

**HAMPDEN-SYDNEY COLLEGE**  
 Food Vendor Application – Virginia Department of Health



Prior to completing this form, please read the Hampden-Sydney College Food Vendor Application, Contract and Waiver. Please print, complete, and submit this form to the VDH address below.

CATERER/VENDOR INFORMATION					
Last Name		First		Date	
Business/Trade Name		Who will be responsible for your food service on event day?			
Mailing Address				Apt/Unit #	
City		State		ZIP	
Phone		E-mail Address			

Please be sure you include:

- Virginia Department of Health Application for Temporary Restaurant Permit
- Appropriate Department of Health fee. Please make payment to VDOH or a copy of receipt for previous payment. Non-profit organizations, civic groups, and churches are exempt.

Mail this complete packet and the required VDH fee to:

Virginia Department of Health  
 Attention – Mr. Paul Hill  
 Hampden-Sydney College Food Vendors  
 111 South Street, First Floor  
 Farmville, VA 23901

**Virginia Department of Health  
Piedmont Health District  
111 South Street, First Floor  
Farmville, VA 23901  
434-392-3984 (Office) 434-392-1038 (Fax)**

**APPLICATION FOR TEMPORARY RESTAURANT PERMIT**

**TO BE SUBMITTED AT LEAST 14 DAYS PRIOR TO EVENT  
FAILURE TO PROVIDE THE FOLLOWING INFORMATION MAY DELAY THE  
PROCESSING OF YOUR APPLICATION.  
(PLEASE PRINT OR TYPE)**

**Date of Application:** \_\_\_\_\_

**Name of Organization or Individual:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Representative:** \_\_\_\_\_

**Telephone #'s: work** \_\_\_\_\_ **home** \_\_\_\_\_ **cell** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Dates of Operation:** \_\_\_\_\_ **Time(s)** \_\_\_\_\_ **to** \_\_\_\_\_

**Type of Food Facility:** \_\_\_\_\_  
(Beverage Wagon, Booth, Tent, Kitchen, etc.)

**Vendor Fee- \$40 per event or \$40 for the year must be included with application.**

**Churches, fraternal, school & social organizations, volunteer fire departments & rescue squads are exempt from the vendor fee.**

**Water Service** \_\_\_\_\_ **Sewage Disposal** \_\_\_\_\_

**Solid Waste Disposal** \_\_\_\_\_ **Liquid Waste Disposal** \_\_\_\_\_

List all food & beverage items below. (Use separate page for additional information)

Food/Beverage	Source Address	Where Prepared	Methods of Preparation, Serving & Equipment used
Example: Hamburgers Tomatoes & onion	Food Distributor Local Market	On site On site	Cooked to 170°F & held in pan on grill. Washed, sliced & held in cooler.

Hand Washing Methods	Condiments How Served	List All Utensils, How Cleaned, Describe Sanitizer	Refrigeration Type	List All Cooking Equipment
Example: Soap, water, towels	Prepackaged mustard, ketchup, etc.	Tongs, spatula, knife, ice scoop Bleach & water sanitizer	Cooler with ice & thermometer	Electric grill, steam table, deep fat fryer, hot plate

Please call us prior to the event to verify the status of your application & notify us of any changes in your application. (example: additional menu items)

**CERTIFICATION**

I have read the attached instructions, understand them, and will comply with their requirements. I understand that failure to comply may result in a permit not being issued or permit suspension, as per Food Regulations adopted 2009.

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date