



## 35<sup>th</sup> Annual Bread & Roses Heritage Festival

Monday, September 2, 2019 | Labor Day | Lawrence, MA

# FOOD VENDORS

Welcome to the Bread & Roses Heritage Festival, a FREE, open-air, labor and social justice festival, held every year on Labor Day in Lawrence!

Thank you for your interest in becoming a vendor!

**This packet includes:**

- Vendor Agreement
- Food Vendor Application
- Temporary Food Permit

**You must be prepared to provide:**

- ServeSafe Certificate
- Allergen Awareness Certificate

**Note, this year's application deadline is July 29<sup>th</sup>, 2019**

## Vendor Agreement

I, the undersigned vendor, hereby agree as follows:

- That I will **not sell and/or distribute items different from those specifically listed** on my application without prior written permission of the Festival Vendor Coordinator;
- That I will **sell and/or distribute items ONLY in the location designated** and assigned to me by the Festival Vendor Coordinator;
- That I will set up at my location and be **ready** for the public **by the start of the Festival at 11:45am. (Setup starts at 9am);**
- **That I will NOT use a generator of any sort.** Electricity may be available to food vendors only by request on the following application;
- That I agree to leave the site assigned to me in substantially the same or better condition from when I arrived, including, but not limited to being free of all trash or refuse. ***(Food Vendors must do this in order to be refunded the \$50 Clean Site Fee/Deposit)***
- I agree to allow my site to be inspected by members of the Festival Committee and any other applicable authority;
- That **in the event that I do not comply with any of the within provisions**, a member of the Festival Committee **may require that I vacate the Festival** site immediately and forfeit any monies paid by me or my organization;
- That I agree to indemnify and hold harmless the Bread & Roses Heritage Committee, the City of Lawrence, the Lawrence Heritage State Park and the Department of Conservation and Recreation for any and all injuries, claims, losses and/or damage incurred on or off the premises during the Festival, including, but not limited to the set-up and clean-up periods.

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Signature

Date

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Please print vendor name

## Food Vendor Application

Please return the signed vendor agreement, application, the separate checks and copies of all permits to the address at the bottom of the next page by July 29<sup>th</sup>.

Business/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook.com/ \_\_\_\_\_

Twitter Handle: @ \_\_\_\_\_

If non-profit, please provide EIN#: \_\_\_\_\_

I request ELECTRICITY from the Common

YES / NO

**Note: NO GENERATORS ALLOWED**

<b>Please list items to be sold and/or distributed</b> (attach additional page(s), if necessary)

# Fees & Deposit Checklist

Please provide 3 separate checks for the following:

**Note:**

- The “Clean Site” and “Vendor Space” checks should be made out to “BREAD AND ROSES HERITAGE COMMITTEE”
- Food Permit payment should be made out to “CITY OF LAWRENCE”

<b>#1 Clean Site Fee/Deposit</b> .....	Refundable \$50	<input type="checkbox"/>
<b>#2 Vendor Space Fees</b>		
Commercial	10x10 to 15x10 ft.	\$75 <input type="checkbox"/>
Commercial	16x10 to 25x10 ft.	\$100 <input type="checkbox"/>
Commercial	26x10 to 35x10 ft.	\$125 <input type="checkbox"/>
Non-Profit	10x10 to 15x10 ft.	\$35 <input type="checkbox"/>
Non-Profit	16x10 to 25x10 ft.	\$60 <input type="checkbox"/>
<b>#3 Food Permit Options:</b>		
<input type="checkbox"/> <b>Please process my application for a Temporary Food Permit for me.</b> Enclosed is my \$25.00 check made out to “CITY OF LAWRENCE”		
<input type="checkbox"/> <b>I will obtain my own Temporary Food Permit</b> and present a copy of it to the Festival Committee by July 29 <sup>th</sup> , 2019		
		Total Enclosed \$ _____

If the application is denied, all fees will be refunded.

In the event that the Bread & Roses Festival is canceled, all funds shall be returned to the vendor. If however, the Festival is rescheduled, funds will be credited to fees for the rescheduled date and will not be refunded.

It is the Vendor's responsibility to understand and comply with all applicable state and local regulations.

**Please mail this application, signed vendor agreement, separate checks (made payable to BREAD AND ROSES HERITAGE COMMITTEE, copies of your ServeSafe and Allergen Awareness Certificates to this address:**

Bread & Roses Heritage Committee  
 Attention: Vendor Coordinator  
 P.O. Box 1137  
 Lawrence, MA 01842-1137

For more information or assistance, please call 978-309-9740 or [vendor@breadandrosesheritage.org](mailto:vendor@breadandrosesheritage.org)



# CITY OF LAWRENCE

INSPECTIONAL SERVICES DEPARTMENT  
BUILDING • PLUMBING INSPECTOR • FOOD INSPECTOR • HEALTH DEPARTMENT  
CODE ENFORCEMENT • WEIGHTS & MEASURES

City Hall • 200 Common Street • Lawrence, MA 01840  
Tel: (978) 620-3110 • www.cityoflawrence.com

Pascual Ruiz  
DIRECTOR OF INSPECTIONAL SERVICES/  
AGENT BOARD OF HEALTH

## TEMPORARY FOOD PERMIT APPLICATION \*\*ALL\*INFO IS REQUIRED\*\*

\*NAME OF BUSINESS: \_\_\_\_\_

\*NAME OF APPLICANT: \_\_\_\_\_ \*PHONE: \_\_\_\_\_

\*NAME OF OWNER (if different): \_\_\_\_\_

\*ADDRESS: \_\_\_\_\_

\*CITY: \_\_\_\_\_ \*STATE: \_\_\_\_\_ \*ZIP CODE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

\*NAME OF EVENT: \_\_\_\_\_

\*EVENT COORDINATOR: \_\_\_\_\_ \*PHONE: \_\_\_\_\_

\*EVENT ADDRESS: \_\_\_\_\_

\*CITY: \_\_\_\_\_ \*STATE: \_\_\_\_\_ \*ZIP  
CODE: \_\_\_\_\_

\*DATE/TIME OF EVENT: \_\_\_\_\_

\*NAME OF P.I.C. CERTIFIED IN FOOD  
HANDLEING: \_\_\_\_\_

LIST ALL FOOD/BEVERAGES THAT WILL BE SERVED AND THE ESTABLISHMENT WHERE THE  
FOOD WAS PURCHASED:

<u>ITEMS:</u>	<u>LOCATION PURCHASED:</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**\*\*\*PHF'S (POTENTIALLY HAZARDOUS FOOD PRODUCTS) ALWAYS REQUIRES A HEALTH  
INSPECTOR ON SITE. CHECK WITH OFFICE IF YOU HAVE QUESTIONS ON THIS\*\*\***



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**\*FEES ARE AS FOLLOWS:**

\*EVENT \$25.00 (TWENTY FIVE DOLLARS)

**PREPARATION/COOKING FACILITIES**

ON SITE: YES\_\_ NO\_\_ N/A, IF YES, DESCRIBE FACILITIES AND  
EQUIPMENT: \_\_\_\_\_

OFF SITE: YES\_\_\_\_, IF YES,  
WHERE? \_\_\_\_\_

**FOOD PROTECTION:**

DESCRIBE EQUIPMENT AND MEANS OF TRANSPORTING FOOD HOT (140°F OR ABOVE), COLD (45°F  
OR BELOW)

REFRIGERATION: REQUIRED \_\_\_\_ NOT REQUIRES \_\_\_\_\_

METHOD OF REFRIGERATION:  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF COOKING/HOT HOLDING EQUIPMENT:  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIBE MEASURES TO PROTECT FOOD FROM CONTAMINATION DURING PREPARATION,  
STORAGE AND DISPLAY:  
\_\_\_\_\_  
\_\_\_\_\_

**GARBAGE AND RUBBISH:**

DESCRIBE MEANS FOR STORAGE AND  
DISPOSAL: \_\_\_\_\_

*Este es un documento legal importante, puede que afecte sus derechos.  
Usted debe adquirir una traducción de este documento.*



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**\*PERSONNEL AND FOOD HANDLING PRACTICES:**

NUMBER OF FOOD HANDLERS: \_\_\_\_\_

LOCATION OF HANDWASHING FACILITIES: \_\_\_\_\_

LOCATION OF TOILET FACILITIES: \_\_\_\_\_

HAIR RESTRAINTS PROVIDED: YES \_\_\_ NO \_\_\_

DISPOSABLE GLOVES PROVIDED: YES \_\_\_ NO \_\_\_

\*SIGNATURE OF APPLICANT: \_\_\_\_\_

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# FATS, OILS AND GREASE (FOG) MANAGEMENT PLAN FOR TEMPORARY FOOD SERVICE ESTABLISHMENTS AND EVENTS

FOG refers collectively to the fats, oils, and grease found in kitchens and commercial food service establishments (FSEs). FOG that enters the public sewer system can build up until it completely blocks sewer pipes, causing raw sewage to back up inside buildings or overflow outside into streets and streams.

The City has implemented a FOG Program to reduce FOG discharge into the public sewer system and eliminate sanitary sewer overflows (SSOs) that can threaten public health. Per City Ordinance Chapter 8.32, "all temporary food service establishments and events in the City of Lawrence that use, generate, or store FOG shall have a written FOG management plan before the Board of Health will issue a temporary food service permit."

The purpose of this FOG Management Plan is to implement practices that will reduce the discharge of FOG entering the City of Lawrence's sewer system. Temporary food service permits shall not be issued until this Plan has been reviewed and signed by the Water & Sewer Commissioner.

## ESTABLISHMENT INFORMATION

Name of Establishment \_\_\_\_\_ Date \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Telephone # \_\_\_\_\_  
Name & Title of Applicant \_\_\_\_\_ Telephone # \_\_\_\_\_  
Address of Applicant \_\_\_\_\_  
E-mail \_\_\_\_\_  
Name of Owner (if different from applicant) \_\_\_\_\_  
Event Location Name \_\_\_\_\_  
Event Coordinator \_\_\_\_\_ Telephone # \_\_\_\_\_

## FACILITY OPERATIONAL CHARACTERISTICS

Type of Food Served \_\_\_\_\_  
Days and Hours of Operation: \_\_\_\_\_

## DISCHARGE INFORMATION

Fill in the following information about your current wastewater flow (if known).

\_\_\_\_\_ Maximum Daily Flow (gpd) \_\_\_\_\_ Average Daily Flow (gpd)  
\_\_\_\_\_ No. of hours per day discharge occurs \_\_\_\_\_ Start Date of Discharge

## BEST MANAGEMENT PRACTICES

Identify the Best Management Practices (BMPs) to be implemented by the permittee to minimize the adverse environmental effects of activities authorized under this permit. More information on BMPs is available in the FOG Program Manual on the Water & Sewer Department website: [www.cityoflawrence.com/water](http://www.cityoflawrence.com/water)

- Train kitchen staff.
- Clean grease traps/interceptors routinely.
- Witness all grease trap cleaning and maintenance.
- Dispose of used oil through a licensed grease hauler.
- Recycle waste cooking oil.
- Post "No Grease" signs.
- Dry wipe pots, pans, and dishware prior to dishwashing.
- Cover outdoor grease & oil storage containers.
- Use absorbent pads or other material to clean up spilled fats, oils and grease.
- Other: \_\_\_\_\_  
\_\_\_\_\_





## FATS, OILS AND GREASE (FOG) MANAGEMENT PLAN FOR TEMPORARY FOOD SERVICE ESTABLISHMENTS AND EVENTS

### GREASE TRAP INFORMATION

ID #	Location	Make, Model & Size

### FOG DISPOSAL PROCEDURES

Describe specific procedures for collecting and disposing of fats, oils and grease from your temporary FSE or event:

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### GREASE DISPOSAL / HAULER OR GREASE RECYCLER INFORMATION

Name \_\_\_\_\_ Telephone # \_\_\_\_\_  
 Name \_\_\_\_\_ Telephone # \_\_\_\_\_

*A list of grease haulers is available on the Water & Sewer Department website: [www.cityoflawrence.com/water](http://www.cityoflawrence.com/water)*

### CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application, and affirm that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*Please be aware that per Chapter 8.32 of the Revised Ordinances, the City of Lawrence has the right to inspect the facility to ensure all requirements of the FOG Ordinance are being met.*

### TO BE COMPLETED BY THE WATER & SEWER DEPARTMENT:

Signature of Commissioner \_\_\_\_\_ Date \_\_\_\_\_