

# Special Event Application

## Events Involving Food Vendors

Event sponsors having food vendors must adhere to Onslow County Parks and Recreation food vending policies. Event sponsors are required to submit an event application to the Onslow County Health Department. All sponsors are responsible for electrical fees at a rate of \$25/per outlet, paid prior to the event. All food vendors requiring electricity shall be reviewed by the department prior to the event. ALCOHOLIC BEVERAGES ARE NOT PERMITTED at any of Onslow County Parks and/or facilities.

**Will you be having food vendors? (Required - Select at least one option):**

Yes  
 No

## Food Vendor/Non-Food Vendor Requirements

Food vendors **MUST** obtain permits from Onslow County Environmental Health Dept. Food sites will be examined and must receive a permit prior to the event. Food vendors will be examined throughout the event. Please direct food permit questions to Onslow County Environmental Health Dept. located at 234 NW Corridor Blvd., Jacksonville, NC 28540- 910.938.5851

All Food Vendors must provide a Certificate of Liability Insurance upon registration to include:

Comprehensive General Liability Insurance-\$1,000,000 Single Limit/\$2,000,000 General Aggregate.

Onslow County 234 NW Corridor Blvd. Jacksonville, NC 28540 must be listed as the Certificate Holder and as an additional insured.

Vendor must maintain its insurance at the levels set forth above through the duration of the event. A. All food vendors must prominently display Health Department permits. Signs (minimum 18" x 24") must be displayed on the front of the booth in a highly visible spot during festival hours with all menu items and prices.

B. Per the current National Electric Code (NEC), all temporary wiring installations shall be provided with ground-fault circuit interrupters (GFCI). This means all available receptacles at the festival will be GFCI protected. All vendor wiring, including drop cords, should be checked for proper polarity and continuity of ground conductors. Please test all your equipment before arriving at the festival, as no exceptions will be made. All cords must be secured/covered as so they are not a trip hazard for patrons.

C. Vendors are encouraged to bring their own garbage containers for their work area. DO NOT POUR GREASE, OIL, DIRTY WATER, FOOD DEBRIS, HOT COALS, OR OTHER WASTE ON THE GROUND, IN PUBLIC TRASH CONTAINERS, OR DOWN STREET SEWER PIPES. It is the responsibility of each vendor to handle his or her waste in a proper manner. Further instructions will follow on this issue.

## Regulations

*Listed below are a few more regulations to adhere to and be mindful of when planning your event.*

1. Electrical outlets are limited and are offered on a first come first serve basis. To ensure adequate power, you **MUST** provide the **TOTAL** voltage and number of amps your equipment draws with this application. Please include all types of equipment you will be using. It is strongly encouraged that you bring a generator, as a backup. Power strips are not allowed.
2. Booths must be neat in appearance and not distract from your neighbor's display. Please leave your space clean at the end of the day. Booths must be manned at all times.
3. Vendors are required to handle their own NC sales tax.
4. Any vendor failing to meet all the requirements and regulations shall be subject to removal from the festival area.