



CONCESSIONAIRE GUIDELINES

"Red Hills Food Court"

**Event Dates: March 14, 15 and 16, 2008
Elinor Klapp-Phipps Park
Miller Landing Road -- Tallahassee, Florida**

***"Only authorized licensed food vendors shall be permitted to operate on City property or facilities during a special event or a City sponsored Event."
Red Hills Horse Trials is City-Sponsored and located on City-managed property.***

1. Concessionaires will be assigned space by event coordinators. The fee is **\$350** for this space. There is **no** commercial power at the Park. Red Hills will be using several large generators and electricity to Concessionaire space can be provided for a usage and hookup fee of **\$30 per 120 volt, 15 Ampere duplex outlet circuit. Vendors must provide their own heavy duty power cords pre-labeled.**

With the approval of Red Hills Grounds Operations and the Fire Marshall, Concessionaires may use their own generators. The criterion for approval is safe operation, presence of a valid fire extinguisher, and 'unobjectionable' noise.

2. Concessionaires may set-up: **Thursday from 2 p.m. to 5 p.m. to be in place by 8:00 a.m. Friday.**

The Horse Trials will take place over the three days (March 14 - 16) from 8:00 a.m. until 5:30 p.m. daily. During Horse Trials hours there will be NO vehicular traffic in the Concession area. However, Red Hills staff will be available, with utility vehicles, to assist in transporting supplies to the Concession area. Concessionaires' booths shall remain open and staffed during these hours.

Concessionaires must leave the Park Sunday, March 16, by 6 p.m. leaving booth area clean.

3. There is **no facility water** available on grounds for Concessionaire use. **Ice will be available** for purchase.

4. Concessionaires will adhere to the enclosed City of Tallahassee Fire Safety Guidelines.

5. Concessionaires will provide a certificate of insurance showing that they have General Liability coverage, including Products Liability and Worker's Compensation Coverage.

6. Security will be provided throughout the event, including nights.

7. Parking passes, which will admit Food Concessionaires and their staff, will be provided prior to the Event.

8. Concessionaires are responsible for complying with all sales tax requirements. Red Hills Horse Trials Inc. or the City of Tallahassee assume **no** responsibility in this regard.

9. All Concessionaires must have a fire extinguisher with a current state tag and First Aid Kit at all times.

11. All Concessionaires must have a covering over their food preparation and cooking areas.

12. All Concessionaires must adhere to the enclosed Health Department guidelines.

"Red Hills Horse Trials, Inc., reserves the right to unilaterally determine the acceptability of any Red Hills Food Court Application ("Application") submitted. All decisions are final. In the event that your Application is not accepted, any monies submitted will be returned."

**P.O. Box 14869 Tallahassee, Florida 32317
(850) 580-4020 * FAX (850) 580-4019
Email: RHHT@embarqmail.com
Web: www.RHHT.org**



CONCESSIONAIRE APPLICATION "Red Hills Food Court"
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Elinor Klapp-Phipps Park -- Miller Landing Road --Tallahassee, Florida

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Concessionaire Name _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ Email: _____

Telephone(s) Home _____ Work _____ Cell _____ Fax _____

Menu offered and fee list (or attach separate sheet) _____

[Note: Red Hills' Beverage Distributor for the event is Coca Cola. All vendors' products for sale MUST be purchased through Red Hills. Any additional beverages for sale must be approved by the Vending Committee.]

Bus/Trailer description and size _____

Source of Power (electric not provided) _____

Source of Water (water not provided) _____

FEES: \$350 _____ After 1/31/08 Fee will be: \$375 _____

In addition, please reserve: ____ 120 Volt electric service @ \$30 per 15 Amp circuit \$ _____

Note: Generator power is provided from Ground Fault Interrupter (GFI) circuit breakers and outlets. Your electrical load MUST be GFI-compliant. If it is not, you will not have power! Also, the location of your concession will be determined by Red Hills in order to insure you have the power you paid for. Others may not use your assigned electrical outlet(s), and you may not acquire power from others. Red Hills electricians will help you with setting up your power connections. Please do not under-estimate the power you need.

TOTAL ENCLOSED \$ _____

Number of Parking Passes required: _____

Please mail: Care of: Food Concessions Chair

- Application
- Check -- Payable to: Red Hills Horse Trials, Inc.
- Signed Liability Disclaimer
- Certificate of Insurance
- License

Contact: **Red Hills Horse Trials**
P. O. Box 14869
Tallahassee, Florida 32317
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**Red Hills Horse Trials, Inc.
Liability Disclaimer**

The Red Hills Horse Trials, Inc. does not provide liability insurance for the protection of participants, spectators, merchants, or others who participate in the Red Hills Horse Trials activities.

In consideration of being permitted to participate in such activity the participant does hereby release and forever discharge the Red Hills Horse Trials, Inc. its officers, officials, employees, and agents, jointly and severally from any and all actions, causes of action, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by participants, merchants, spectators, or others in consequence of participating in the Red Hills Horse Trials activities. This waiver and release expressly includes any action, cause of action, claim or demand based upon any act, omission or negligence by the Red Hills Horse Trials, Inc. its officers, officials, employees or agents.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences thereof, as well as those now disclosed and known to exist. The provision of any state, federal local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages which are unknown or unsuspected to the person executing such release at the time of such execution, are hereby expressly waived.

I do hereby agree on behalf of my heirs, executors, administrators, and assigns to indemnify the Red Hills Horse Trials, Inc. its officers, officials, employees and agents, and all members and officials of the Red Hills Horse Trials, Inc. jointly and severally, and to hold the same harmless from and against any and all actions, claims, demands and liabilities, loss, damages and expense of whatever kind or nature, including attorney fees, which may at any time be incurred by then or claimed against them by reason of my participation in the Red Hills Horse Trials, Inc.. This hold harmless and indemnity provision expressly includes any actions, cause of action, claim or demand based upon any omission or negligence by the Red Hills Horse Trials, Inc. its officers, officials, employees or agents.

**Name of
Organization:** _____
Participant(s) _____

Participant(s) _____

Signature(s): _____
Signature(s): _____

**Address, City, State,
Zip** _____

Telephone: _____ **Date** _____

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CITY OF TALLAHASSEE FIRE SAFETY GUIDELINES - 2008

It will be the responsibility of each vendor to ensure the safe operation of any charcoal or LP gas generated fire on the premises. Any person(s) cooking or utilizing an open flame shall be instructed on these and any other applicable fire safety regulations and on what to do in case of an emergency.

The City of Tallahassee's Safety Officer, as well as Fire Inspector(s) may inspect any vendors for dangerous or hazardous conditions or materials. They may order any person(s) to remove or remedy such dangerous or hazardous condition or material. Failure to comply with such requests for removal or remediation shall result in the removal of the vendor from the event premises, and may result in further legal action.

The following are minimum fire safety standards and guidelines which must be observed by all vendors during festivals and special events sponsored or co-sponsored by the City of Tallahassee.

All vendors utilizing an open flame shall at all times have on site a fully charged and certified fire extinguisher with tag showing and a minimum I OBC rating.

No flammable liquids will be allowed into an area where an open flame exists. This includes charcoal fires which have already been ignited through use of a fire starter liquid. To enhance a charcoal or wood base fire, the vendor should add additional charcoal or wood as opposed to using "starter" to quicken the process.

No gasoline is permitted on site to re-fuel gas powered generators. Generators should only be filled when cold, and should have a gas tank capacity sufficient to power the generator for the duration of the event. Generators are not permitted at events which are held during the evening hours.

LP gas cylinders must be in good general condition. The cylinders must be approved for LP gas use, leak free, properly painted, properly requalified with requalification dates marked clearly on the cylinder. The cylinder footings must be in good condition and must be marked clearly on the cylinder. The cylinder footings must be in good condition and must have the protective collar (or cap) in place, especially while being transported and moved into position. All cylinders not connected for use must have an effective seal in place in the service valve opening, unless equipped with a quick connect coupling.

LP gas cylinders shall be installed upright (relief valve in communication with the vapor space of the container) and shall be secured to prevent overturning and protected from physical damage. Cylinders not connected shall be stored away from areas of excessive heat, unless a part of an approved appliance package (barbecue grill, etc.). Cylinder shall be located at least 5 ft. away from ignition sources. The cylinder relief valves shall be positioned in a direction away from public exposure and other nearby cylinders.

All LP gas equipment, including pressure regulators, gas hose(s), gas tubing and appliances, shall be in good condition and approved for the intended service.

All LP gas equipment shall be installed and utilized in accordance with manufacturer's recommendations and operating instructions. The pressure regulators shall be tested for proper operation. All piping, tubing, hose, etc., shall be tested and proven leak free prior to use. When a re-connection is made, such as replacing an out-of-gas cylinder, the connection shall be retested and leak free. All appliances shall be maintained at a proper clearance to combustible materials and shall be properly protected from overturning. Care shall be taken to prevent contact burns. Gas hose(s), tubing or other piping shall be installed as to be protected from physical damage. Such piping shall not constitute a tripping hazard.

There will be a safety inspection prior to the opening of your booth. If you have any specific questions concern Florida's LP gas laws, rules and regulations, please contact the Bureau of LP Gas Inspection at 921-8001. If you have any other questions related to fire safety, please call the Fire Prevention Bureau at the Tallahassee Fire Department 891-630 or the city's Safety program coordinator - Leroy Miles 545-2604

For HRS-LEON COUNTY PUBLIC HEALTH UNIT, ENVIRONMENTAL HEALTH REQUIREMENTS FOR FOOD BOOTHS AT TEMPORARY EVENTS

Food Service

The Leon County Public Health Unit (LCPHU), under the authority of the Department of Health (DOH) is responsible for regulating licensed and non-licensed food service establishments, food vending establishments, food catering establishments, food concessions, and residential food service for the FSU main campus.

LCPHU conducts inspections in conjunction with EH&S in an effort to ensure that each establishment is properly designed, built and equipped for its intended purpose; has a safe water supply and waste disposal system; obtains food supplies from approved sources; and maintains food free from contamination and at safe temperatures.

Temporary Food Sales

Temporary food sales are defined as the sale or offering of food to the general public, which includes the general student body, not to exceed 18 days in conjunction with a single event or celebration. Temporary food sales do not include concessions associated with athletic events. They include, but are not limited to, soft drink sales, lemonade stands, snow cones, and the like. Temporary food sales are conducted at portable booths, stands or tables. All temporary food and drinks sold must be obtained from and prepared and packaged by an approved source (food store, bakery, restaurant, caterer, or food distributor which has been approved by the local health authority). No temporary food or drinks from an individual family living unit shall be distributed on campus.

EH&S conducts the random inspection of temporary food sales.

Standards governing these facilities include Florida Administrative Codes:

- Chapter 64E-11 Food Hygiene, Department of Health
- Chapter 6C2-2.013 Commercial Solicitations
- Chapter 6C2-2.007 Use of Campus Facilities

YOU MUST VISIT THE FOLLOWING WEBSITE AND REVIEW THE REQUIREMENTS.

PLEASE PRINT THEM AND SIGN AT THE BOTTOM THAT YOU HAVE READ THEM.

http://www.myfloridalicense.com/dbpr/hr/forms/documents/application_packet_for_food_service_license.pdf

Food vendors who have questions regarding licensing please contact BPR Customer Contact Center at 850-487-1395.