

Christmas on Main Street

Friday, December 7, 2018

- 6:00 p.m. to 8:00 p.m.

- Over 3,000 attendees

- Historic Downtown Main Street



Florence Community Services Department



Town of Florence, Town Clerk's Office
P O Box 2670 / 775 N. Main Street
Florence, Arizona 85132
Phone: 520-868-7574 or 520-868-7500
Fax: 520-868-7564
TDD: 520-868-7502
www.florenceaz.gov

Special Event Vendor Application Instructions:

Any participant wishing to be part of a Special Event is required to obtain a Special Event Vendor Permit for the event **prior** to the event. The fee is \$10.00 per event.

You may pay by debit/credit card by contacting the Finance Department at 520-868-7624.

The fee may be waived if you qualify for one of the exemptions listed below; and you may choose to apply for annual exemption if you have a valid business license.

Exceptions.

The only exceptions section shall be:

- (1) Non-profit educational institutions, fraternal and service clubs, bona fide religious organizations, and agencies of any federal, state or local governments.
- (2) Non-profit private clubs where a basic membership fee covers the cost of the use of facilities.
- (3) Fund-raising projects of non-profit and bona fide religious organizations, not conducted on a regular basis.
- (4) Rental Units of three or less, if in a Noncommercial Zoning District.
- (5) Sellers of agricultural produce grown within the Town limits by the seller.
- (6) Any hobby or craft sales in which the seller is the creator of a non-paid representative of the creator and for which the gross sales of each hobbyist and craftsperson shall not exceed \$3,000 in any 12-month period.

The Town will review each application on a case-by-case basis to determine exemption status.

The Vendor Permit must be posted in a conspicuous place during each event.

You must provide a copy of the annual permit to each event organizer for each event.

You are still required to pay any fee(s) as required by the organizer to participate in their event.



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SPECIAL EVENT VENDOR APPLICATION

Type of Permit:

☐ **SINGLE EVENT PERMIT ONLY**

Name of

Event: _____

Event

Date: _____

Transaction Privilege Tax or Social Security Number: _____

☐ **ANNUAL PERMIT ONLY**

Complete one below:

Tax Exemption #

Social Security #

Business License #

Basis for Exemption:

- ☐ Sellers of agricultural produce grown in Town by seller
- ☐ Handmade crafts with sales of less than \$3,000 in any 12-month period
- ☐ Non-Profit/Bona-fide religious organization
- ☐ Have existing Business License

Applicant Name: _____

Participant/Business/Organization Name: _____

Physical Address:

City, State, Zip: _____

Mailing Address:

City, State, Zip: _____

Phone Number: _____

Detailed description of what you will sell or services you will offer at the events: _____

BY APPLYING FOR THE ANNUAL EXEMPTION VENDOR PERMIT, I WILL:

- Provide copy of annual permit to each event organizer that I will attend.
- Post annual permit in a conspicuous place throughout each event.
- Notify the Town Clerk's Office of any changes within 15 days of change.
- Ensure that my permit is valid for the calendar year in which I am attending events.

PERMIT IS VALID FOR CALENDAR YEAR ONLY (JANUARY 1 – DECEMBER 31).

Applicant Signature: _____

Date: _____

TO BE COMPLETED BY TOWN CLERK'S OFFICE

Approved by: _____

Permit No. _____

Date Issued: _____

Town of Florence Community Services Special Event Vendor Application

Date: _____ Organization/Group Name: _____

Are you a non-profit* or for-profit organization? _____ Contact Name: _____

*You must be able to prove non-profit status.

Contact Number: _____ Email address: _____

Mailing Address: _____

Name and Date of Special Event (i.e. Halloween Carnival, Christmas on Main, Fishing Derby, July 4th, tournaments, etc.): _____

Description of Items to Be Sold: _____

What are the dimensions of your mobile unit or booth? _____ If this is your first time attending our events please submit a picture of your setup.

Is your food truck/booth on social media? Yes No

If yes, please provide a link to your page _____

VENDOR RULES AND REQUIREMENTS (PLEASE READ CAREFULLY)

1. Vendors must complete the full Community Services Special Event Vendor Packet.
2. **Food** vendors must submit the Application for Temporary Event Food Booth to the Pinal County Health Department. **IT IS YOUR RESPONSIBILITY TO CONTACT THE HEALTH DEPARTMENT TO FIND OUT THE DETAILS AND REQUIREMENTS FOR YOUR BOOTH. You must also follow the rules and health standards established by the Pinal County Health Department as described in your packet. This must be submitted a minimum of two weeks prior to the event. Vendors must also provide a received receipt as proof that application was submitted.**
3. Community Services staff will submit your Special Event Vendor Application and payment to the Town Clerk's Office at Town Hall. **The fee for this application is \$10.00 and must be paid upon submittal.**
 - a. If you're a non-profit organization or crafter, the \$10.00 fee may be waived by the Clerk's Office. You must submit a 501-C3 form along with this packet if this applies to you. These forms must be approved by the Town Clerk's Office.
4. Vendors will be assigned a space ahead of time, or in some cases, on the day of the event. There will be no changes of space location, unless authorized by our department.
5. Vendors must provide their own equipment including tables, canopies, etc.
6. Vendors must provide their own electricity by generator (if needed).
7. Vendors are required to keep booth and surrounding areas clean and clear throughout event.
8. Vendors will not be allowed to dump grease used for cooking on the grass.
9. Novelty vendors are not allowed to sell messy items such as stink bombs, poppers, etc.
10. Vendors will act in a professional manner and notify us of problems concerning the public.

Please state any additional requests to our Department (subject to approval): _____

***Sign below that you have read and completely understand the rules and procedures listed on this form:**

Signature: _____ **Date:** _____

***If approved, you will receive an approved copy of this form in the mail. Please bring it with you on the night of the event.**

For Department Use Only: Permit Approved: Yes No Date Approved: _____

Approved by (PRINT): _____ Signature Approval: _____

Special Requests Approved (list): _____

**Town of Florence Community Services
778 N. Main Street, P.O. Box 2670, Florence, AZ 85132
Ph: (520) 868-7589/ Fax: (520) 868-7591**



FOR OFFICE USE ONLY

EFT - _____

EHTB- _____

REC'D - _____

Environmental Health Services Temporary Food Booth Application

(This application is not typically considered unless it is in conjunction with an approved special event.)

Name of Event: _____ Dates of Event: _____

Location: _____

Provide a map of the location of your food booth at the event.

Temporary Food Booth Information

Name of Food Booth: _____

Owner or Corporation Name: _____

Owner or Corporation Address: _____

Owner or Corporation Phone: (_____) _____ Email: _____

I hereby consent to inspection by Pinal County Environmental Health Services. I acknowledge that receipt and retention of this Permit depends on compliance with Law.

Signature of Applicant: _____ Date Signed: _____

List all food and beverages that will be served from the booth at the event.

Main Dishes/ Side Dishes	Condiments	Snack Foods	Beverages

Food may not be prepared at home or in a non-permitted facility.

Where will the food be prepared? ☐ On-site in the Booth ☐ Permitted Establishment

Name of Establishment: _____ Phone #: _____

Address: _____ Permit #: _____

How will cold food be kept below 41° F? (e.g., meats, poultry, seafood, dairy products)

☐ Ice Chest # _____

☐ Refrigerator

How will food be kept above 130° F? (cooked, ready to serve meat, poultry, rice, vegetables, etc.)

* Wood Fires may be used for cooking, but not hot holding

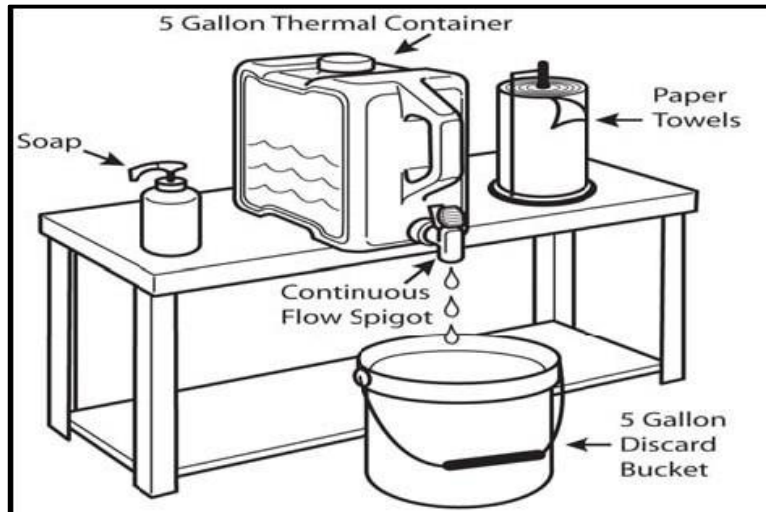
☐ Electric Roasters # _____

☐ Propane Stove Burners # _____

ENVIRONMENTAL HEALTH SERVICES

P.O. Box 2945 Florence, AZ 85132 T 520-866-6864 FREE 866-960-0633 F 520-866-7066 www.pinalcountyaz.gov/ehs

Hand-washing facility inside booth must consist of:



Utensils, cutting boards, etc. must be washed, rinsed, and sanitized in a three compartment sink setup.

*Formula for sanitation solution: one (1) tablespoon of fresh bleach for every gallon of water

Food Booth Enclosure/Concession Trailer:

- ☐ Food Booth (With screening, overhead covering and floor)
- ☐ Tent (screening on 4 sides, covered ground, concrete pad, or asphalt, overhead covering, and 1 door)
- ☐ Concession Trailer or Mobile Food Unit

Water Supply: _____

Wastewater Disposal: _____

Power Source: _____

A.R.S § 11-1604. Prohibited acts by county and employees; enforcement; notice

- A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.
- D. A county shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.
- F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.



FOR DEPARTMENTAL USE ONLY

Special Event Name: _____ Special Event Number: EFT- _____

Date Application Submitted: _____ Application Received By: _____

Lawful Presence Determined By: _____

Reviewed By: _____ Date of Review: _____

Permit Number: EHTB- _____ Date Assigned: _____

Approval: ☐ Recommended ☐ Denied

Notes (Reason for Denial): _____

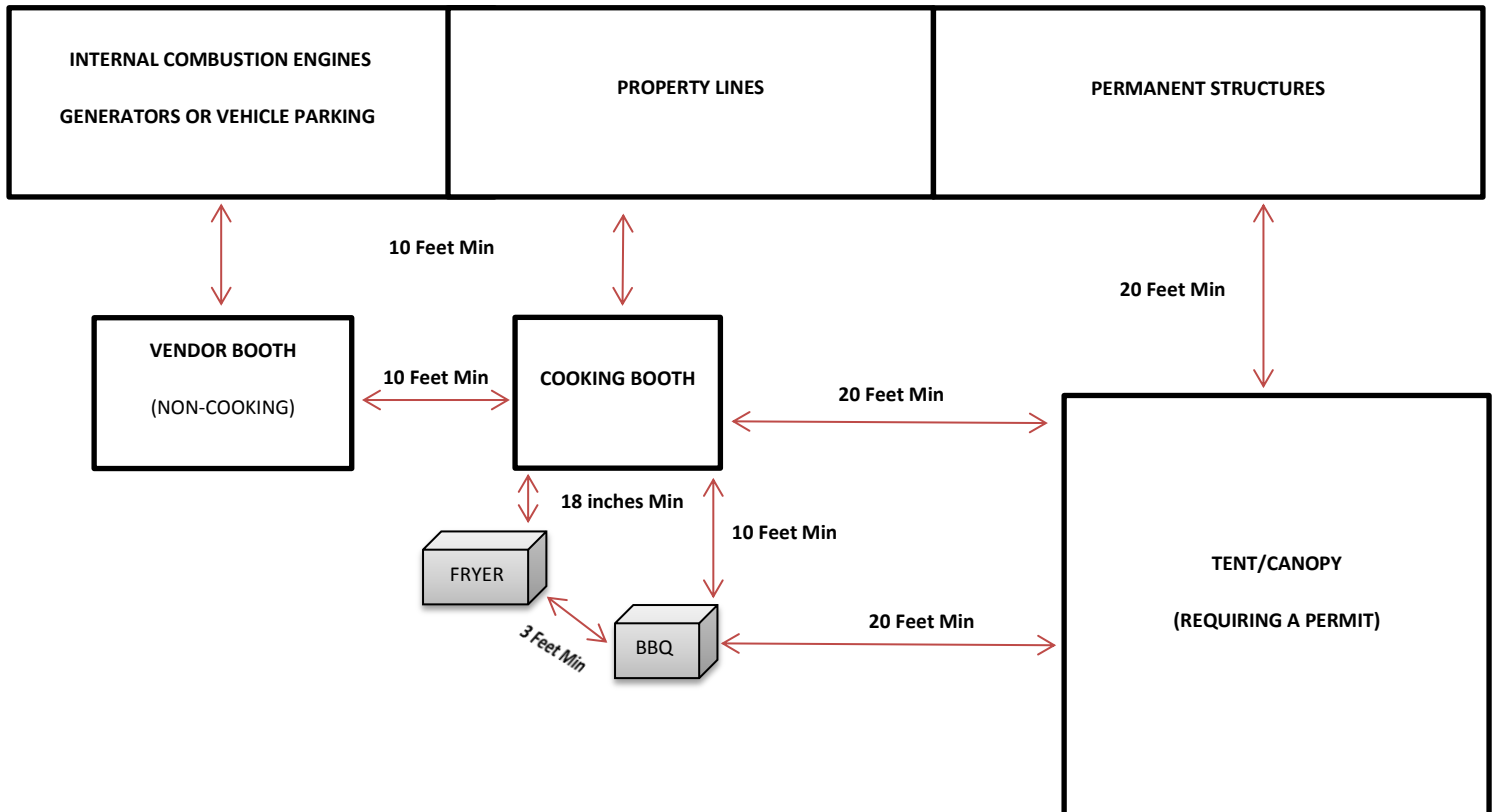
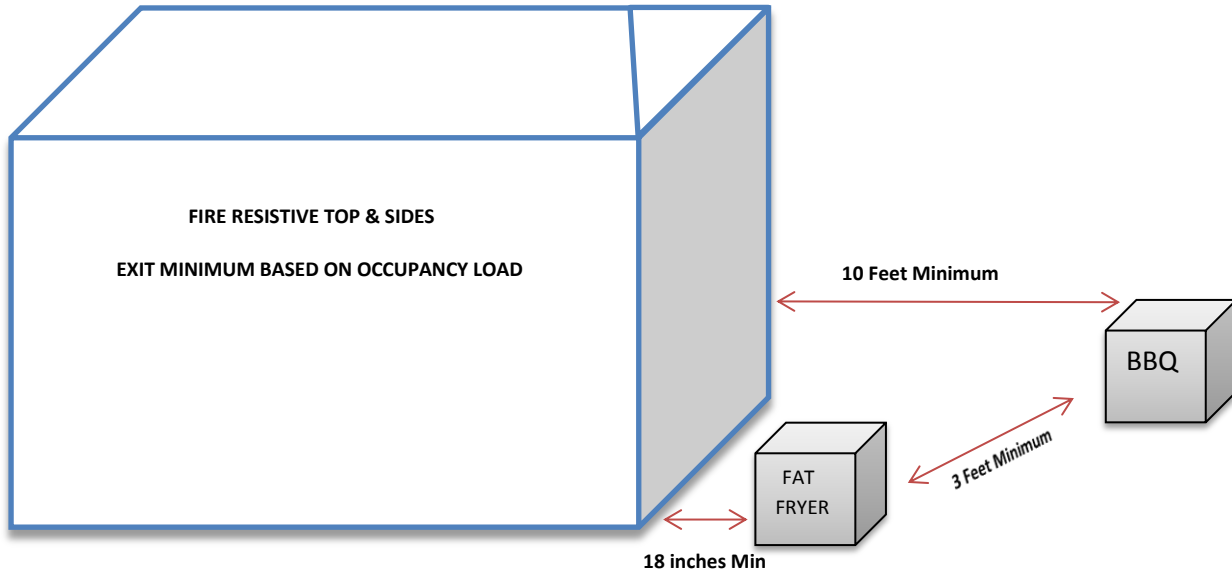


Fire & Life Safety Division

FESTIVAL COOKING BOOTHS DIAGRAM

Promoting fire and life safety awareness for our citizens, firefighters, and business owners.
72 East First Street P.O. Box 2670 Florence AZ. 85132.
Administration Office: 520-868-7609 Fax 520-868-7644

EXAMPLE DIAGRAM





Fire & Life Safety Division

FESTIVAL COOKING BOOTHS DIAGRAM

Promoting fire and life safety awareness for our citizens, firefighters, and business owners.
72 East First Street P.O. Box 2670 Florence AZ. 85132.
Administration Office: 520-868-7609 Fax 520-868-7644

EXAMPLE DIAGRAM

Cooking / Concessions Booths

- Vendor booths where cooking is performed shall not be located within 10 feet of other Vendor booths or combustible material.
- Electronic warming/cooking devices which do not create grease vapors may be used within cooking booths/tents, but must be separated from combustible materials.
- Refer to Festival Cooking Booth Diagram for the use of wood, charcoal or Deep fat fryers.
- An approved fire extinguisher shall be provided within 30 feet of all cooking equipment.
- Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.



Fire Prevention Division

FIRE CODE REGULATIONS & GUIDELINES

Promoting fire and life safety awareness for our citizens, firefighters, and business owners.
72 East First Street P.O. Box 2670 Florence AZ. 85132.
Fire Prevention Administration Office 520-868-7609 -Fax 520-868-7644

Number:	12-104.1		
Subject:	Mobile Food Units		
Code:	2012 International Fire Code	Section:	104.1
Effective Date:	JAN-2012	Revision Date:	N/A

All mobile food vehicles require a permit issued by Pinal County, Please visit <http://www.pinalcountyz.gov/environmentalHealth> for more information.

Fire Inspections of mobile food vehicles which are temporarily or permanently stored on a property where food items are processed or prepared and sold to the public shall comply with the 2012 International Fire Code and current N.F.P.A Standard.

1. Type I hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors. Commercial kitchen exhaust hoods shall comply with the requirements of the International Mechanical Code, and be inspected every six months by a contractor.
2. An approved **2A:20B:C** rated dry chemical fire extinguisher shall be provided within 30 feet of deep fat fryers using animal fat oil. An approved **Class K** rated fire extinguisher shall be provided within 30 feet of deep fat fryers using vegetable oils.
3. DOT cylinders are required to be requalified every 5-12 years. Please refer to the attached propane cylinder document.
4. Liquefied petroleum gas. A maximum of two LP-gas containers with a total aggregate water capacity of 25 gallons is permitted at one mobile food vehicle.
5. Hoses shall be designed for a working pressure of 350 psig with a safety factor of 5 to 1 and shall be continuously marked with LP-GAS, PROPANE, 350 PSI WORKING PRESSURE, and the manufacturer's name or trademark.
6. Hose assemblies, after the application of couplings, shall have a design capability of 700 psig. Hose assemblies shall be leak tested at the time of installation at not less the operating pressure of the system in which they are installed and will be soap tested at each inspection.
7. Mobile food vehicles shall not be located within 20 feet of tents, canopies or membrane structures.

ATTENTION.

Food Truck Operators

Are you aware that your compressed gas cylinders must be inspected?

Cylinders are required to be requalified, or replaced every 5-12 years depending on the cylinder type, condition, and previous qualification method (Ref. 49 CFR §§ 180.205(d) and 180.209).

The original manufacture/test date and any requalification/retest dates must be presented in a specific manner. Cylinders that are overdue for requalification must not be refilled.

If propane tanks are manufactured to ASTM Standards and built into the truck's body making it difficult to remove, then these tanks are exempt from the DOT reinspection requirements.

For more information, contact the Hazmat Info-Center: 1-800-467-4922.



RIN number identifying retester/requalifier

7 ^{A1}/₃₂ 14

Month last Year last
requalified requalified

Requalification Date

Original Manufacture/ Test Date

If no requalification markings are found, the cylinder must be requalified within 12 years of the original manufacture date. (Must be requalified by 5/2017 in this example)



U.S. Department
of Transportation
Pipeline and
Hazardous Materials
Safety Administration



Volumetric Test.

Basic Marking. Must be requalified within 12 years of stamped date (Must be requalified by 7/2026 in this example)



Proof Pressure Test.

"S" indicates cylinder must be requalified within 7 years of stamped date (Must be requalified by 7/2021 in this example)



External Visual Test.

"E" indicates cylinder must be requalified within 5 years of stamped date (Must be requalified by 7/2019 in this example)

If cylinder is out of test find an approved requalifier to requalify your cylinder. A list of DOT approved requalifiers is available from the PHMSA website:

<https://portal.phmsa.dot.gov/rinlocator>