

(Revised NPS Form 10-930)  
(OMB No. 1024-0026)  
(10-2010)  
Expires 6/30/2013

**National Park Service**  
**Big South Fork National River and Recreation Area**  
**4564 Leatherwood Rd, Oneida, TN 37841**  
**423-569-9778**



**Revised Application for Special Use Permit**

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** You will be notified of the disposition of the application and the necessary steps to secure your final permit. For special events, a non-refundable processing fee should be included and your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States of America as also insured. Pursuant to the 2010 NPS Interim Regulations, parks have up to 10 days to process a fully executed application that seeks to engage in a demonstration or the sale or distribution of printed matter.

Applicant Name:	Organization Name:
Social Security #:	Tax ID #
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax#:
E-mail:	E-mail:

Description of Proposed Activity (attach diagram, attach additional pages if necessary):

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Requested Location: \_\_\_\_\_

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Date(s): \_\_\_\_\_

Event set up will begin: (date and time)	Event will begin: (date and time)	Event will end: (date and time)	Removal will be done: (date and time)

Maximum Number of Participants \_\_\_\_\_ (Please provide best estimate)

Maximum Number of Vehicles \_\_\_\_\_ (attach parking plan)

Support Equipment (list all equipment; attach additional pages if necessary)

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List support personnel (contractors, etc. including addresses and telephones attach additional pages if necessary) \_\_\_\_\_

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Individual in charge of event on site (include address, telephone and cell phone numbers): \_\_\_\_\_

- Is this an exercise of First Amendment Rights? Y N
- Are you familiar with/ have you visited the requested area? Y N
- Have you obtained a permit from the National Park Service in the past? Y N  
(If yes, provide a list of permit dates and locations on a separate page.)
- Do you plan to advertise or issue a press release before the event? Y N
- Will you distribute printed material? Y N
- Is there any reason to believe there will be attempts to disrupt, protest or prevent your event?(If yes, please explain on a separate page.) Y N
- Do you intend to solicit donations or offer items for sale? Y N  
(These activities may require an additional permit.)

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a check or money order in the amount of \$25.00 made payable to **National Park Service**. Credit card payments may be accepted at some parks. Application and administrative charges are non-refundable. *This completed application should be mailed to Letitia Neal at the Park address found on the first page of this application.*

**Note** that this is an application only, and does not serve as permission to conduct any use of the park. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the park prior to the event for final approval by the Park Superintendent.

### NOTICES

**Privacy Act Statement:** The Privacy Act of 1974 (5 U.S.C. 552a) provides that you be furnished with the following information in connection with information required by this application. This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. Applicants are required to provide their social security or taxpayer identification number or activities subject to collection of fees by the National Park Service (31 U.S.C. 7701) Information from the application may be transferred to appropriate Federal, State, local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

**Paperwork Reduction Act Statement):** This information is being collected subject to the Paperwork Reduction Act (44 U.S.C. 3501) to allow the park manager to make a value judgment on whether or not to allow the requested use. This information collection is required to obtain or retain a benefit. All applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

**Estimated Burden Statement:** Public reporting burden for this form is estimated to average 45 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2460), Washington, D.C. 20240

## NOTICE: Food Vendor Insurance is mandatory

According to the Park Management Policies 2006 and Director's Order #48A, holders of Commercial Use Authorization (CUAs) will not be permitted to operate without liability insurance. General liability insurance must be carried by the permittee showing "U.S. Government, National Park Service, Big South Fork N.R.R.A., 4564 Leatherwood Rd, Oneida, TN 37841" as additionally insured. Short term policies must show coverage on "occurrence" basis. The minimum amount of product liability insurance is \$300,000.00. Additional amounts may be required for high risk activities.

**REFERENCE MANUAL 83C2**  
**TEMPORARY EVENT FOOD SAFETY GUIDELINES**

Temporary food events are required to comply with National Park Service (NPS) Public Health Guidelines (DO-83). This checklist is meant to highlight the most important provisions relevant to temporary food events and to provide guidance consistent with existing NPS public health policy. **Temporary food events need to comply with this document and the USPHS / FDA Food Code.**

**A. FOOD**

- A.1 Certified Food Safety Manager (recommended no more than 3 years since training) on duty at all times.
- A.2 Application submitted and approved by Park representative responsible for event at least 2 weeks prior to event. Applications may be requested earlier than two weeks prior to the event based on the professional judgment of the regional Public Health Consultant (PHC).
- A.3 Menu limited to approved items identified in application.
- A.4 Source - All food items are from an approved source.
- A.5 Source – Water is obtained from an approved source and stored in an approved container.
- A.6 Source - food items prepared off-site are prepared in a pre-approved licensed establishment (copy of current license, inspection report and establishment agreement submitted with application) and transported to the site in accordance with FDA Food Code.
- A.7 If required, HACCP temperature logs and written handling procedures maintained on potentially hazardous foods.
- A.8 Cold food packed at less than 41<sup>0</sup> F.
- A.9 Temperature of cold foods maintained during transport.
- A.10 Cold food maintained at less than 41<sup>0</sup> F while being held onsite.
- A.11 Hot food packed at more than 140<sup>0</sup> F.
- A.12 Temperature of hot foods maintained during transport.
- A.13 Hot food maintained at more than 140<sup>0</sup> F while being held onsite.
- A.14 Food stored in clean sanitized food grade containers or plastic bags. Garbage bags are

not allowed.

A.15 Raw meats stored so that they will not contaminate other foods.

A.16 Required minimum cooking temperature:

Poultry	165°F	Ground Beef	155°F
Pork	155°F	Stuffed Meats	165°F
Seafood	155°F	Commercial Game	155°F

If items are not cooked to minimum temperatures, a consumer advisory is required (See FDA Food Code Section 3-603.11)

A.17 Condiments are dispensed from squeeze bottles or individual packets.

A.18 Toxic materials are labeled and stored separately from foods, utensils, and food containers. Only those toxic materials needed for the food operation are onsite.

## **B. EMPLOYEES**

B.1 Healthy; no illnesses or infection symptoms such as (a) diarrhea, (b) fever, (c) vomiting, (d) jaundice, (e) sore throat with fever or (f) open cuts or sores on the hands or wrists. Form 1 from FDA Food Code completed for each employee.

B.2 Employees thoroughly wash hands with soap and water before working, after breaks and after using the bathroom and any other time their hands become contaminated.

B.3 Employees are wearing clean clothes.

## **C. EQUIPMENT**

C.1 Food containers cleaned and sanitized after each use. Potentially hazardous food containers are cleaned and sanitized every 4 hours.

C.2 Sufficient refrigeration (or drained ice) to maintain temperatures less than 41<sup>0</sup>F. Sufficient hot holding devices to maintain hot temperatures above 140<sup>0</sup>F.

C.3 Cooking equipment to heat food to 165<sup>0</sup>F.

C.4 Approved clean and sanitized food thermometers are available and used frequently for measuring food temperatures during cooking and holding (0<sup>0</sup>F-220<sup>0</sup>F).

C.5 Approved refrigeration thermometer for each cold holding unit.

C.6 Handwashing facilities - Insulated container with spigot, warm water and catch basin.

C.7 Three compartment sink (or equivalent) for dishwashing.

- C.8 Counter protection (sneeze guards) if food is to be held on counter for serving.
- C.9 Tables, stands, pallets or other devices to keep all food, utensils, single service, equipment, food prep and other operations off the ground or pavement.
- C.10 Clean and sanitized water containers: to transport water to food booth and for wiping cloth sanitizing solution containers. Hoses used to supply water must be constructed of food grade materials.
- C.11 Sufficient utensils, disposable gloves for food prep and dispensing. No bare hand contact of ready-to-eat foods.

**D. SUPPLIES**

- D.1 Sufficient supply of sanitary paper towels for hand drying.
- D.2 Sufficient handwashing soap.
- D.3 Sufficient dishwashing soap.
- D.4 Sufficient chemical sanitizer (chlorine, quat or iodophor).
- D.5 Sufficient supply of sanitizer test strips for selected sanitizer.
- D.6 Sufficient fuel for cooking and hot holding foods.
- D.7 Extra plastic wrap and/or foil to cover food containers during holding.
- D.8 Wiping cloths are stored in a 50-100 PPM chlorine solution (1 capful of household bleach per gallon of water) or in another approved sanitizer (quat or iodophor).
- D.9 Wiping cloths are either discarded or washed when soiled.
- D.10 Wash, rinse, and sanitizer solutions are changed frequently throughout the event.
- D.11 Liquid waste is disposed of in an approved gray water receptacle and not on the ground or in storm drains.
- D.12 Solid waste is stored in insect and rodent proof waste receptacles. All refuse is removed and disposed of properly from the site daily.

## **Proposed Menu (5 Food Item Max)**

	<i>Item</i>	<i>Price</i>
	GRILLED CHICKEN SANDWICH (SAMPLE)	\$5.00
1		
2		
3		
4		
5		

## **Beverage Menu**

	<i>Item</i>	<i>Price</i>
	ICED TEA (SAMPLE)	\$1.50/\$2.50
1		
2		
3		
4		
5		

## **Equipment List**

	<i>Item</i>	<i>Power Source</i>
	ONE FOOD WARMER (SAMPLE) TWO GRILLS (SAMPLE)	1-110 VOLT CHARCOAL
1		
2		
3		
4		
5		
6		
7		

# Food Vendor Guidelines

## WATER

Vendors will be required to provide their own water for cooking and sanitizing. Water may be available from a nearby spigot.

## ELECTRIC

Even if you have a generator, please list each of your appliances. We want to be sure everyone has adequate power.

Vendors must provide their own extension cords (100 feet should be adequate) which should be 12 AWG (gauge).

## PARKING

All vehicles will need to be parked in the nearby parking lot in front of the restrooms. You may not park your vehicle next to your tent.

Food vendors may not bring any motorized vehicles, besides their trailer, on the food vendor lot.

## SET UP AND SITE MAINTENANCE

Food vendors must provide all food ingredients, cooking equipment, server ware, cash registers, cash, change, and supplies necessary to operate. A list of all equipment must be provided with the application along with the size(s) of all tables, tents, trailers, etc. that will be needed to operate.

You are responsible for your own tent, tables, etc. Please do not expect a perfectly flat, dry area – this is a rural setting, complete with bugs, poison ivy, and sudden thunderstorms.

Set up time is from 7:00 a.m. to 10 a.m. ET on the day of the event, although vendors may set up on the night before after 5:00 p.m. ET. Vendors may remain overnight on the day of the event but must be cleared out by noon on the day after the event.

Vendors are solely responsible for the security of all items in their site at all times.

Vendors should bring some form of protection from the sun, tie-downs and stakes for tents, plastic to cover displays in case of showers, and secure all property from wind. Festival will be held rain or shine. Be prepared. There is no rain date.

All food vendors need to provide ground cover inside their tent and cooking area for the absorption of grease. No food vendor will be allowed to open for business if the ground cover is not in place. No grease or gray water is to be poured onto the ground or down any drains. Anyone found doing this will be asked to leave the event and will be responsible for any and all environmental cleanup costs.

Food not in use must be stored in a hard-sided trailer or vehicle due to food storage regulations.

Signs/banners/tents shall be made of a flame retardant material and proof of such fire retardant rating shall be made available to the Park Official upon request.

## TRASH

Vendors are responsible to collect and properly bag trash within their sales location. We require that you use recycled and/or recyclable materials for your packaging, etc.

All food vendors must not use Styrofoam. Food must be served on paper products unless otherwise approved. Cardboard must be broken down and stacked for recycling. No toxic cleansers.

## **INSURANCE**

General liability insurance must be carried by the permittee showing "U.S. Government, National Park Service, Big South Fork N.R.R.A., 4564 Leatherwood Rd, Oneida, TN 37841" as additionally insured. Short term policies must show coverage on "occurrence" basis. The minimum amount of commercial liability insurance is one million dollars. Additional amounts may be required for high risk activities.

All accepted vendors must provide proof of insurance within 7 days of their acceptance notification.

It is recommended that all crafters have their own insurance for displayed work, tools and/or equipment. The National Park Service assumes no liability for damage due to weather or other natural causes or theft.

## **CUSTOMER SERVICE**

It is highly suggested that vendors provide "express windows" for small purchases such as a bottle of soda or water and for festival staff, performers, vendors, and volunteers. This would expedite service to customers and decrease the length of time customers must wait. Please make sure to create very visible signage for this if you plan to do so.

Only food and beverages may be sold at a food vendor, no art or merchandise.

All food vendors must be open for business during the event hours. Most events start at 10:00 a.m.

Each food vendor should display an identifying sign.

All food vendors must provide a list of the beverages and/or food items that will be sold. Prices should be included.

## **PETS**

No pets are allowed on the food vendor premises.

## **REGULATIONS**

All food vendors will be required to conform to all appropriate state and local regulations.

Vendors shall not display, offer for view or sell any illegal or contraband items.

## **ACCOMODATIONS**

For information about campsites and other accommodations, please call 1-423-286-8368.

## **NOISE**

Any amplified sound and loud noise from your site is prohibited.

## **PROMOTIONS**

The National Park Service reserves the right to prohibit, within any vendor site or on the festival grounds, the display, advertisement, or other promotion of any business, company, or organization which may be in conflict with the mission of the NPS.