

2020 NON-PROFIT Packet



Saturday, June 27th, 2020
11am-5pm

Summers Street, Slack Plaza & Brawley Walkway
Charleston, WV

What are we getting ourselves into?

THAT'S A FANTASTIC QUESTION. THE ANSWER IS SIMPLE-AN AWESOME TACO FESTIVAL HERE IN CHARLESTON, WITH THE CRAZIEST OF TACO LOVERS AND IT BENEFITS OUR LOCAL NON-PROFIT ORGANIZATIONS! YEAH, WE THINK ITS PRETTY AWESOME TOO!

EVENT LOCATION

Summers Street, Slack Plaza
Charleston, WV 25301

EVENT DATE & TIME

Saturday, June 27th, 11am-5pm

THE GIST

- * \$10.00 Admission for those over 12 at the gates.
- * Attendees buy tickets worth \$1 each to use for all food and drinks.
- * The tacos (on 4" tortillas) made by you will be sold for \$3.00 each.
- * Each team shall have no more than 4 tacos or similar foods that compliment tacos to sell. No food items should be sold for more than the cost of tacos.
- * Other items such as street corn, churros, etc will be offered as well.
- * You will also be competing for BEST TACO!
- * 90% of your food proceeds go right back to your Non-Profit!

FESTIVAL COMPONENTS INCLUDE

- * LIVE MUSIC STAGE
- * HOT PEPPER EATING CONTEST
- * TACO EATING CONTEST
- * DOG COSTUME CONTEST
- * BEER & MARGARITA BAR
- * TEQUILA TASTING EXPO
- * LUCHE LIBRE WRESTLING MATCHES
- * PIÑATAS IN THE PARK, A FUNDRAISER FOR LOCAL EDUCATORS!
- * KIDS ZONE!
- * VIP AREA
- * MORE TO COME!



Some Simple Math...

TACO TALLY:

Your tacos should include at least 2oz. of protein per taco. Basically, a Street Taco. We HIGHLY suggest you bring enough to produce at least 800 tacos. THIS IS JUST A BASE!! WE WILL UPDATE YOU ON TICKET SALES AND GIVE YOU A NEW BASE 30 DAYS OUT FROM EVENT DATE.

CONSIDER THIS EQUATION:

- * 1LB OF MEAT=8 TACOS WITH 2OZ. OF MEAT EACH
- * 800 TACOS= 100 LBS OF MEAT

NOW CONSIDER THIS:

- * YOU WILL KEEP 90% OF THE MONEY FROM YOUR TACO SALES!
- * 800 TACOS =\$2400.00 so you would get \$2160.00

Some Simple Tips...

TACO PREP

The more your team can prep before the event, the better. Marinating, brining, smoking, par cooking, sauces, garnishes, etc....all will help you on the day to move the taco-palooza lines that will never stop. The taco-lovers are relentless!

TACOS PER MINUTE (TPM)

Speed is the name of the game! The faster you execute (TPM) the more you sell and the more money you make. We anticipate a HUGE crowd! Last year we saw nearly 1000 attendees. We will only go up from there! We don't want you to say- "We could have sold more if we had more food or the manpower to do it, Ultimately, it's your call but we do recommend a powerhouse team from your organization to keep things going!

TACO SIZE

Hey listen, we're all for you serving a gigantic taco, but the crowd will be happy with a smaller street taco. Your product will go a lot further with 2oz. of protein. Everyone will be using the same 4" flour tortillas which we will provide to all participants. A limited supply of corn tortillas will be available to those with gluten sensitivities.

Some Suggestions & Requirements...

ITEMS TO CONSIDER BRINGING

- Pot Warmers
- Chafers
- Cutting board
- Squeeze bottles
- Knives
- Wet wipes
- Tongs
- Spatulas
- Pot Holders
- Aluminum Foil
- Plastic Wrap
- Trash Bags
- Bus Tubs
- Lexan Tubs for cold garnish
- Dish Rags
- Sponges
- Coolers
- Aprons
- First Aid Kit
- Booth Decorations (there will be a contest)
- Extension cords
- Extra chairs (you get 2 from us)
- Extra table (you get 2 from us)
- Ice (will also be available at event)

REQUIRED ITEMS

- Small Fire Extinguisher (2A Rated 5lb ABC AND A Class K if there are deep fryers present)
- Thermometer
- Gloves, Soap, Sanitizer, Paper Towels, Etc
- Hot water for cleaning (will be available on site)
- Hand Washing Station
- Health Permit
- Proof of Liability Insurance
- Application & Booth Fee of \$150.00 NO LATER THAN MONDAY, May 18th. There will be NO REFUNDS on any cancellations made after this date!

WHAT WE PROVIDE

- 10x10 tent
- 2 tables
- 2 chairs
- Table covering
- Signage
- 4" tortillas
- Hot Water
- Paper serving items
- An Awesome Time!
- Event Advertisement



The Competition...

OUR TACO COMPETITION IS SERIOUS STUFF. WE HAVE A TENT OF JUDGES WHO BLIND SCORE YOUR TACO TURN-INS TO ENSURE THE UTMOST IN UNBIASED AND QUANTIFIABLE SCORING.

TURN-IN TIMES

You will be assigned a turn-in time for your taco entries. A member of our staff will come to your tent to pick up your entries. Late turn-ins will receive penalty points.

COMPETITION BOXES

Competition tacos will be entered in an event-provided competition box with just a number on it. You will receive your boxes at the Participant's Meeting. DO NOT include your name or logo on the box as it is blind scoring. We do however encourage you to decorate your boxes to make them more appealing to the judges. Replacement boxes will not be provided if lost or damaged!

SCORING

Tacos will be based on three criteria:

- *Taste (40% of your score)
- *Presentation (40% of your score)
- *Execution (20% of your score)



AWARDS

Trophies will be awarded for 1st -3rd Places
1st Place & People's Choice Winner will receive cash prizes!

PIEDMONT ELEMENTARY SCHOOL IS THE CURRENT REIGNING TACO CHAMPION!



The Settlement...

TICKET SETTLEMENT

There is nothing worse than being exhausted from a hard-working day of taco-sliding, and just when you thought it was time to crack-a-beer, you realize you have to turn in your tickets and get paid.

Don't worry, we will have staff on hand in the Festival Office (Black Sheep on Summers Street) to make the process quick and simple!

In fact, we'll have a cold one waiting for you!

Load In & Load Out...

LOAD-IN//LOAD-OUT

Your area must be set up, staffed and ready for Taco-Topia by 10:00am. Load-In will be from 7:00am until 9:30am. Teams must enter off of Quarrier Street and check in at the Festival Headquarters located at 162 Summers Street. (Black Sheep Side Entrances) Festival Staff will load you up with necessary supplies and get you in the right direction. All vehicles must be removed by 10:00am. Vendor Parking (1 vehicle parking permit per booth) will be provided on Summers Street between Lee & Washington Streets.

Load Out is to begin **NO EARLIER** than 5:00 P.M.

VENUE GUIDELINES

1. No dumping on grass, streets, sidewalks, or bricks
2. Disposal of food must be in trash receptacles
3. Absolutely no drinking alcohol while working or wearing a wristband
4. It is the participant's responsibility to comply with Health Department rules and regulations

WRISTBANDS FOR VOLUNTEERS

Each team will be given (6) wristbands for entry

COOK'S MEETING

Mandatory 9:45am Event Day Meeting.

Here, you will receive any additional event information and health department inspection details.

Some FYI...

BELOW ARE THE RULES & REGULATIONS FOR THE CHARLESTON TACO FESTIVAL.

1. Some things in life can be negotiated. This set of rules is not one of them. However, things can always be interpreted in different ways, so Rule #1: the wording interpretations of these Rules and Regulations operate at the discretion of The Charleston Taco Festival. Their decisions and interpretations are final.
2. Let's try and keep the number of people on your team to around six. Each team must designate a chief cook and name him or her on the contest entry form. A chief cook cannot operate more than one team in the same contest. Chief cooks and team members can only cook for their designated team.
3. Each team will be assigned a cooking space. Grills, cookers, prep space, or any other equipment shall not exceed the boundaries of the team's assigned cooking space. All seasoning and cooking shall be done either in a licensed professional kitchen or within your cooking space. You can't just cook in the street, that's gross. Teams shall not share an assigned cooking space or cooking device unless payment in the form of tequila is exchanged between those teams.
4. Participants shall provide all needed equipment and supplies except for those that The Charleston Taco Festival provides. Charleston Taco Festival will provide electricity up to a point. That stuff's expensive, so check with the contest points of contact to see how much you'll get. Participants must adhere to all electrical, fire, and health codes. A fire extinguisher shall be within arm's reach at all times.
5. It is the responsibility of the Chief Cook to see that the team's assigned is clean and orderly during and after the event. That's a fancy way of saying, "pick up after yourself, we're all adults here."
6. The use of ANY tobacco products while handling tacos or inside your booth is strictly prohibited and will result in the immediate removal of your group.
7. All cooking devices and cooking space must be clean.
8. **NO STYROFOAM ALLOWED!**



CHARLESTON TACO FESTIVAL
Food Vendor Application (Non-Profit Organizations ONLY)

**DEADLINE FOR APPLICATIONS AND PAYMENT:
MONDAY MAY 18th , 2020
THERE WILL BE NO REFUNDS ON CANCELLATIONS AFTER THIS DATE!**

Non-Profit Name: _____

Non-Profit Tax ID: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Number of 10x10 Booths Requested: _____ x \$150.00= _____

Will you need electricity? (Please add \$50.00 if YES) _____

Total Amount Due To Black Sheep Enterprises: _____

PLEASE EMAIL LOGO TO INFO@TACOFESTWV.COM AS SOON AS YOU SUBMIT THIS FORM!

The undersigned agrees to abide by the official rules & regulations of Charleston Taco Festival.

Signed By: _____ Date: _____



CHARLESTON TACO FESTIVAL
Food Vendor Application (Non-Profit Organizations ONLY)

Please use this form to describe your PROPOSED menu items (no more than four) that you would like to sell at Charleston Taco Festival. You will be notified of Application & Menu Item Approval within 48 hours of receiving application. Street Corn, Bottled Water, Soda, Lemonade and Any Alcoholic Beverages are not allowed.

Please describe your first menu item in detail (toppings, etc):

Please describe your second menu item in detail (toppings, etc):

Please describe your third menu item in detail (toppings, etc):

Please describe your fourth menu item in detail (toppings, etc):



CHARLESTON TACO FESTIVAL
Food Vendor Application (Non-Profit Organizations ONLY)

Application CHECKLIST

- Completed Charleston Taco Festival Application
- Check or Money Order for Booth Space Made out to Black Sheep Enterprises
- Completed Non-Profit Health Permit Application
- Completed City of Charleston Business Registration/Mobile Vendor Application, if you had a Mobile Vendor Permit last year you will use the RENEWAL form. If you are a new vendor, you will use the BUSINESS REGISTRATION FORM. Choose option #9 on page three of application. You DO NOT have to have Fire Department Sign Off On Your Application! Call (304) 348-8024 with any questions.
- Check or Money Order in the amount of \$20.00 for Mobile Vendor Permit made out to the City of Charleston
- Completed City of Charleston Hold Harmless Agreement for Vendors
- Copy of your organization's 501C3 Status Letter
- Proof of Liability Insurance
- Signed copy of City of Charleston Fire Department's Outdoor Event Requirements
- Please be sure to email any logos to info@tacofestwv.com



KANAWHA-CHARLESTON HEALTH DEPARTMENT
108 Lee Street, East / PO Box 927
Charleston, WV 25323-0927
(304) 344-KCHD (5213)

NONPROFIT TEMPORARY FOOD FORM

§16-6-3. Hotel and restaurant defined; hotels and restaurants not subject to provisions of article.

For the purpose of this article, every building where food and lodging are usually furnished to guests and payment required therefore shall be deemed a hotel, and every place where food without lodging is usually furnished to guests and payment required therefore shall be deemed a restaurant. But the provisions of this article, except those of sections twenty and twenty-two, shall not apply to any hotel wherein there are fewer than ten bed chambers, nor to any hotel known as a "summer hotel" which is not open for guests from November fifteenth to May fifteenth. The provisions of this article shall not apply to temporary food sales, not exceeding two weeks in length, by religious, educational, charitable or nonprofit organizations.

I hereby certify that I have read and understand the above noted section of the WV Code.

I, _____ do hereby claim exemption from the requirements of the WV Food Service Sanitation Regulations. My organization's identity and status is:

- RELIGIOUS ORGANIZATION
- EDUCATIONAL ORGANIZATION
- CHARITABLE ORGANIZATION
- NONPROFIT ORGANIZATION

ORGANIZATION'S NAME _____

ADDRESS _____

TELEPHONE NUMBER _____

AGENT/REPRESENTATIVE _____

TAX EXEMPT ID# _____

AGENT/MEMBER

DATE

Administration		Clinic	Environmental	Epidemiology	Health Promotion		
Phone:	304.348.6191	Phone:	304.348.8080	Phone:	304.348.1088	Phone:	304.348.6193
Fax:	304.348.6821	Fax:	304.346.4756	Fax:	304.384.8149	Fax:	304.348.6821

BUSINESS REGISTRATION

City of Charleston
915 Quarrier St., Suite 4
Charleston, WV 25301
Phone: (304)348-8024
Fax: (304)347-1810
www.charlestonwv.gov



RTS ACCOUNT# _____
B&O: Yes / No
CSF: Yes / No
BL: Yes / No
License Fees _____
Penalty _____
TOTAL PAID _____
City Official Use Only

IMPORTANT: This is a four-page application. All applicable questions must be answered in order to properly classify business activities. Incomplete forms will delay the processing of your application.

Section I. General Information:

1. Company Name: _____
2. DBA: _____
3. Federal Employer ID Social Security Number*: _____
4. Physical Address of Business: _____
5. City _____ 6. State _____ 7. Zip Code _____
8. Physical Location Phone Number: _____
9. Contact Name: _____ Contact Email: _____
10. Contact Phone Number: _____ Fax: _____ Mobile: _____
11. Mailing Address: _____
12. City _____ 13. State _____ 14. Zip Code _____
15. Ownership Type:
_____ Proprietorship _____ Partnership _____ Corporation _____ Non-Profit _____ Other
(Include copy of 501 (3) (c))
16. Description of Business _____
17. Date Business Began Operation in Charleston _____
18. Do you have an employee(s) working out of their home that is located within the city limits of Charleston? Yes No
If you answered yes to question # 18, please provide a description of the employee(s) job duties: _____

19. Does this business own the property on which it is located? Yes / No

If not, who is the owner? _____

Owner's address _____

Owner's phone ## _____

20. Does your business contain vending machines? _____ If so, who is the owner and their address?

*****If you answer YES to Any of the questions below complete Pages 1 - 4 of this application*****
 If you answer NO to All of the questions below only complete Pages 1 & 2

21. Do you have a physical location in Charleston? Yes / No

22. Will you set-up a vending booth or bring in a motorized/non-motorized vending cart or vehicle in order to sell food or merchandise? Yes / No

23. Is this a Home Based Business: Yes / No **Home Based Business-** A business that is operated out of a personal residence.

24. Do you own more than 1 rental unit in the City of Charleston? Yes / No If Yes, how many units: _____

Please attach a sheet listing all rental property that you own in the City of Charleston.

List all principle officers, proprietors, partners or any individual owning more than 25% of the business:

Name _____ Social Security = _____

Address _____ Telephone = _____

Name _____ Social Security = _____

Address _____ Telephone = _____

Name _____ Social Security = _____

Address _____ Telephone = _____

Privacy Act Statement

Disclosure of a Social Security Number (SSN) to the City of Charleston is voluntary. If you do not wish to disclose your SSN, you may provide an alternative identification number. The City of Charleston solicits this information pursuant to West Virginia Code § 8-13-13 and the Charleston City Code. The City of Charleston will not disclose your SSN or any other information you provide to any other entity or party.

Authorized Signature of Business: By signing below, I do hereby certify and declare, under penalty of perjury, that the information furnished in this application is true, complete and accurate to the best of my knowledge.

 Signature of Business Owner or Authorized Agent

 Date

 Title

Section II. Business License Category: (Only complete this section if you answered yes to Question #21, #22, #23, or #24)

1. Select the appropriate license(s) for your business in **Part A**. All businesses with a storefront or a physical location within the City of Charleston are required to purchase a General Business License. Sales of beer or liquor or street vending activities require an additional license. If your business intends to sell beer or liquor, you **must** attach a copy of your WV ABCC License. If your business desires to engage in street vending in the downtown central business district, you **must** provide Proof of Liability Insurance in the aggregate sum of \$500,000, adding the City as an additional insured, and you **must** enter into a Hold Harmless Agreement with the City. Please be aware street vending is only permitted in designated areas. See street vendor rules and regulations and street vendor map for details.
2. Complete **Part B** in its entirety. If your business intends to sell or serve prepared food, you **must** attach a copy of your Kanawha County Health Permit. If your business desires to purchase gold, silver or other precious metals, jewels or other products, you **must** comply with the requirements of §18-863 of the Charleston Municipal Code to report your purchases to the Charleston Police Department. If your business intends to conduct door-to-door sales or engage in home solicitation, a \$3,000 surety bond **must** be posted for **each** sales representative.
3. Sign and date the application in Part C.

Part A:

General Business: (Prorated by quarter)

___ 0. GENERAL BUSINESS (\$20.00)

Beer - **Must** attach valid WV ABCC License
(Prorated by Quarter)

- ___ 1. Distributor (\$250.00)
- ___ 2. Dispenser (\$100.00)
- ___ 4. Class A Retail (\$100.00)
- ___ 5. Class B Retail (\$15.00)

Liquor - **Must** attach valid WV ABCC License (Prorated by quarter)

- ___ 6. Private Club Less than 1000 members (\$500.00)
- ___ 7. Private Club More than 1000 members (\$1,250.00)
- ___ 8. Fraternal, Veterans or Non-Profit Social Clubs (375.00)

Street Vending - **Must** provide Proof of Liability Insurance and enter into a Hold Harmless Agreement with the City. (Prorated by Quarter)

- ___ 9. Street Vending: Motorized/Non-Motorized Cart/Stand (\$20.00)

Part B:

A. Does your business purchase gold, silver or other precious metals, jewels or products? Yes / No
If yes, see City Code §18-863

B. Does your business sell? Beer: Yes / No Liquor: Yes / No If Yes, you **Must** attach your ABCC license

C. Does your business sell or serve prepared food? Yes / No If Yes, you **Must** attach a copy of your Kanawha County Health Permit

D. Does your business conduct home solicitations or door-to-door sales? Yes / No
If Yes, you **Must** post a \$3,000 surety bond for **each** sales representative.

Part C: Authorized Signature of Business: By signing below, I do hereby certify and declare, under penalty of perjury, that the information furnished in this application is true, complete and accurate to the best of my knowledge.

Signature of Business Owner or Authorized Agent

Date

Title

RES ACCOUNT # _____

City Official Use Only

Section III. Planning/Zoning & Property Certification:

It is the responsibility of each applicant upon an **initial** application for a city business license/registration to first ascertain inspection and approval for occupancy of the premises from the Planning/Zoning, Building and Fire Departments. **The information in the box below is for a new business, an existing business with a new owner, or an existing business in a new location within the City of Charleston.**

*****Do Not Write Inside This Box—For City Official Use Only*****

TO BE COMPLETED BY: ZONING/PLANNING DEPARTMENT

Phone Number: (304)348-8105

- 1 Was the business location previously occupied? Yes No
- 2 Is the proposed business a continuation of that previous type of business? Yes No
- 3 Has the applicant confirmed the zoning of this location? Yes No
- 4 Does this business conform to the current zoning code? Yes No
- 5 What is the Zoning District of this proposed business: _____
- 6 Applicable Section of the Zoning Ordinance _____
- 7 Has the Planning Office approved the proposed business? Yes No

If no, the reasons are as follows: _____

Approved By _____
Planning Official

Date _____

TO BE COMPLETED BY: BUILDING DEPARTMENT

PHONE NUMBER: (304)348-6833

Approved By _____
Building Official

Date _____

TO BE COMPLETED BY: FIRE DEPARTMENT

PHONE NUMBER: (304)348-8058

Approved By _____
Fire Department Official

Date _____

BUSINESS LICENSE APPLICATION

City of Charleston
915 Quarrier St., Suite 4
Charleston, WV 25301
Phone: (304)348-8024
www.charlestonwv.gov



**STREET VENDING
RENEWAL
2019-2020**

Approval Code: _____
Staff Associate Initial: _____
License Fees: _____
Penalty: _____
TOTAL PAID: _____
CITY OFFICIAL USE ONLY

Name of Business: _____
DBA: _____
Attn: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____

Please Note: This application is for the renewal of an existing license. If you are a new business or new owner of an existing business, you MUST complete the BUSINESS REGISTRATION APPLICATION.

Section I. License Category:

Street Vending – Proof of current Liability Insurance in the aggregate sum of \$500,000.00 with the City of Charleston listed as an additional insured must be submitted with the renewal application.

___ 9. Street Vending –Motorized/Non-Motorized (\$20.00)

Section II. Business Information:

A. Name of Business: _____
DBA: _____ Federal Employer ID/Social Security Number*: _____
Mailing Address: _____ City: _____
State: _____ Zip: _____ Phone Number: _____

B. Ownership Type: ___ Sole Proprietorship ___ Corporation ___ Partnership ___ Non-Profit ___ Other

*****Please attach list of all officers, directors, proprietors or any individual owning 25% or more of the business.*****

C. Name of individual preparing this application: _____ Title: _____
D. Phone number of preparer: _____ Email: _____
E. Description of your business: _____
F. Does your business sell or serve prepared food? Yes / No If Yes, you Must attach your 2019-2020 Kanawha County Health Permit

***Privacy Act Statement:** Disclosure of a Social Security Number (SSN) to the City of Charleston is voluntary. If you do not wish to disclose your SSN, you may provide an alternative identification number. The City of Charleston solicits this information pursuant to West Virginia Code § 8-13-13 and the Charleston City Code. The City of Charleston will not disclose your SSN or any other information you provide to any other entity or party. The City of Charleston requests this information to facilitate the verification of withholding and payment of service fees

Section III. Authorized Signature of Business: By signing below, I do hereby certify and declare, under penalty of perjury, that the information furnished in this application is true, complete and accurate to the best of my knowledge.

Signature of Business Owner or Authorized Agent Date Title

RTS ACCOUNT # _____ City Official Use Only

Section IV. Property Inspection: It is the responsibility of each renewal applicant to ascertain inspections and approval of the vending cart/truck from Building and Fire Departments. **Fire & Building Department Inspection Must be Obtained Annually.**

****Do Not Submit Application Without the Required Signatures****

TO BE COMPLETED BY: BUILDING DEPARTMENT	PHONE NUMBER: (304)348-6833
Approved By: _____ Building Official	Date: _____
TO BE COMPLETED BY: FIRE DEPARTMENT	PHONE NUMBER: (304)348-8058
Approved By: _____ Fire Department Official	Date: _____

Business License Renewal Application Instructions (Street Vending):

1. Select the appropriate license(s) for your business in Section I. You **must** provide Proof of Liability Insurance in the aggregate sum of \$500,000 with the City of Charleston listed as an additional insured. Please be aware street vending is only permitted in designated areas. See street vendor rules and regulations and street vendor map on our website: www.charlestonwv.gov for details.
2. Complete Section II in its entirety. If your business intends to sell or serve prepared food, you **must** attach a copy of your 2019-2020 Kanawha County Health Permit.
3. Sign and date the application in Section III.
4. Obtain Building & Fire Department Approval.
5. Mail the completed application with your total payment to the address below on or before **June 30, 2019**. If you have any questions with respect to your application, please contact the City Collector's Office at (304) 348-8024.

Return To:
Charleston City Collector's Office
Attn: Business Licensing
915 Quarrier St., Suite 4
Charleston WV 25301

Hold Harmless Agreement

THIS AGREEMENT, Made this ____ day of _____, 20 ____, by and between THE CITY OF CHARLESTON, WEST VIRGINIA, a municipal corporation, party of the first part, and _____, Vendor, party of the second part.

WHEREAS, the City of Charleston requires that an indemnity agreement be entered into with a street vendor as a condition of allowing the use of its public ways or park areas for street vending; and,

WHEREAS, the party of the second part has applied for a street vending permit; now therefore,

THIS AGREEMENT, WITNESSETH: That, for and in condition of the issuance of said permit and other good and valuable consideration, the party of the second part herein agrees that it shall indemnify and save harmless the party of the first part from and against all claims, suits, damages, costs, losses and expenses in any manner resulting from or arising out of the said street vending activity by the said party of the second part,

WITNESS the following signature:

THE CITY OF CHARLESTON, WEST VIRGINIA,
a municipal corporation,

By: _____
Lamont Moore
City Collector

Vendor

By: _____
Its _____

Taken, subscribed and sworn to before me this ____ day of _____,
20__.

My commission expires: _____.

Notary Public



Charleston Fire Department

808 Virginia Street, West
Charleston, West Virginia 25302
Telephone: (304) 348-8098
Jeff Jackson, Fire Chief (Provisional)



Requirements for Outdoor Events in the City of Charleston

Definitions

Cooking Booth – A booth where food is prepared by a heating or cooking process such as, but not limited to, grilling, frying, barbecuing, flambé, deep fat frying, baking, warming or boiling.

Mobile Concessions Stand – A mobile vehicle where food is prepared by a heating or cooking process such as, but not limited to, grilling, frying, barbecuing, flambé, deep fat frying, baking, warming or boiling.

Tent – A temporary structure, the covering of which is made of pliable material that achieves its support by mechanical means such as beams, columns, poles or arches, or by rope or cables or both.

Responsibilities

Event Sponsor – The Event Sponsor assumes overall responsibility for the set-up and running of the event and ensures compliance with Fire and Life Safety guidelines.

- The Event Sponsor shall provide a site plan to the Fire Prevention Bureau showing the following:
 - The names of all streets and areas that are included in the event
 - The locations of Fire Dept. access lanes (20 ft. minimum)
 - The locations of food vendors
 - The event sponsor shall notify each vendor on the Vendor List that they must be registered with the city of Charleston

The Event Sponsor shall distribute a copy of this guide to each vendor.

Event Vendor – Event Vendors are responsible for the safe operation of their booth, display or attraction. Vendors shall coordinate the event setup and take down with the Event Sponsor to ensure compliance with Fire and Life Safety regulations.

- The Event Vendor shall:
 - Keep Fire Lanes, Fire Hydrants, Fire Department Connections and building access clear and unobstructed.
 - **There SHALL be Minimum 10 ft. Separation between Vendors. NFPA 1:50.7.1.5**
 - Be prepared for a Fire Inspection starting 2 hours prior to opening for business.
 - Correct any violations prior to opening for business. Non-compliance shall result in that vendor not being allowed to operate and/or citation being issued.
 - Maintain all Fire and Life Safety requirements for the duration of the event.

Charleston Fire Dept. Fire Prevention Bureau – The members of Fire Prevention Bureau are responsible for inspecting the event prior to opening. They shall inspect all related aspects of the event. The event inspectors shall issue correction notices if required and re-inspect to ensure compliance.

- Fire inspections shall include, but not be limited to the following:

- Hot Food vendors
- Fire Dept. Access
- Access to hydrants, Fire Dept. Connections and Fire Control Rooms
- Event Egress
- Generators and propane tanks
- Assembly area/tents
- Pyrotechnics and open flame effects

General Requirements

Fire Hazards and/or Concerns

- Remove trash accumulations regularly
- No Open Flame Devices (except for cooking purposes) of any kind shall be present within the booth or any structure.
- There shall be no storage of flammable liquids within 10' of any booth, tent or structure.

Electrical Power

- Generators, if used, shall be kept at least 5' away from any booth and shall be protected from contact.
- When refueling generators, 10' clearance shall be maintained from any part of the event to include all booths, tents or structures. The generator shall be turned off while being refueled.
- Extra fuel shall be stored within a container that is correctly labeled and approved for such storage.
- Smoking and open flames shall be prohibited within 25' of refueling operations.

Cooking Booth Requirements

Construction Requirements

- All fabrics or membranes covering cooking booths shall be certified flame retardant in accordance with NFPA 701 or labeled with a California State Fire Marshal's seal.
- If the tent/canopy does not bear the California State Fire Marshal's seal, cooking with grills, deep fryers and commercial appliances cannot be conducted under that tent/canopy.
- All cooking devices shall be isolated from the general public by not less than 48" or must be protected by barriers between the device and the public.
- All commercial cooking equipment shall be placed on noncombustible surface material with a well stabilized cooking surface.
- Disposal of grease is required at the completion of the event in a manner in accordance with local DEP regulations. (This does not include dumping it down storm drains!)
- **All tents must be secured to the ground with weights to prevent damage during high winds.**

Propane Cylinders

- Propane cylinders shall be installed upright and shall be secured to prevent overturning and protected from any physical damage.
- Propane tanks shall be located so that they are not accessible to the public. Propane tanks shall be located at least 5' from any cooking equipment.
- Cylinders not connected shall be secured and stored away from any cooking operations
- **All Gas systems shall be inspected/tagged and tested annually by a Licensed/Certified 3rd Party. (Starting 2019)**

Fire Extinguishers

- All cooking vendors must have a minimum of one 2A rated 5 lb. ABC portable fire extinguisher.
- If cooking vendors are using deep fat fryers, a Class K extinguisher shall be required.
- All extinguishers shall be stored in a manner to be quickly accessible and kept safe from tampering.
- **All mobile concession stands using grills, griddles, deep fat fryers or any cooking device which produces grease laden vapors shall be equipped with a hood and fire suppression system as required by NFPA 96. All systems shall be serviced every 6 months and bear a current service tag.**

I have read and agree to comply with the "Requirements for Outdoor Events" in the city of Charleston.

Business: _____

Authorized Vendor Signature: _____

Date: _____