



APPLICATION FOR COMMUNITY VENDORS FOR ANTIOCH RECREATION SPECIAL EVENTS

Community Organizations & Businesses; Food & Beverage Vendors; Novelty Items

1. SUBMITTAL DATE

Today's Date: _____

Applications must be submitted 14 days in advance of the event date. Incomplete applications will not be approved. Applications submitted less than 14 days in advanced of the event will only be considered if staff time and event space allows.

2. SPECIAL EVENT DETAILS

Name of Event:

Event Date:

Check this box if your organization wishes to be added to our email list to be notified about future City special events accepting vendors.

3. APPLICANT CONTACT INFORMATION

Name of Applicant:

Role/Position:

Phone:

Email:

Fax:

Preferred Method of Contact: Phone Email

NOTE: This is the person the City will be working with to coordinate your organization's presence at this event. All event information, set-up and tear-down details will be provided to this person.

4. COMMUNITY VENDOR INFORMATION

Name of Business:

Street Address:

Unit:

City:

State:

Zip Code:

Phone:

Email:

Website:

Social Media:

We are a 501 (c)(3) non-profit organization and can provide proof of our IRS charitable non-profit status letter.

I am a veteran and can provide proof with a DD214 honorable discharge letter.

Please read carefully and check the boxes below for all that apply:

Vendor agrees their participation is for informational purposes ONLY and will not include any solicitation for sales in your participation.

Vendor agrees their participation is for the solicitation of sales during your participation.

Select the category of what you sell:

Food/Drink/Desert

Non-Food Items

Service

Description of what you will be selling:

4a. FOOD VENDOR DETAILS

The following section should ONLY be filled out by vendors intending to sell and/or giveaway food or beverage items at the above listed event. All other vendors should skip to Section 5 of this application.

Please read carefully and check the boxes below:

I am a food vendor and I understand that permits will be required to participate and that County fees may apply. I will cooperate with this process.

Please Select All That Apply:

- I can provide a valid Contra Costa County Health Permit.
- I can provide a CCC Cottage Food Operations (CFO) Permit.
- I can provide an FDA Processed Food Registration (PFR) Form.

Select your intended method of food distribution:

- Food Truck
- Food Trailer
- Cart
- 10x10' Canopy
- 10x20' canopy

Do you intend to sell Potentially Hazardous Foods (PHF), including but not limited to meats, seafood, cooked rice, cooked beans, cooked vegetables, many cheeses, cut melons, tofu, eggs, and sprouts? Yes No

Please select one:

I plan to cook onsite.

I understand that the only cooking allowed OUTSIDE of the booth is an open flame grill, deep fat fryer, or other propane fueled cooking equipment in accordance with local fire department regulations.

I plan to cook off-site in a commercial or production kitchen.

I can provide a Contra Costa Commercial/Production Kitchen Agreement in accordance with the Contra Costa Temporary Food Facility Requirements.

5. ON-SITE CONTACT FOR DAY OF EVENT (if different from Applicant):

Name:	Role/Position:
Phone:	Email:
Name:	Role/Position:
Phone:	Email:

NOTE: On-Site contact(s) must be on-site during the event hours including set-up and tear-down.

6. EVENT REQUIREMENTS

ON-SITE CONTACT MUST PROVIDE THE FOLLOWING ITEMS:

- a) Any tabling materials including, but not limited to:
 - a. Tables
 - b. Chairs
 - c. Canopies (optional; highly recommended)
 - d. Banners (optional; highly recommended)
 - e. Generators

THE CITY OF ANTIOCH DOES NOT PROVIDE ACCESS TO POWER

- b) Water Supply (for food operators)
 - a. Handwashing Station and accompanying materials in accordance with the California Retail Food Code Requirements for Temporary Food Facilities. *(See Page 9 of the Contra Costa County Temporary Food Facility Requirements for more details.)*
 - b. Warewashing Station and accompanying materials in accordance with the California Retail Food Code Requirements for Temporary Food Facilities. *(See page 9 of the Contra Costa County Temporary Food Facility Requirements for more details.)*

THE CITY OF ANTIOCH WILL PROVIDE THE FOLLOWING:

- a) Toilet Facilities
 - a. Toilet facilities will be located within 200 feet of the designated vendor areas with handwashing stations equipped with soap and paper towels.
- b) Garbage Receptacles
 - a. Garbage, recycling, and compost receptacles will be provided for waste disposal. **ALL VENDORS ARE RESPONSIBLE FOR COLLECTING THEIR WASTE IN A RECEPTACLE.**
 - b. The City will provide staff for "end-of-event" remaining trash and recycling disposal.