



SOUL FOOD FESTIVAL NASHVILLE, TN

Fax application to: 877-485-3554

If you become a vendor for the Soul Food Festival; the day of the event Nashville County Health Department will inspect your booth and issue you a permit the same day.

LIQUID SALES ALLOWED WITH ADDITIONAL \$250.00

Business Name: _____ Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

E-mail Address: _____

Product: Please list any merchandise items that you wish to sale as a vendor:

Food: Menu Items

If items exceed list please attach a menu

Description of Items - Serving Size (**oz. and pieces**) - Price per Serving

Which required item will you prepare to fit events theme? (i.e. Soul Food Festival)

Yams/SPP Greens Mac N Cheese Okra Black Eyed Peas

Green beans Mash Potatoes/Gravy Cake Peach Cobbler

Please list any other type(s) of Soul Food you plan to prepare:

Do you have a tent? Yes No If yes, what are the dimensions?



Please bring your own generators for electricity

- 6K Watt
 8K Watt
 15K Watt
 15K or Larger Watt

Booth Description and Rate: (Please check one of the following types) \$ _____

- Craft Vendor (Merchandise) \$250.00
 Business Vendor (Information Sharing only) \$250.00
 Food Vendor (Tent/Trailer) \$500.00 or \$750.00
 Non-Profit (Information Sharing only) No Fee
 Non-Alcohol Drinks \$250.00

Booth Information: *Do not fill this out, leave blank; promoter will fill out to let you know when your load in/out time will be. Once application is approved we will fax it back to you with this information filled out.*

Additionally, a cleanup deposit of \$250.00 is required in the form of a money order; made out to the Kinfolk Foundation (No personal checks will be accepted).

Company Name: _____

Load-In Date: ___/___/___ Time: ___:___ M

Load-Out/Clean-Up End Date: ___/___/___ Time: ___:___ M

Event Start Date: ___/___/___ Time: ___:___ M

Event End Date: ___/___/___ Time: ___:___ M

Money Order Rev'd by: _____ \$ _____

Money Order Rtn'd by: _____ \$ _____

Nashville, TN County Health Department Temporary Food Establishment Vendors

The Soul Food Festival and City of Nashville, TN must be named as additional insured on your insurance policies as follows: **Certificate holder** is listed as additional insured on **General Liability Policy as Soul Food Festival** PO Box 50123 Midwest City OK 73140.

Food vendors using bottled gas (Propane) must have a \$25 permit 3 days prior to event and adhere to all restrictions specified by the Fire Marshall. If you have any questions you can give them a call 615-862-5230. (See application below)



Permit # _____

**NASHVILLE FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
63 Hermitage Avenue
P.O. Box 196332
NASHVILLE, TN 37219-6332
615-862-5230 – PHONE 615-862-5236 – FAX
Office Hours Monday thru Friday 7:30 A.M. to 4:00 P.M.
Please make sure form is complete**

Date Requested: _____

TENT PERMITS APPLICATION \$25

APPLICANT: _____ *CONTACT NAME:* _____

ADDRESS: _____ *PHONE:* _____

To Fire Marshal:
I / we hereby apply for a permit to erect a tent(s) located at:

Name of
Event _____

Size & No. of
Tents _____

Date & Time Inspection Can Be Performed: _____

Beginning Date: _____ Ending Date: _____

NOTE: A minimum of three working days' notice (after application for tent is made) is required to receive tent inspections. Any inspection that has to be repeated because the tent was not erected by the prescribed time above will be charged an additional fee of \$25.00. All tents erected without a permit application will be charged a triple fee of \$75.00.

It is hereby expressly agreed that applicant will comply with all requirements listed below as prescribed in ordinances of the Municipal Fire Code of Nashville, Tennessee, pertaining to and governing such operation.

Failure to comply with these requirements may lead to the permit being revoked and a citation being issued that may require an appearance by you in court.

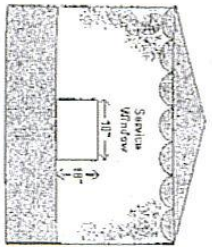
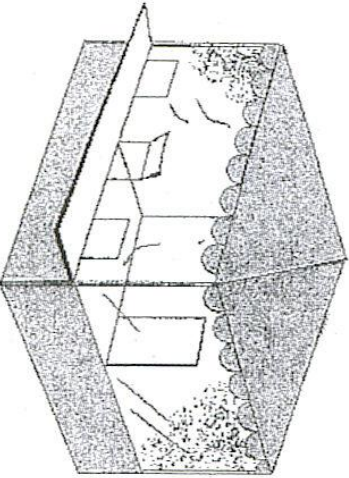
Applicant Signature Date

Permission Granted By Date

This does not relieve the applicant of the responsibility of obtaining permits required by any other Metro or state agency.

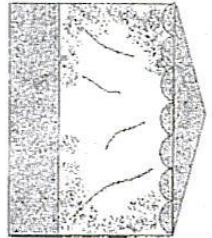
Booth Construction Guidelines:

- Booth must be entirely protected from pests.
- Sides may be screened, solid material or a combination of both.
- Screen must be 16 mesh or smaller.
- Top must be constructed of waterproof material.
- Entrance/exit must be protected with solid or screen flap.
- Service window(s) must be no larger than 18 x 18 inches.
- Openings larger than 18 x 18" must be protected with an approved air curtain (fan). Air curtains must cover the entire opening and effectively prevent flying insects from entering the booth.
- Booth must be inspected and meet the requirements of the Metro Fire Marshal.



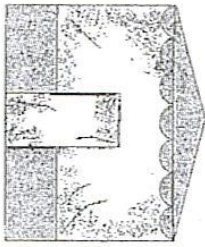
FRONT

Service windows must be no larger than 18 by 18 inches.



SIDE

Sides may be solid covering or partially screened.



REAR

All doors must be fully covered with flap made of solid material or screen.



TOP

Top of booth must be covered with flap made of solid material or screen.

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An enclosed booth must be used wherever potentially hazardous foods are prepared, such as but not limited to the following:

- Meat (Beef, lamb, etc.)
- Pork
- Poultry
- Seafood
- Dairy
- Any food of animal origin
- Cooked potato & Rice products

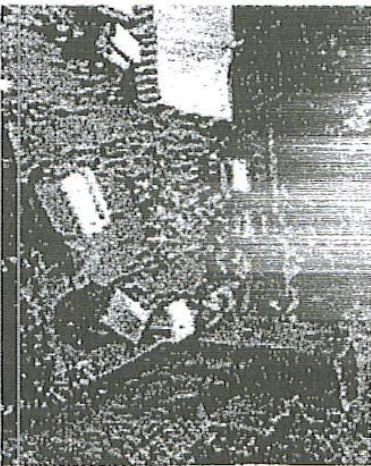
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Foods from unapproved sources such as homes or unlicensed establishments are prohibited.
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201-06-019 (Rev. 4/07)

Food Production Services

**Requirements
For**

**Temporary Food
Events**



Metro Public Health Department
Nashville, Tennessee

William S. Paul, M.D., M.P.H.
Director of Health

Metro Public Health Department Requirements
Regarding Food For Temporary Events*

FOOD BOOTHS

1. All food must be dispensed from a booth or enclosure approved by Food Protection Services.
2. Booths wherein cooking, portioning, preparing, or handling of foods occur must be a complete enclosure with mesh walls, solid ceiling and a cleanable floor surface. Asphalt and concrete are considered acceptable surfaces for street fairs. The walls can be interrupted by an opening on one side that is only used for serving. The opening must be no greater than 18 inches square.
3. All enclosures where there is cooling shall meet the Metro Fire Marshal's requirements.
4. All counters or tabletops shall be 30 inches above the ground.
5. A nonabsorbent, smooth, easily cleanable work surface must be provided within the enclosure where food is prepared or handled. Such equipment should be properly elevated by tables or similar structures. Commercial cutting boards are recommended.
6. Only authorized personnel shall be allowed inside the work and service areas.
7. The premises and all equipment shall be maintained in a clean and sanitary condition at all times.
8. Provide an adequate fire retardant ground cover for the entire tent area. (Vinyl laminated fire retardant tent-top fabric).

UTENSILS AND EQUIPMENT

1. The use of single service utensils is recommended.
2. Provide adequate facilities for washing, rinsing and sanitizing utensils. Provide three large containers; one for washing, one for rinsing and another for sanitizing utensils. Use one tablespoon of bleach for every gallon of bleach for the sanitizing solution. Utensils must remain in the sanitizing solution for 60 seconds.
3. Provide an adequate supply of hot water for washing utensils and hands (water to be from an approved source).
4. All food and beverages shall be protected from unnecessary handling and shall be stored, displayed and served so as to be protected from contamination. Sneeze guards are required to protect all unwrapped food displayed to the public. All food and containers shall be stored at least 6 inches off the ground.
5. Conainment containers shall be pump type, squeeze containers or single service packets.
6. An adequate number of leak proof garbage containers with covers shall be provided and regularly serviced.
7. Wastewater and other liquid waste, including waste from ice bins, drink bars and utensil washing containers must be drained into a leak proof container/holding tank or disposed into an approved sewage system. DO NOT discard onto the ground.

FOOD

1. All food must be from an approved source. **NO FOOD PREPARED AT HOME SHALL BE SOLD OR GIVEN AWAY.**
2. Ice intended for consumption shall be properly protected and stored separately from ice used for refrigeration purposes.
3. Temperature controls shall be provided for all potentially hazardous foods. Provide byonet type stem thermometers for checking temperatures.
 - a) Cold food must be 41°F or below.
 - b) Food held hot must be 149°F or above.
 - c) Cooking temperatures:
 - i. Seafood, fish and eggs—145°F
 - ii. Ground beef and pork—155°F
 - iii. Chicken—165°F

PERSONNEL HYGIENE

1. All food handlers must wash their hands with soap and water prior to the start of food preparation activities and especially after visiting the restroom, alter eating, drinking or smoking and upon entering the food preparation area.
2. All food handlers shall wear clean outer garments and hair restraints.
3. Plastic disposable gloves must be worn at all times while in the food preparation area. Whenever practical, food handlers shall use suitable utensils to minimize hand contact.
4. Each booth must provide at least one 5-gallon container equipped with a spigot for dispensing warm water to be used for hand washing purposes.
5. A soap dispenser and disposable towels shall be provided at each designated hand washing station.
6. Liquid hand sanitizer must be utilized immediately after washing hands.
7. Do not eat, drink or smoke in the food preparation area.

CHECK LIST FOR FOOD CONCESSIONAIRES

- ___ Liquid Soap
- ___ Bleach
- ___ (2) 5-gallon covered water containers with spigot
- ___ 3 large plastic containers for utensil washing
- ___ Paper Towels
- ___ Sanitizer test strips
- ___ Plastic Disposable Gloves
- ___ Several extra serving spoons, spatulas, tongs, etc.
- ___ Cutting Boards
- ___ Hair Restraints (hat)
- ___ Plastic wrap for covering food
- ___ Pallets/striving for storage of food and single service items
- ___ Adequate amount of preparation surfaces that are easily washable
- ___ Plastic garbage bags
- ___ Equipment for heating water
- ___ At least 10 gallons of potable water
- ___ Byonet type food thermometer
- ___ Thermoscreening
- ___ Tubing/barris for retaining all wastewater

* ADDITIONAL GUIDELINES MAY APPLY TO THE TENNESSEE STATE FAIR

Note: Temporary permit fees are \$30 per establishment that will be collected in cash during the event.

For additional information contact:
Food Protection Services
Metro Public Health Department
311 23rd Ave North
Nashville, TN 37203
Phone: (615) 340-5620
Fax: (615) 340-2109
E-mail: steve.croster@nashville.gov

