



Town of Orange Park

2042 Park Avenue, Orange Park, FL 32073

(904) 264-9565 Fax: (904) 278-3033

Events & Recreation Department

Food Vendor Document Requirements

Revised: 2/17/2017

The following are non-negotiable requirements for any food vendor to participate in Town events or events occurring on Town property. Any cost associated with acquiring these documents is at the sole expense of the applicant and in addition to any pad fees paid to the Town or the event organizer. Failure to provide the correct documentation will result in denial of participation in the current event and possibly future events.

1. Business License:

- a. Issued by the State of Florida Department of Business and Professional Regulation.
 - i. This document has the state seal, your permit number, a QR code and a water mark.
- b. Documents **NOT** accepted:
 - i. City of Jacksonville street vendor permit or mobile food permit
 - ii. Expired license
 - iii. A copy of your application or renewal
 - iv. Any other document that is not what is described above.

2. Certificate of Insurance (COI) for Commercial Liability Insurance proving the following:

- a. Commercial general liability insurance with minimum limits of \$1,000,000 per occurrence.
- b. Workers compensation insurance as required by all applicable laws.
 - i. Businesses exempt from this requirement must provide a letter on company letterhead stating their qualification for the exemption.
- c. Food Trucks must prove automobile coverage.
- d. The certificate must indicate that the policy carries an endorsement which names the Town, and its Council, directors, officers, agents and employees as additional insureds.
- e. The Certificate Holder Box must contain:

Town of Orange Park
2042 Park Ave
Orange Park, FL 32073.
- f. Description of Operations Box must indicate the name, date and location of the event.

All food vendors must also comply with the Town of Orange Park Fire Marshal's requirements found below. The fire marshal will inspect your booth or truck during event setup. The fire marshal has the authority to shut down your operation if you are not in compliance. Should this occur, there will not be anything the event manager or organizer can do to assist you.

1. The Authority Having Jurisdiction (AHJ*) shall conduct any inspections that are required prior to occupying all permitted tents/portable structures in the town.

2. **2A-10BC Portable Fire extinguisher shall be (REQUIRED).** The extinguisher must be certified by a company licensed to do so by the state of Florida. Fire Extinguishers shall be furnished and maintained in tents in such quantity and in such locations as directed by the (AHJ).
3. Tents shall be permitted on a temporary basis. They shall be erected to cover not more than 75% percent of the premises, unless otherwise approved by the (AHJ).
4. Tents with enclosed sides are required to have emergency lighting and exit signage.
5. All tents/canopies require a certification of flame resistance. If you have any questions regarding this matter contact The Town of Orange Park Fire Prevention Bureau.
6. All temporary wiring shall meet electrical code. (NFPA 72)
7. Electrical cords shall be labeled and of sufficient size to handle the electrical load. The cord shall also be designed for outdoor use; **spliced or repaired electrical cords are not allowed.**
8. Only labeled (U.L. listed) heating devices may be used. Fuel fired heaters and their installation shall be approved by the (AHJ).
9. Containers of liquefied petroleum gases (LPG) shall be installed not less than (60 inches) from any tent and shall be properly secured and in proper working condition. (i.e. No rust, dents or damage of any kind).
10. All cooking tents shall be separated by a minimum of 8 feet from other tents. No assembly is allowed in or under cooking tents.
11. Electric, gas and charcoal grills are permitted. (Metal coal collection containers are required for grills emitting ashes).
12. Any area set up for cooking purposes shall be inspected and approved by the (AHJ) before you may start up any cooking equipment.
13. If cooking includes frying or producing grease laden vapors, a **Class K fire extinguisher shall be (REQUIRED).** Depending on the cooking equipment used a hood suppression system may also be required.

Florida Fire Prevention Code 5th –

50.2.1.9* Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with NFPA 96 or this chapter unless otherwise exempted by the AHJ in accordance with 1.3.2 of NFPA 96. [96:4.1.9]

50.4.4.3* Automatic fire-extinguishing systems shall comply with ANSI/UL 300, Standard for Fire Testing of Fire Extinguishing Systems for Protection of Restaurant Cooking Areas, or other equivalent standards and shall be installed in accordance with the requirements of the listing. [96:10.2.3]

14. Smoking shall not be allowed in or under any tent or similar structure in areas where cooking or food consumption takes place and shall be posted as such.
15. The above information has been obtained from the Florida Fire Prevention Code 5th Edition and the National Fire Protection Association (NFPA) 1 & 101. If you have additional questions concerning this or any other fire code requirement, you may contact the Orange Park Fire Prevention Bureau at (904) 278-2083.

These guidelines are not all inclusive, additional requirements or resources may be needed based on past experience with the type of event scheduled and/or other regulatory agencies. You must also understand by not following the above rules and regulations you will be asked to close your area.

*AHJ – Town of Orange Park Fire Marshal (Sec. 10-9(b))