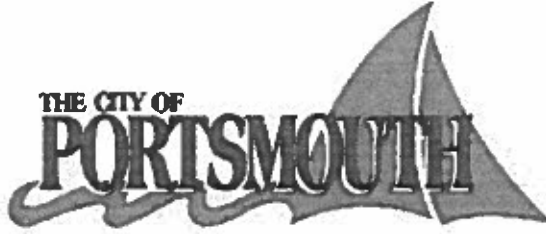
- |                           |  |              |
|---------------------------|--|--------------|
| • Parks and Recreation    | 801 Crawford St., 3 <sup>rd</sup> floor, Portsmouth VA 23704 | 757-393-8481 |
| • Permits and Inspections | 801 Crawford St., 4 <sup>th</sup> floor, Portsmouth VA 23704 | 757-393-8531 |
| • Planning and Zoning     | 801 Crawford St., 4 <sup>th</sup> floor, Portsmouth VA 23704 | 757-393-8836 |
| • Police Department       | 711 Crawford St., Portsmouth VA 23704                        | 757-393-8748 |
| • Health Department       | 1701 High St., Portsmouth VA 23704                           | 757-393-8585 |
| • Treasurer's Office      | 801 Crawford St., 1 <sup>st</sup> floor, Portsmouth VA 23704 | 757-393-8651 |
| • Retail Sales & Use Tax  | Virginia Dept. of Taxation                                   | 804-367-8037 |
| • ABC License             | Alcohol & Beverage Control                                   | 757-424-6700 |

**Questions?** If you have any questions about obtaining a festival business license in the City of Portsmouth, please contact the business unit at 757-393-8771 or [revenue@portsmouthva.gov](mailto:revenue@portsmouthva.gov).

**Franklin D. Edmondson, MCR • Commissioner of the Revenue**  
**Office of the Commissioner of the Revenue**

801 Crawford Street • Portsmouth, VA 23704-3870 • (757) 393-8771 • Fax (757) 393-8604

Acct #s (office use) \_\_\_\_\_



### Business Information Request

Legal Status: Sole Proprietor \_\_\_ Partnership \_\_\_ LLC \_\_\_ Corporation \_\_\_ Other \_\_\_\_\_

SSN/FEIN: \_\_\_\_\_ Date Business Began in Portsmouth \_\_\_\_\_

Est Gross Receipts through 12/31: \_\_\_\_\_ Following Year Estimate: \_\_\_\_\_

Legal Name of Business: \_\_\_\_\_

Trade Name or DBA: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Other Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Description of Business Activities: \_\_\_\_\_

#### Names of Owners/Shareholders:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone Number: (home) \_\_\_\_\_ (other) \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone Number: (home) \_\_\_\_\_ (other) \_\_\_\_\_

Registered Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (other) \_\_\_\_\_

OATH. I THE UNDERSIGNED APPLICANT DO SWEAR (OR AFFIRM) THAT THE FOREGOING INFORMATION IS TRUE, FULL AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT I UNDERSTAND THE TERMS OF ALL APPLICABLE LICENSES.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_





## IMPORTANT NOTICE

*We are honored that you have chosen Portsmouth as home base for your business. A business license is a privilege and an honor. Here is some important information concerning your business license.*

1. This license only gives you the right to operate business at the location for which you have been zoned, and it only gives you the right to perform the business activities for which you have been cleared by the zoning office. The City's Zoning Ordinance allows businesses of various kinds to be located in some areas but NOT in others. If you wish to change the location of your business, change your business activity, or open a new establishment within the city, you **MUST** apply for a new zoning clearance. If you have questions as to what the zoning ordinance and building codes allow, please visit the Department of Inspection's Zoning Office on the fourth floor of the City Hall Building or call 757-393-8836.
2. This business license is **NOT** permanent. The license expires on December 31<sup>st</sup> and must be renewed annually by March 1<sup>st</sup>. If you fail to renew the license by March 1<sup>st</sup> of each year, you will be in violation of the law, which subjects you to penalties and fines.
3. Every business in the City of Portsmouth is required to file a list of tangible personal property owned January 1<sup>st</sup> of each year, along with the business license renewal by March 1<sup>st</sup>. If your business does not have tangible property, you must provide an explanation of how business is conducted without it. Failure to file may result in a statutory assessment.
4. It is the business owner's responsibility to keep accurate records of their gross receipts (or gross purchases if a wholesaler) and an up-to-date listing of the tangible personal property. A business with multiple locations must provide records of actual business conducted in each office and actual tangible personal property located in each office. These records will be reviewed periodically by the Commissioner of the Revenue.
5. If you move, sell, or change ownership of your business, you must notify this office in person or in writing when the change occurs. If you decide to change your business entity type (e.g. sole proprietor to LLC; LLC to corporation, etc), you must notify us as well.
6. If you close your business, you **MUST** complete and Out of Business Form or complete the Out of Business portion of the Business License Renewal Form. The license will **NOT** automatically expire; it will become delinquent if we are not notified that you are no longer conducting business. Any business that is operating as of January 1<sup>st</sup> of a given year must renew their license for that year.
7. The Commissioner of the Revenue's office must be notified in person or in writing of any changes in your business activities, as this may require a change in the business license classification and zoning clearance.
8. Restaurants or establishments with ABC licenses are responsible for filing a copy with the Commissioner of the Revenue once the license is acquired from the ABC Board in order to stay in compliance. \_\_\_\_\_ Initial
9. Businesses that are involved in retail sales are required to register for sales and use tax with the Virginia Department of Taxation. Please visit [www.tax.virginia.gov](http://www.tax.virginia.gov) or call (804) 367-8037 for more information. \_\_\_\_\_ Initial
10. I understand the two year adjustment period as it has been explained to me. \_\_\_\_\_ Initial
11. Remember, it is your responsibility to understand which local, state, and federal laws and regulations apply to your business.

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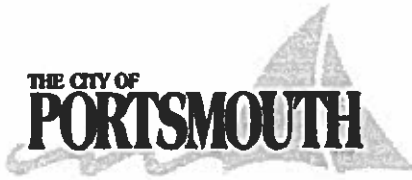
Applicant Signature

Title

Date

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Witness (Deputy Signature Only)



**FOOD/LODGING TAX REGISTRATION FORM**

**Food**     **Lodging**

Trustee Account # (office use only): \_\_\_\_\_ BLS Account # (office use only): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Legal Name of Business: \_\_\_\_\_

Trade Name or DBA: \_\_\_\_\_

Start Date of Business: \_\_\_\_\_ SSN/FEIN: \_\_\_\_\_

Business # (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Other # (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Business Location Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Person responsible for reporting and remitting Food  Lodging  Tax:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

SSN: \_\_\_\_\_ Customer ID#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

I, the undersigned, do hereby swear (or affirm) that the information supplied herein is true and complete, to the best of my knowledge and belief. I will notify the Commissioner of the Revenue's office within thirty days when any change occurs regarding this information.

**Signature of Person Responsible for Reporting and Remitting Tax**

City/County of \_\_\_\_\_ State/Commonwealth of \_\_\_\_\_

Acknowledged and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_  
(Name of person signing affidavit)

\_\_\_\_\_  
(Signature of Notary Public)

Reg. No: \_\_\_\_\_

My Commission Exp. \_\_\_\_\_

Franklin D. Edmondson, MCR • Commissioner of the Revenue  
Office of the Commissioner of the Revenue  
801 Crawford Street • Portsmouth, VA 23704-3870 • (757) 393-8771 • Fax: (757) 393-8604



**MEAL TAX BOND**  
(Corporation)

Bond No. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that \_\_\_\_\_, a corporation duly organized and existing under the laws of the State of \_\_\_\_\_, and authorized to do business in the Commonwealth of Virginia, as Principal, and \_\_\_\_\_, a corporation duly organized and existing under the laws of the State of \_\_\_\_\_, and authorized to do business in the Commonwealth of Virginia, as Surety, are held and firmly bound unto the City of Portsmouth, a municipal corporation in the Commonwealth of Virginia, in the sum of \_\_\_\_\_ (\$ \_\_\_\_\_), lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the said Principal, who intends to engage in the business of selling food or drink, including alcoholic beverages, for consumption, in the City of Portsmouth, registers with the Commissioner of the Revenue of said City, keeps adequate records, files reports in such form and at such times as may be prescribed by the Commissioner of the Revenue of said City, and makes proper payment to the City of Portsmouth of the taxes imposed by §35-407 of the Portsmouth City Code, then this obligation shall be void and of no effect; otherwise it shall remain in full force and effect.

Should the Surety wish to terminate its liability hereunder, it must give notice to the Principal and the Commissioner of the Revenue stating the effective date of such termination, which date shall not be less than sixty (60) days after the receipt of said notice by both the Principal and the Commissioner of the Revenue. Such notice shall not limit or terminate this agreement in respect to any indebtedness that arises prior to the effective date of such termination by the Surety.

IN WITNESS WHEREOF, on this the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the said Principal has caused these presents to be executed on its behalf by \_\_\_\_\_, its President, and its corporate seal affixed hereto and attested by \_\_\_\_\_, its Secretary, and the said Surety has caused these presents to be executed on its behalf and corporate seal affixed hereto and attested by \_\_\_\_\_, its Attorney-in-Fact, duly authorized by a power of attorney, which has been recorded in the Clerk's Office of the Circuit Court of Portsmouth, or a copy of which is attached hereto.

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Surety)

By: \_\_\_\_\_  
(President) (Seal)

By: \_\_\_\_\_  
(Attorney-in-Fact) (Seal)

\_\_\_\_\_  
(Address)

By: \_\_\_\_\_  
(Virginia Agent) (Seal)

\_\_\_\_\_  
(Secretary) (Seal)

Approved as to Form:  
\_\_\_\_\_  
City Attorney)

Approved as to Surety:  
\_\_\_\_\_  
(Commissioner of the Revenue)

**Franklin D. Edmondson • Commissioner of the Revenue**  
**Office of the Commissioner of the Revenue**  
801 Crawford Street • Portsmouth, VA 23704 • (757)393-8779 • Fax (757) 393-8604

THE CITY OF  
**PORTSMOUTH**

**MEAL TAX BOND**  
(Individual/Partnership)

Bond No. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, That (we), \_\_\_\_\_  
\_\_\_\_\_ as Principal(s), and \_\_\_\_\_, a corporation  
duly organized and existing under the laws of the State of \_\_\_\_\_, and authorized to do business in  
the Commonwealth of Virginia, as Surety, are held and firmly bound unto the City of Portsmouth, a  
municipal corporation in the Commonwealth of Virginia, in the sum of \_\_\_\_\_  
(\$ \_\_\_\_\_), lawful money of the United States of America, for the payment of which sum well and truly  
to be made, we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents;  
and the said Principal(s) hereby waive(s) the benefit of the Homestead Exemption as to this obligation.

The condition of this obligation is such that if the said Principal(s), who intend(s) to engage in the  
business of selling food or drink, including alcoholic beverages, for consumption, in the City of  
Portsmouth, register(s) with the Commissioner of the Revenue of said City, keep(s) adequate records,  
file(s) reports in such form and at such times as may be prescribed by the Commissioner of the Revenue of  
said City, and make(s) proper payment to the City of Portsmouth of the taxes imposed by §35-407 of the  
Portsmouth City Code, then this obligation shall be void and of no effect; otherwise it shall remain in full  
force and effect.

Should the Surety wish to terminated its liability hereunder, it must give notice to the Principal  
and the Commissioner of the Revenue stating the effective date of such termination, which date shall not be  
less than sixty (60) days after the receipt of said notice by both the Principal(s) and the Commissioner of  
the Revenue. Such notice shall not limit or terminate this agreement in respect to any indebtedness that  
arises prior to the effective date of such termination by the Surety.

IN WITNESS WHEREOF, on this the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the said Principal(s)  
has/have hereunto affixed their hand(s) and seal(s), and the said Surety has caused these presents to be  
executed on its behalf and its corporate seal affixed hereto and attested by \_\_\_\_\_, its  
Attorney-in-Fact, duly authorized by a power of attorney, which has been recorded in the Clerk's Office of  
the Circuit Court of the City of Portsmouth, or a copy of which is attached hereto.

\_\_\_\_\_  
(Principal) (Seal)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Principal) (Seal)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Principal) (Seal)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Surety)

By: \_\_\_\_\_  
(Attorney-in-Fact)

By: \_\_\_\_\_  
(Virginia Agent)

Approved as to Form:

Approved as to Surety:

\_\_\_\_\_  
(City Attorney)

\_\_\_\_\_  
(Commissioner of the Revenue)

**Franklin D. Edmondson • Commissioner of the Revenue**  
**Office of the Commissioner of the Revenue**  
801 Crawford Street • Portsmouth, VA 23704 • (757) 393-8779 • Fax (757) 393-8604



Concessionaire Checklist  
(Health Department Checklist Concessionaire Vendors Only)

In addition to the Temporary Food Establishment Application (enclosed), the Portsmouth Health Department will need:

- A copy of your certified food manager certificate
- \$40 permit fee, OR a copy of a Virginia temporary event permit sales receipt if the fee was paid during the current or previous year.
- If applicable, a copy of the current temporary event permit issued by the Virginia Department of Health.
- If applicable, a copy of the previous Virginia temporary event inspection report.

ALL required documents must be submitted to the Portsmouth Health Department no later than 10 days prior to the event.

All required documents must be submitted in person or by email. Payments can be made in person, by mail or over the phone.

The Portsmouth Health Department's walk-in hours are:

Monday: 9:00am-2:00pm

Wednesday: 11:00am-3:00pm

Friday: 9:00am-2:00pm

Contact: Katie Pulley

Phone: (757) 393-4585 ext. 8521

Email: [katie.pulley@vdh.virginia.gov](mailto:katie.pulley@vdh.virginia.gov)

*Charting a Course for Good Health*

**PORTSMOUTH HEALTH DEPARTMENT**  
**Environmental Health Services**  
 1701 High Street, 4<sup>th</sup> Floor, Portsmouth, VA 23704  
 Phone (757) 393-8585, extension 8585  
 Fax (757) 393-8027

## TEMPORARY FOOD PERMIT APPLICATION

The person named below is applying for a temporary food permit in accordance with the City of Portsmouth Code of Ordinances, **Chapter 15.1** and the *2017 FDA Food Code*. This application must be submitted at least ten (10) days prior to the event. A permitted vendor must also submit a copy of his/her permit, as well as, a copy of the last health inspection, with this application. **The sale of any home prepared or canned foods is prohibited except by those organizations specifically exempted under 2017 FDA Food Code.**

Business Name \_\_\_\_\_ Phone (H) \_\_\_\_\_

Address \_\_\_\_\_ Phone (W) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Certified Food Manager (Last, First) \_\_\_\_\_

Event \_\_\_\_\_ Date(s) of Sale \_\_\_\_\_

Location of Event \_\_\_\_\_ Time of Sale \_\_\_\_\_

### MENU

**(CHANGES TO THE MENU MUST BE APPROVED BEFORE THE EVENT)**

FOOD	SOURCE (where purchased)	PREPARATION (Where & How, ex: cooked on grill) (No home preparation allowed)
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____

Provide complete information in regard to the following food preparation concerns. After each item listed, describe the method or source you will use to fulfill the requirement.

1. **FOR EVENTS LASTING MORE THAN ONE (1) DAY, HOW WILL HOT FOODS BE COOLED FOR OVERNIGHT COLD-STORAGE?** \_\_\_\_\_  
\_\_\_\_\_
2. **HOW AND WHERE WILL THE COOLED FOODS BE STORED OVERNIGHT?**  
\_\_\_\_\_
3. **HOW WILL YOU OBTAIN WATER?** (All water must be from an approved source {example: city water}): \_\_\_\_\_
4. **HOW WILL YOU DISPOSE OF SEWAGE?** (All wastewater must be disposed of in an approved manner (e.g. city sewer}): \_\_\_\_\_
5. **WHAT IS YOUR OVERHEAD PROTECTION?** (Food preparation, service and display areas must be protected {e.g. tent including ground cover}): \_\_\_\_\_
6. **HOW WILL YOU PROVIDE FOR HANDWASHING?** (Some method must be provided for proper handwashing in the food prep area) {e.g. cooler with spigot, water, soap, towels and catch bucket}): \_\_\_\_\_  
\_\_\_\_\_
7. **HOW WILL YOU PROVIDE FOR WASHING OF UTENSILS?** (Facilities must be provided for washing, rinsing & sanitizing utensils, etc. {e.g. 3 tub set up with water, dish soap and bleach}): \_\_\_\_\_  
\_\_\_\_\_
8. **HOW WILL YOU MAINTAIN REFRIGERATION?** (All potentially hazardous cold foods must be kept below 41° F {e.g. coolers w/ice}): \_\_\_\_\_
9. **HOW WILL YOU MAINTAIN HOT TEMPERATURES?** (All potentially hazardous hot foods must be held at greater than 135° F {e.g. gas grill}): \_\_\_\_\_  
\_\_\_\_\_
10. **HOW WILL YOU PROVIDE CONDIMENTS?** (Condiments must be dispensed or individually wrapped, no open bowls):  
\_\_\_\_\_
11. **HOW WILL YOU ENSURE THAT THE FOOD AND COOKING FACILITIES ARE PROTECTED FROM THE PUBLIC?** (All food & cooking facilities must be protected {e.g. ropes or tables, shields in front of open grills}):  
\_\_\_\_\_
12. **HOW WILL YOU STORE FOODS & UTENSILS?** (All foods and utensils must be stored off of the ground {e.g. tables}): \_\_\_\_\_

The following items are also required and must be provided and/or used during the event:

- |                                       |  |   |
|---------------------------------------|--|---|
| 1. <b>Single-use gloves</b>           | 2. <b>Approved food &amp; ice scoops</b> | 3. <b>Digital probe thermometer</b>               |
| 4. <b>Hair restraints</b>             | 5. <b>Chlorine test paper</b>            | 6. <b>Wiping cloths &amp; sanitizing solution</b> |
| 7. <b>Diagram of Food Booth/Stand</b> |  | (ex: bleach + water)                              |

**NO SMOKING, EATING OR DRINKING IN FOOD PREP AREAS!**

**Please provide an overhead sketch of the food booth/stand equipment placement for the following:**

- all cooking equipment
- all food preparation tables
- all refrigerators/coolers/freezers
- all hot holding equipment (if used)
- dry goods/paper products storage
- wash/rinse/sanitize station
- hand washing station
- **include any equipment that will not be placed under the booth's overhead cover**
- **note if additional on-site food storage is used (i.e. trucks, vans, storage units)**

**Sketch (Please label equipment):**

By signing this permit/application, I do hereby agree to comply with the rules and regulations as outlined on this application and with the instructions that accompany it. I understand that only the foods listed may be sold. Failure to comply with this and all other requirements may result in a permit not being issued or having the permit suspended and having to leave the event. **Submit this application at least ten (10) days prior to the event.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE:**

Reviewed/approved by: \_\_\_\_\_

Date: \_\_\_\_\_



