

**FOOD VENDOR APPLICATION
NEWPORT NEWS PARKS & RECREATION**

700 Town Center Drive, Suite 320

Newport News, VA 23606

Dear Food Vendor:

Hello, and welcome to a new year of festivals and events with Newport News Parks & Recreation! We are excited to get back to our normal schedule and produce events for the public and to work with you. As always, we will be strictly enforcing the \$250 clean up fee for any trash/waste left behind after an event. A complete listing with dates, times, and vendor fees is enclosed for your review.

The City of Newport News has adopted a Severe Weather Plan. Included in the application is a copy of the weather criteria that will be used to determine whether an event should be rescheduled, restricted, suspended, or canceled.

There are two ways in which vendors may apply; you may wait to send your per-event information/application packages prior to each deadline, or you may apply for *as many events as you would like at one time* using the set of forms enclosed.

Also, for your convenience, we are enclosing the Newport News Health Department's "Guidelines for Obtaining a Temporary Health Permit." Newport News Parks & Recreation must have proof that you have applied for your temporary food permit.

Per the Fire Marshall's Office, all booths must have an ABC fire extinguisher, and booths using grease or combustibles must also have a Type K extinguisher with current inspection tags. Please call 247-8873 if you have any questions regarding these requirements.

If you plan on plugging into power supplied by the City, you will need to be compatible with and be able to plug into a GFI cord. If your booth is a trailer, and does not have a standard plug, you will need to supply the size needed to pair up with our equipment. We supply 50 amp and 30 amp twist lock power.

Food vendors for events held in Newport News are also required to show proof of liability insurance, naming the City of Newport News as additionally insured, (*please see attached for new requirements*), and to have a City of Newport News Business License for information on meeting this requirement, please call the Commissioner of Revenue's Office directly at (757) 926-8651.

Applications for events held at City Center also require property stakeholders be added as additional insureds. Additional insureds should also include, in addition to the City of Newport News, the Economic Development Authority of the City of Newport News, VA; Newport News Town Center, LLC; Pointe Hope LLC; and, Murphy Property Group.

Please call if you have any questions—we're here to help! Extra copies of forms may be downloaded at <https://nnparksandrec.org>. We look forward to working with you!

Sincerely,



Emily Nickerson
Special Events Coordinator

/en

enclosures: 2023 Food Vendor *Instructions on How to Apply*
2023 Food Vendor Event & Festivals *Application Form(s)*
2023 Food Vendor *Agreement(s)*
2023 Food Booth *Information and Fees Chart*
2023 *Electrical Request Form(s)*
Guidelines for Obtaining a Temporary Health Permit

2023 FOOD VENDOR INSTRUCTIONS ON HOW TO APPLY

Newport News Parks & Recreation
700 Town Center Drive, Suite 320
Newport News, VA 23606
Phone (757) 926-1400

Newport News Parks & Recreation of the City of Newport News (City) strives for menu diversity, festival spirit, and menu quality when selecting food booth operations, as well as reducing menu duplication and maximizing sales for all food vendors. These factors will be considered in selecting vendors for events along with demonstrated leadership and organizational ability based upon other successful activities, including prior festival participation and performance, proven food quality and ability to provide required quantities for each event. Multiple vendors will be selected, based on these criteria for each event as indicated in Attachment B.

In order to meet menu diversity and to eliminate menu duplication, we reserve the right to *delete proposed menu items from selected food booth applications*. Applicants shall be given the opportunity to accept the deletions, to make mutually agreeable substitutions, or to withdraw from the selection process and receive a full refund without penalty.

Newport News Parks & Recreation seeks to offer participation to a broad representation of community organizations. Nonprofit or charitable organizations are encouraged to participate and should submit evidence of such status with the Food Booth Application. Evidence may include an exemption letter from the U.S. Internal Revenue Service, nonprofit corporation charter, and current certificate of good standing or other satisfactory evidence certified by the officers or authorized representative of the applicants. The applicant must provide food booth service for the *entire festival*, based on the estimates of typical attendance listed on the "Information and Fees Schedule" enclosed.

Booth space allocations are 15' x 15' for freestanding booths and tents, and allocations for food trucks/railers are 20' x 15'. Tents being used by vendors must be no larger than 15' x 15' and certified flame retardant (no tarps allowed). If any equipment is to be used on-site (e.g., grills, ice cream carts, etc.), it must be contained within the specified space allocation or a DOUBLE BOOTH FEE WILL BE CHARGED (NO Double Booths Permitted for "Holiday Light Show" Event). Each vendor is responsible for the design, construction and disassembly of each booth structure as scheduled by the Festival Coordinators. *A picture of the booth as it will be displayed during the Festival is required for new vendors.* Any booth that does not conform to size specifications or appearance regulations will not be allowed to participate in the Festivals. **Double spaces are available, space permitting, at twice the cost of a single space as described above.**

Booth identification signs must be made from sturdy materials and be attractive in appearance. *Menu boards with prices MUST be displayed throughout the Festival or your security deposit will be forfeited.* **ALL MENU ITEMS MUST BE SOLD AT THE FULL PRICES DESCRIBED ON THE VENDOR'S APPLICATION. VENDORS ARE NOT PERMITTED TO ACTIVELY CANVAS FOR CUSTOMERS; "HAWKING," OR OTHERWISE APPROACHING OR LOUDLY ADVERTISING FOR SALES AND DISTRIBUTION OF PRINTED ADVERTISEMENTS AND COUPONS IS NOT ALLOWED. ALL SIGNAGE MUST REMAIN WITHIN THE BOOTH SPACE ALLOCATION.**

It is the responsibility of each vendor to continually clean up the booth and the area surrounding the booth; each vendor shall leave the area in the same condition as when they arrived. No trash, waste products, gray water, grease, etc., may be dumped anywhere on Festival grounds. **SHOULD THIS REQUIREMENT NOT BE MET, A \$250 CLEAN UP FEE WILL BE CHARGED AND PARTICIPATION IN FUTURE NEWPORT NEWS EVENTS WILL BE JEOPARDIZED.**

READ	Read all information contained in this packet <i>carefully!</i>
DEADLINES	Decide on which festivals and events to apply, making note of the deadlines for each (deadlines are listed on the <i>Fee Schedule</i>).
AGREE	Complete the Food Vendor <i>Agreement</i> , which must be signed by an authorized representative for your business. We reserve the right to reject any applications and offers. Upon acceptance of the Agreement by the City of Newport News, evidenced by execution of the Agreement by an authorized representative of the City, and return of the Agreement (with modifications if applicable), the Food Booth Agreement shall become a binding contract.
COMPLY	Complete ONE COPY of the Newport News Health Department's Temporary Restaurant <i>Permit Form</i> . Your food contract will be void if you do not have a Temporary Restaurant Permit. If you do not have the permit, you will be asked to leave the event site and no refund will be provided.
PAY	Write one check payable to the City of Newport News for the event fee(s).
MAIL	Mail all applications and fees to Special Events, Newport News Parks & Recreation, 700 Town Center Drive, Suite 320, Newport News, VA 23606.
RECEIVE	You will receive <i>confirmation</i> from us if chosen as a vendor (usually within the same week as the deadline), along with one signed set of your approved applications and agreements (with modifications, if applicable). Should your application not be accepted, you will be notified.
NOTE	You may receive a full refund without a penalty if written notice is received any time <i>prior to acceptance</i> by Newport News Parks & Recreation. You <i>may not</i> receive a refund if you withdraw after acceptance, unless modifications made to your initial proposal cannot be mutually agreed upon.

**2023
FOOD VENDOR
EVENT & FESTIVALS
APPLICATION FORM**

Newport News Parks & Recreation
700 Town Center Drive, Suite 320
Newport News, VA 23606
Phone (757) 926-1400

You may apply for as many Newport News 2023 events as you would like, in advance, using this *one* form. Simply initial in the box(es) next to the event(s) for which you are applying and **include the appropriate fee(s) along with this application** and the yearly *Agreement* enclosed. If you would prefer to wait until closer to the event deadline to apply, this is still the form to use—just initial by the festival(s) desired and send in this application, the contract, AND **INCLUDE YOUR FEES FOR EACH EVENT** before the deadline indicated by each (using additional copies of forms as necessary). You will also need to use additional forms if your menu items or other information in your application will differ from one event to another:

Please initial by <i>ALL</i> events for which you are applying with <i>THIS</i> application. Fees must be included for each box you initial below; if fees are forthcoming, please keep form until fees are included.	EVENT	EVENT DATE	VENDOR'S APPLICATION DEADLINE
	Winter Carnival	Saturday, February 4	Monday, January 16
	Spring Egg-stravaganza	Saturday, April 1	Monday, February 13
	Outdoor Enthusiast	Saturday, April 22	Monday, March 6
	32 nd Children's Festival of Friends	Saturday, May 6	Monday, March 20
	Fourth of July- Stars in the Sky	Tuesday, July 4	Monday, May 22
	Backyard Bash	Saturday, August 26	Monday, April 27
	Denbigh Day	Saturday, September, 16	Monday, August 7
	48 th Fall Festival	Sat., Oct. 7 & Sun., Oct. 8	Monday, August 21
	NlightN	Saturday, December 2	Monday, October 16
	ARTEch Lights	Saturday, December 9	Monday, October 16
	<p><i>Other Events.</i> These events may be scheduled at various times throughout the year and may only be available to certain vendors based on the type and location of event. A separate response (in addition to this application) may be required for some events which will be issued from the City of Newport News Office of Purchasing. If a Purchase Order is issued for specific events, the Terms and Conditions located at:</p> <p>https://www.nnva.gov/707/Vendor-Resources</p> <p>may apply.</p> <p>By expressing interest in <i>Other Events</i>, your vendor information will be added to a list of vendors who may be contacted should additional events be scheduled. Application fees may not apply to <i>Other Events</i>.</p>	TBD	Ongoing

FOOD VENDOR'S INFORMATION

Organization/Business Name:	
Authorized Representative/Contact's Name:	
Mailing Address:	
Telephone Number:	
E-Mail Address:	
Social Security # OR Federal Tax ID #:	
Nonprofit or charitable purpose (if any; if nonprofit status is applicable, please provide official proof of that status/501-c-3 certification)	

Proposed Menu for each event (must list in detail and include prices ; use additional application forms if menu items will differ from one event to another); Only those items listed here will be considered for acceptance.	
Proposed cooking equipment (gas grill, microwave, etc.):	
Proposed costume (if any):	
Proposed booth decoration:	
Number of members in organization:	
Number and source of available workers:	

Previous major activities and fund-raising efforts which demonstrate capability to conduct a Festival Food Booth:	
Do you accept credit cards?	
Additional information which you feel may be relevant to your selection as a Food Booth Vendor:	

Is your booth a Food Truck/Trailer? Or is it a Tent? (Check One):	<input type="checkbox"/> Trailer (20'x15' Maximum) <input type="checkbox"/> Tent (15'x15' Maximum)
What is the Total Size of your Booth (Maximum per booth space: includes trailer tongue, cookers, serving area, grill, decorations, etc.); NO DOUBLE BOOTHS PERMITTED FOR "HOLIDAY LIGHT SHOW" EVENT):	
Sketch a detailed layout of Food Booth showing total dimensions or attach a photograph (but still show size of booth here):	

FOR OFFICE USE ONLY			
Date Received	Fee(s) Received With Application	Date Insur Certif Rec'd	Date Health Permit Rec'd

**2023
FOOD VENDOR
AGREEMENT**

Newport News Parks & Recreation
700 Town Center Drive, Suite 320
Newport News, VA 23606
Phone (757) 926-1400

THIS IS AN AGREEMENT, between the City of Newport News, Virginia ("City")

and _____ ("Vendor");

1. **Formation and Nature of Agreement** This Agreement shall become a contract between the Vendor and the City upon execution by authorized representatives of both parties. Upon formation of the contract and subject to the terms and conditions of this Agreement, the City agrees to allow Vendor to operate a food booth, once selected, at community festivals sponsored under the auspices of the Department of Parks, Recreation & Tourism for the City of Newport News. The Vendor agrees to operate the booth and to otherwise perform in accordance with this Agreement. Neither this Agreement nor performance by the Vendor under this Agreement shall create any rights in Vendor to operate a food booth at subsequent festivals.
 2. **Use of Booth** The booth shall be used exclusively for the sale of food and beverage products on the menu described in the application attached to this Agreement, and at the prices described in the application. Upon written request of the Vendor, submitted to the City not less than 30 days prior to the beginning of the Festival, the City may, by written consent, approve the sale of goods other than approved menu items. It is the intention of the parties that the sale of goods other than approved menu items be restricted to goods related to the charitable purposes of the Vendor and that such sales are restricted except where compelling circumstances warrant approval by the City. Accordingly, the City reserves the right, in its absolute discretion, to disapprove the sale of any goods at the booth other than approved menu items. Without limitation of the foregoing, the Vendor shall not use the booth for solicitation of funds or for promotion of any other purpose apart from the sale of approved menu items and other approved products.
 3. **Compliance with Laws** Vendor represents and covenants that it now is and shall at all times during the term of this Agreement remain in compliance with applicable federal, state, and local laws, ordinances, and regulations governing the rights, obligations, and performance of Vendor under this Agreement. Without limitation of the foregoing, Vendor shall at all times comply with health and safety requirements and shall obtain necessary licensing or permits for sale of food and beverages at the food booth.
 4. **Sanitation and Clean-Up** Vendor shall maintain the booth and the area surrounding the booth in conformity with all applicable sanitary and health laws and regulations and shall also keep the booth and the surrounding area neat, clean, and free of accumulated refuse and debris. The City shall provide trash receptacles for use by the general public throughout the Festival area. The Vendor is responsible for disposing of all refuse and debris (gray water, grease, etc.) arising from any of the activities conducted in their booth in accordance with directions given by the City.
- NOTE:** Unless otherwise provided by the City, Vendor shall provide containers for disposal of cooking oils used. The Vendor is responsible for the off-site removal and disposal of this oil from the Festival area at the end of each day or the vendor's security deposit will be forfeited. Vendor shall not dispose of its refuse (gray water, grease, etc.) in receptacles provided by the City for use by the general public. Vendor shall provide adequate workers or volunteers for clean-up of the booth area and the general Festival grounds in accordance with regulations and directions provided by the City.
5. **Other Duties of Vendor** In addition to duties specified elsewhere in this Agreement, the Vendor shall perform the following duties:
 - (a) **Deadlines** Vendor shall comply with all deadlines for organization and performance of the food booth operation as established by the City.
 - (b) **Cooperation** Vendor shall cooperate with the City in planning and conducting the Festival. The City will evaluate the performance of the Vendor in accordance with regulations and procedures established by the City.
 - (c) **Number of Servings** The Vendor shall have and maintain the capability to provide approved menu items to serve the appropriate number of people in attendance during the Festival period. Estimates of attendance are listed on the Food Booth Information and Fees chart enclosed in the Vendor's Information Packet.
 - (d) **Compliance with Regulations and Directions** Vendor agrees to comply with all regulations promulgated by the City, including those regulations attached to this Agreement. The City reserves the right to modify such regulations or to promulgate new regulations upon notice to the Vendor. The Vendor shall be bound to all such regulations provided that such regulations are made generally applicable to all other food booth operators similarly situated.
 - (e) **Security** Vendor shall maintain adequate security against theft, damage, and disturbance in and about the area of the booth.
 6. **Equipment and Supplies** City shall provide electrical (if requested using the enclosed Electrical Request Form) and water service in accordance with directions and regulations provided by the City, if available.

Vendor shall provide all necessary propane and other fuel other than the electrical power utilized in the preparation of food at the food booth, together with any necessary refrigeration or coolers. The Vendor shall also be responsible for all tents, tables, chairs, cooking equipment, utensils, napkins, cups, food, beverages, and all other equipment or supplies necessary for operating the food booth.

7. **Assignment of Booth Space** Vendor consents to assignment of booth space by the City at such location as the City may determine. The City reserves the right, for a proper purpose, to reassign booth locations to the operators of food booths at any time prior to the beginning of the Festival.
8. **Application and Other Information** Vendor hereby certifies that the application attached to this Agreement, and all other documentation and information provided by the Vendor to the City in connection with this Agreement, are complete and accurate. Except upon prior written consent of the City, the conduct of the booth by the Vendor shall be in accordance with information and disclosures provided by the Vendor on its application and other documents submitted to the City.
9. **Reservation and Processing Fee** Upon execution of this Agreement, Vendor shall pay to the City the appropriate sum according to the "Fee Schedule" enclosed in the Vendor's Information Packet.
10. **License** The right given by the City to the Vendor to operate the food booth is a license and shall not create any rights in the Vendor as a tenant.
11. **Delegation and Assignment** Vendor may not assign any of its rights under this Agreement to any person. Vendor may perform its obligations through delegation to volunteers or members affiliated with Vendor, but such delegation shall not relieve Vendor of its liability for nonperformance of its duties. The City may delegate and assign its duties and rights to such committees for representations as the City shall select. Such right of delegation includes, without limitation, the promulgation of regulations and the issuance of directions to the Vendor. Such delegation shall not relieve the City of its liability for nonperformance of its duties.
12. **Relationship of Vendor and City** The relationship of Vendor and the City under this Agreement shall be that of independent contractors. The Vendor shall not have the authority to bind the City to any contract or agreement, nor shall Vendor represent to any person that it is the agent or representative to the City.
13. **Force Majeure** Neither party shall be liable to the other for any delay nor failure of performance due to government action, court order, civil disturbance, inclement weather, act of God, or other cause beyond the reasonable control of the party whose performance is delayed or prevented. Refunds for vendor fees paid will not be issued for any reason as listed above as a matter of policy by the City of Newport News; however, security deposits are fully refundable under those circumstances as shown.
14. **Limitation on Liability** Except as otherwise specified in this Agreement, neither party shall be liable to the other party for consequential damages, including lost profit nor revenue, for any breach of this Agreement.
15. **Default** Upon a material default by one party, the other party may, at any time before such default has been cured, terminate this Agreement by written notice to the breaching party.
16. **Joint Vendors** If two organizations will be operating a food booth under this Agreement, the term "Vendor" shall mean both of those organizations. All obligations, representations, and warranties of the Vendor shall be the joint and several obligations, representations, and warranties of both such organizations.
17. **Waiver of Liability** The sponsoring organization or business shall indemnify and hold the City of Newport News, and for events held at City Center, the City of Newport News Parks, Recreation & Tourism Dept., NAI Harvey Lindsay, the Economic Development Authority, Newport News Town Center, LLC, and Pointe Hope, harmless from all claims which may be brought by its workers against the City of Newport News, arising out of the vendor's activities in this event.
18. **Insurance** Prior to performance under this agreement, the Vendor shall provide certificates of insurance to the City Attorney's Office or the Office of Risk Management and the representative of the City handling the contract. Such certificates of insurance shall evidence that the insurer shall provide at least 30 days' written notice of cancellation or non-renewal of insurance to the City of Newport News (at least 10 days' for cancellation due to non-payment of premium).

Signature of this "Food Booth Agreement" verifies that I have read and will comply with all regulations mentioned in the "Food Vendor Agreement," attached "Instructions on How to Apply," "Events & Festivals Application Form," "Food Booth Information and Fees," "Guidelines for Obtaining a Temporary Restaurant Permit," and "Electrical Request Form" (if applicable). IN WITNESS WHEREOF, the parties have executed this Agreement.

Date: _____ For _____ (Business name)

By _____ (Individual's signature)

Its _____ (Individual's title)

Date: _____ By _____ (City representative's signature)

**2023
ELECTRICAL
REQUEST FORM**

Newport News Parks & Recreation
700 Town Center Drive, Suite 320
Newport News, VA 23606
Phone (757) 926-1400

This form must be completed in order for you to receive electrical service. If an appliance is not listed, it will not be permitted on Festival grounds. Please return this form with your application **along with the applicable fee(s) as shown for each event:**

If you plan on plugging into power supplied by the City, you will need to be compatible with and be able to plug into a GFI cord. If your booth is a trailer, and does not have a standard plug, you will need to supply the size needed to pair up with our equipment.

EVENT	BASIC ELECTRIC FEE (Two, 30-Amp Circuits OR One, 220V hook-up)	+ ADDITIONAL FEE (added to basic charge) FOR OVER-LIMIT ELECTRICAL NEEDS (second 220V or Add'l Circuit)*	EVENT DATE
Winter Carnival	\$50	\$50	Saturday, February 4
Spring Egg-stravaganza	\$50	\$50	Saturday, April 1
Outdoor Enthusiast	\$50	\$50	Saturday, April 22
32 nd Annual Children's Festival of Friends	\$50	\$50	Saturday, May 6
Fourth of July-Stars in the Sky	\$50	\$50	Tuesday, July 4
Backyard Bash	\$50	\$50	Saturday, August 26
Denbigh Day	\$50	\$50	Saturday, September 16
48 th Annual Fall Festival	\$100	\$100	Sat., October 7 & Sun., October 8
NlightN	\$50	\$50	Saturday, December 2
ARTech Lights	\$50	\$50	Saturday, December 9
<i>Other Events</i>	TBD	TBD	TBD

* **NO on-site requests for electricity will be honored. Please list below all anticipated needs and pay accordingly.**

Your Vendor/Booth Name:

(Booth Name):

For 220 volt service, you must supply your own plug and receptacle. A maximum of two, 30-amp circuits will be supplied at the basic charge rate. To find the voltage, amps or watts, check the label on each appliance. "Multi-plugs" are not permitted . . . they can blow fuses and are considered a fire hazard.

APPLIANCE	110v	220v	AMPS/WATTS
(example: toaster oven, coffee maker, etc.)	✓		600 watts
1.			
2.			
3.			
4.			

2023 BOOTH INFORMATION AND FEES

EVENT	VENDOR FEE(S)				NON-REFUNDABLE ELECTRIC FEE (if elected; additional fees may apply)***	LOCATION	EVENT DATE	TIME	Number of Vendors Permitted	Expected/ Typical Attendance	Application & Fee Deadline
	COMMERCIAL		NON-PROFIT								
	MAJOR*	MINOR**	MAJOR*	MINOR**							
Winter Carnival	\$100	\$100	\$100	\$100	\$50	Former Kmart location in Denbigh	Saturday, February 4	noon-5:00pm	4-5	3,000	Monday, January 16
Spring Eggstravaganza	\$100	\$100	\$100	\$100	\$50	King-Lincoln Park	Saturday, April 1	Noon-5:00pm	4-5	3,000	Monday, February 13
Outdoor Enthusiast	\$300	\$250	\$200	\$150	\$50	Newport News Park	Saturday, April 22	10:00am-5:00pm	8-10	3,500	Monday, March 6
32 nd Annual Children's Festival of Friends	\$300	\$250	\$200	\$150	\$50	Newport News Park	Saturday, May 6	10am-5pm	10-12	10,000	Monday, March 20
Fourth of July-Stars in the Sky	\$300	\$250	\$200	\$150	\$50	Victory Landing Park	Tuesday, July 4	7:00pm-9:30pm	8-10	10,000	Monday, May 22
Backyard Bash	\$100	\$100	\$100	\$100	\$50	Superblock Park	Saturday, August 26	4:00pm-8:00pm	4-5	1,500	Monday, April 27
Denbigh Day	\$100	\$100	\$50	\$50	\$50	Courthouse Way Community Center	Saturday, September 16	10:00am-4:00pm	4-5	1,500	Monday, August 7
4 th Annual Fall Festival	\$650	\$450	\$350	\$100	\$100	Newport News Park	Sat., October 7 & Sun., October 8	10am-5pm each day	20-25	35,000	Monday, August 21
NlightN	\$300	\$250	\$200	\$150	\$50	City Center	Saturday, December 2	5:00pm-8:00pm	4-6	2,000	Monday, October 16
ARTech Lights	\$100	\$100	\$100	\$100	\$50	Brooks Crossing	Saturday, December 9	5:00pm-8:00pm	4-6	1,500	Monday, October 16
Other Events	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	Ongoing

* A Major Food Concession is defined as one which provides meal service (e.g., hot dogs, hamburgers, sandwiches, etc.).

** A Minor Food Concession is defined as one which provides snacks, drinks, and light refreshments (e.g., popcorn, candy apples, etc.).

*** Additional fees will be required for electrical needs beyond the two, 30-amp or the one, 220V connection supplied. Requests for additional electricity must be made and paid for in advance with application and will NOT be honored on-site.

NOTE: Tents larger than 15'x15' (including space needed for all equipment and supplies) and trailers larger than 20'x15' (including trailer hitch and all equipment/supplies) will be charged a double booth fee; NO double booths are permitted at "Holiday Light Show" event. [Newport News Parks & Recreation reserves the right to reject booth equipment and units larger than space will permit.](#)

GENERAL CONTRACTS

INSURANCE LANGUAGE AND REQUIREMENTS

1. General Insurance Requirements

- a. The Contractor shall procure and maintain, at its own expense, and with a company or companies acceptable to the City, the minimum insurance coverages set forth below. The Contractor shall place their insurance program with an insurance company rated "A: VII" or above by A. M. Best and authorized to do business in Virginia. Contractor shall maintain all insurance until the completion of the contract/agreement period. Prior to performance under the contract/agreement, the Contractor shall provide Certificates of Insurance to the Office of Purchasing. Failure by the Contractor to provide these certificates before commencing performance may constitute grounds for termination for default. Such Certificates of Insurance shall evidence that the below listed insurance is in effect, and that not less than thirty (30) days' prior written notice (10 days' for non-payment) will be given to the City in the event of modification, cancellation, or non-renewal of any such insurance coverage.
- b. The Contractor shall be responsible for reviewing and ensuring any and all Subcontractors comply with all of the insurance provisions contained herein and that said insurance is maintained as specified. The Contractor shall provide copies of any and all Subcontractor insurance policies and / or Certificates of Insurance and required endorsements upon request by the City.
- c. The Contractor shall purchase and maintain during the life of this contract/agreement such Commercial General Liability Insurance including product and completed operations liability insurance as will provide protection from Contractor's performance of the Work and Contractor's other obligations under the contract/agreement, whether such performance is by Contractor, or by Subcontractor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and shall otherwise bear responsibility therefore. Insurance coverage for bodily injury and property damage, including insurance on vehicles and equipment, shall be with the same company. Contractor also agrees that their insurance is primary.
- d. The City of Newport News shall be an Additional Insured in all policies.
- e. Other insurance may be required depending on the scope of work presented.

2. Required Coverages

The Contractor shall carry the required amounts of insurance specified below throughout the contract/agreement period and submit a Certificate of Insurance and appropriate endorsements certifying coverages:

Such certificates shall provide that the Insurance will not be canceled or reduced without prior notice to the City of Newport News.

a. Commercial General Liability

The minimum Limit of Liability shall be:

Bodily Injury per person / occurrence (BI)	\$1,000,000
Property Damage per occurrence (PD)	\$1,000,000

If Policy has Aggregate Provisions –
Minimum Annual Aggregate Limit \$1,000,000

b. Automobile Liability

For Owned, Non-Owned and Hired Automobile, the minimum Limit of Liability shall be:

Combined Single Limit (CSL) per occurrence \$1,000,000.

c. Umbrella Liability

Coverage over the commercial general liability, automobile liability, and employer's liability.

The minimum Limit of Liability shall be:

Combined Single Limit (CSL) \$2,000,000

d. Workers' Compensation

Shall comply with all federal and state statutory regulations pertaining to Workers' Compensation requirements for insured or self-insured programs, and waive subrogation rights. The minimum Limit of Liability for Employers Liability shall be \$1,000,000 for each accident, disease/employee, and disease/policy.

In addition, the City requires an Alternate Employer Endorsement naming the City as an alternate employer, if applicable.

e. Additional Insured Provisions

The Contractor and any Subcontractor shall name the following as Additional Insured:

"The City of Newport News, including its elected and appointed officials, employees, and agents, shall be named as an additional insured and the required insurance coverage shall be primary coverage and provide contractual liability coverage. The insurer shall provide at least 30 days' advance written notice of cancellation or non-renewal of insurance to the City of Newport News (at least 10 days' for cancellation due to non-payment of premium)."

f. Required Endorsements:

The Additional Insured Endorsement on ISO Form CG 20 10 or similar and for Products/Completed Operations CG 20 37 must be attached to the Certificate of Insurance and must properly reference the above language. WC 00-03-01 (naming the City as an alternate employer for Worker's Compensation claims) must also be provided.

GUIDELINES FOR OBTAINING A TEMPORARY FOOD PERMIT



A new application and permit are required for **EACH** event within the year.
All participating vendors are required to submit an application to participate in an event.
This must be done at least one month prior to the event.

The procedure to obtain a Temporary Food Sale Permit is as follows:

1. It is the responsibility of the vendor to obtain a Virginia Department of Health Temporary Food Sale Permit prior to the event. Last minute applications can be a problem for everyone and your planning in advance is appreciated.
2. The vendor contacts the Environmental Health Office at the Health Department at (757) 594-7340 with questions regarding completing the Temporary Food Sale Permit application or with any Environmental Health questions. Regular business hours are 8:00 a.m. – 5:00 p.m. Monday – Friday, except 12:00 noon – 1:00 p.m. daily.
3. Vendor completes the Temporary Food Permit application.
4. The Vendor pays the health department fee after completing the application made payable to the Peninsula Health Center. The vendor that is exempt under the Code of Virginia need not pay the fee.
5. Vendor obtains the Temporary Food Permit from the Health Department that is to be displayed during the time of the event.
6. If vendor participates in additional events in Newport News throughout the year, the vendor pays an additional \$10.00 for each event made payable to the Peninsula Health Center in addition to completing a new application.

If you need any further assistance with applying for the Temporary Food Permit, please contact the Health Department at (757) 594-7340. The City of Newport News Parks and Recreation Department will not be able to assist you with obtaining the Temporary Food Permit except for providing the necessary paperwork.

Temporary Food Establishment Application

	<p>A COMPLETED APPLICATION AND ANY APPLICABLE APPLICATION FEE(S) MUST BE RECEIVED BY THE HEALTH DEPARTMENT AT LEAST TEN (10) CALENDAR DAYS PRIOR TO THE EVENT.</p>	
<input type="checkbox"/> \$40.00	Temporary Food Establishment Application Fee	
<input type="checkbox"/> \$0.00	Temporary Food Establishment application fee for churches; fraternal, school and social organizations; and volunteer fire departments and resource squads that are exempt under §35.1-25 and §35.1-26 of the <i>Code of Virginia</i>.	
<input type="checkbox"/> \$0.00	Applicant with documentation of paying a Temporary Food Establishment Fee in the current calendar year.	
<input type="checkbox"/> \$0.00	Individual resident _____ locality participating in only one (1) temporary event per calendar year which is located in _____.	

Event Information

Event Name:

Event Coordinator/Phone Number/Email Address:

Event Location Address and Phone Number:

Dates of Event: _____ To _____ Rain Dates: _____ To _____

Vendor Information

Vendor Business Name (include any trade, fictitious or "doing business as" names):

Name of Owner:

Booth Name (if different from vendor name):

Vendor Address:

Vendor Phone Number/Email Address:

Onsite Person Name and Contact Email and Cell Phone:

Set-up Date and Time:

Dates of Operation:

For Office Use Only	Approved by:
Signature:	Date:

Food Preparation and Menu

Only the food items listed below will be approved to serve. Any changes must be approved by the local health department prior to the event. List all foods that will be served. Attach additional pages as needed.

Food Item	Purchased Raw or Cooked? On-site or Off-site prep?	Transported hot or cold? What type of equipment used to transport?	Type of cold holding equipment used at event? (41 °F or below)	Cooking and/or reheating equipment used? Final cook temp?	Hot holding equipment used at event? (135°F or above)
Sausage	Raw, On-site	Cold/on ice	Ice Chest	Grill, 175°F	Steam Table
For food items that will be prepared at a different location than the event location include the name and location of the permitted food establishment.					
Permitted Food Establishment Name:		Name of Owner/Operator:			
Food Establishment's Physical Address:		Owner/Operator Phone Number:			
Signature of Permit Holder:		Permit Number:		Date:	

Temporary Food Establishment Construction				
Overhead Covering	<input type="checkbox"/> Canvas	<input type="checkbox"/> Wood	<input type="checkbox"/> Plastic	<input type="checkbox"/> Other:
Floor:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
Walls (if applicable):	<input type="checkbox"/> Screens	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
Water Source <input type="checkbox"/> Permitted Waterworks/ Municipal Supply <input type="checkbox"/> Private Well		Wastewater Disposal (provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator		
Food Grade Hose Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No		Disposal Method:		
Utensils and Equipment (check all that apply): <input type="checkbox"/> Single-Serve eating and drinking utensils <input type="checkbox"/> Multi use kitchen utensils		Handwashing Facilities (provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator		
Type of Utensil Washing Setup:		Type of Handwashing Facilities		
<input type="checkbox"/> Three basin setup		<input type="checkbox"/> Self-contained portable unit (with potable water and wastewater holding tanks)		
<input type="checkbox"/> Shared three compartment sink (if pre-approved)		<input type="checkbox"/> Plumbed with hot and cold water under pressure		
<input type="checkbox"/> Three compartment sink within a food establishment		<input type="checkbox"/> Gravity-fed water with spigot/bucket		
Utensil sanitizer to be used: <input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary Ammonia <input type="checkbox"/> Other:		<i>Hand soap, single-use towels, and trash receptacle shall be provided at all handwashing sinks.</i>		
Food Storage or Display Equipment: Identify all holding equipment (hot/cold) that will be used:		Cooking Equipment: Identify all cooking equipment that will be used:		
Toilet Facilities for Food Employees: <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method (if not provided by the event):		Electrical Supply: <input type="checkbox"/> Refrigeration or Freezer available <input type="checkbox"/> Lighting available		
Food Transportation: Identify how food will be transported to events:		Refuse Removal (provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method (if not provided by the event):		

I understand that a temporary food establishment permit will not be issued until it is verified that the application and information contain herein meets the Board of Health Food Regulations (Food Regulations) under 12 VAC5-421 et seq., any other pertinent local laws or ordinances, and has been signed and approved by the local health department. I attest to the accuracy of the information provided and agree to comply with the Food Regulations as it pertains to the operation of a temporary food establishment. I agree to allow access to the establishment during hours of operation and other reasonable times.

Applicant

Name: _____ Signature: _____

This form contains identifying information subject to disclosure per the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 et seq.)

Ver. OEHS. 04/01/17



CITY OF NEWPORT NEWS FIRE DEPARTMENT

COMMUNITY RISK REDUCTION DIVISION

FIRE INSPECTION BUREAU

610 Thimble Shoals Blvd. Building 6

Newport News, VA 23606

Phone: (757) 247-8873 • Fax: (757) 247-2630



MOBILE FOOD PREPARATION VEHICLE CHECKLIST

“OUR COMMUNITY CONFIDENT IN SAFETY.”

OVERVIEW

THIS PUBLICATION OUTLINES THE SAFETY GUIDELINES AND PERMIT APPLICATION REQUIREMENTS AS WELL AS INSPECTION SCHEDULING INFORMATION RELATED TO MOBILE FOOD PREPARATION VEHICLES CONDUCTING BUSINESS WITHIN THE CITY OF NEWPORT NEWS.

MOBILE FOOD PREPARATION VEHICLES ARE DEFINED AS VEHICLES AND ENCLOSED TRAILERS ABLE TO BE OCCUPIED BY PERSONS DURING COOKING OPERATIONS THAT COOKING EQUIPMENT THAT UTILIZES OPEN FLAMES OR PRODUCES SMOKE OR GREASE LATENT VAPORS FOR THE PURPOSE OF PREPARING AND SERVING FOOD TO THE PUBLIC.

PERMIT REQUIREMENTS

A PERMIT OBTAINED FROM THE CODES AND COMPLIANCE OFFICE SHALL BE REQUIRED TO OPERATE MOBILE FOOD PREPARATION VEHICLES IN THE CITY OF NEWPORT NEWS. A PERMIT APPLICATION CAN BE OBTAINED FROM THE CODES AND COMPLIANCE OFFICE LOCATED AT 2400 WASHINGTON AVENUE. OR BY VISITING THEIR WEBSITE AT [HTTPS://WWW.NNVA.GOV/DOCUMENTCENTER/VIEW/21233/FOOD-TRUCK-VENDOR-PERMIT-APPLICATION](https://www.nnva.gov/DocumentCenter/View/21233/FOOD-TRUCK-VENDOR-PERMIT-APPLICATION)

INSPECTION REQUIREMENTS

THE FIRE OFFICIAL IS AUTHORIZED TO CONDUCT SUCH INSPECTIONS AS DEEMED NECESSARY TO DETERMINE THE EXTENT OF COMPLIANCE WITH THE PROVISIONS OF THE CODE. VENDORS SHALL COMPLY WITH ANY APPLICABLE CITY OF NEWPORT NEWS PERMITS AND FEES.

QUESTIONS REGARDING THE CONTENT OF THIS PUBLICATION SHOULD BE DIRECTED TO THE NEWPORT NEWS FIRE INSPECTION BUREAU AT 757-247-8873 DURING REGULAR OFFICE HOURS, MONDAY THROUGH FRIDAY, 8:00 A.M. TO 5:00 P.M.

VEHICLE REQUIREMENTS	YES	NO	N/A
LICENSE PLATE W/ CURRENT DECALS			
CURRENT VEHICLE REGISTRATION			
CURRENT GENERAL LIABILITY INSURANCE			
CURRENT STATE INSPECTION W/ AFFIXED DECAL *TRAILERS UNITS EXCLUDED*			
CURRENT CITY OF NEWPORT NEWS BUSINESS LICENSE & DECAL AFFIXED			
VEHICLE LICENSE PLATES ATTACHED PER VIRGINIA STATE LAWS			
TRUCK AND/OR TRAILER IS REQUIRED TO HAVE A LEGIBLE V.I.N.			
CURRENT HEALTH DEPARTMENT INSPECTION *WITHIN 12 MONTHS OR LESS*			

ELECTRICAL			
ALL ELECTRICAL PANEL BOXES PROPERLY SECURED TO THE VEHICLE			
ALL ELECTRICAL PANEL BOXES AND OUTLETS HAVE COVERS PLATES INSTALLED			

NO OPEN WIRING OR SPLICES			
EXTENSION CORDS NOT USED AS PERMANENT WIRING			
ALL ELECTRICAL APPLIANCES INSTALLED IN A SAFE MANNER			
CIRCUIT BREAKERS/FUSES ARE LABELED TO IDENTIFY THE AREA PROTECTED			
IF MULTIPLE ITEMS NEED TO BE PLUGGED IN, IS A POWER TAP UTILIZED WITH A BUILT-IN CIRCUIT BREAKER & IS THE POWER TAP PLUGGED DIRECTLY INTO A PERMANENTLY INSTALLED RECEPTACLE?			
EASY ACCESS TO ELECTRICAL PANEL BOXES			
MULTIPLUG ADAPTORS, SUCH AS CUBE ADAPTORS, INFUSED PLUG STRIP OR ANY DEVICE NOT COMPLYING WITH NFPA 70 SHALL BE PROHIBITED			

MANUAL PORTABLE FIRE EXTINGUISHERS			
SHALL BE PROPERLY INSTALLED WITH MOUNTING BRACKETS			
SHALL BE VISIBLE, UNOBSTRUCTED, & ACCESSIBLE			
SHALL BE INSPECTED & TESTED W/ INSPECTION TAG AFFIXED			
ABC FIRE EXTINGUISHER MINIMUM SIZE 2:A-10:BC REQUIRED			
CLASS K FIRE EXTINGUISHER REQUIRED			
SHALL BE IN USABLE CONDITION FREE OF CORROSION AND/OR DRY ROT			

LPG/CNG GAS SYSTEMS			
LP TANKS, CYLINDERS, AND/OR BOTTLES MUST BE SECURED TO PREVENT TIPPING OR MOVEMENT			
LP SYSTEM PIPING, VALVES, & CONNECTIONS ARE PROTECTED TO PREVENT TAMPERING, IMPACT DAMAGE, & VIBRATION FROM TRAVEL			
ALL LINES & CONNECTIONS IN GOOD CONDITION WITH NO DAMAGE, CORROSION, OR LEAKS			
ANNUAL INSPECTION & TAG OF LPG SYSTEMS REQUIRED. TAG MUST BE AFFIXED TO TANK/BOTTLE OR INSIDE THE UNIT			
IF USING A CNG SYSTEM, INSPECTION REQUIRED EVERY THREE YEARS. TAG MUST BE AFFIXED TO TANK/BOTTLE OR INSIDE THE UNIT			
COMPRESSED GAS SHALL HAVE APPROPRIATE WARNING(S)			
GAS SYSTEMS SHALL BE INSPECTED FOR LEAKS BEFORE EACH USE AND FOLLOWING FUEL TANK REPLACEMENT.			

COOKING OPERATIONS			
HOOD SUPPRESSION SYSTEM MAINTAINED & OPERABLE			
HOODS, DUCTS, AND FILTERS SHALL BE FREE OF GREASE & DUST			
HOOD SUPPRESSION SYSTEMS SHALL BE INSPECTED EVERY 6 MONTHS			
INSPECTION/MAINTENANCE RECORDS KEPT IN VEHICLE/EASILY ACCESSIBLE			
PROPER TYPE OF HOOD SUPPRESSION NOZZLES INSTALLED AND ALIGNED WITH COOKING APPLIANCES			
CURRENT SUPPRESSION SYSTEM INSPECTION W/ TAG AFFIXED ON PULL STATION			
PULL STATION EASILY ACCESSIBLE			
FUSIBLE LINKS INSTALLED IN LINK LINES			

SHUNT INSTALLED TO AUTOMATICALLY SHUT DOWN LPG/CNG & ELECTRICITY UPON ACTIVATION OF SUPPRESSION SYSTEM. SHUNT SHALL HAVE MANUAL RESET BUTTON			
PROPER VENT/HOOD SYSTEM TYPE INSTALLED			
GREASE FILTERS IN PLACE			
HOODS, DUCTS, AND FILTERS SHALL BE FREE OF GREASE & DUST			
SYSTEM PROFESSIONALLY CLEANED AT PROPER INTERVALS W/ TAG AFFIXED TO SYSTEM			
CLASS K EXTINGUISHER(S) SHALL BE WITHIN 30 FT. OF THE COOKING MEDIUM			

OPERATING EQUIPMENT			
GENERATOR MAINTAINED IN OPERABLE & SAFE MANNER			
GASOLINE/FLAMMABLE LIQUIDS STORED SAFELY & AWAY FROM COOKING AREA & OTHER IGNITION SOURCES			
GASOLINE/FLAMMABLE LIQUIDS STORED IN PROPER CONTAINERS & LABELED			
FLAMMABLE LIQUID CONTAINERS SECURED TO PREVENT FALLING, TIPPING, OR DAMAGE FROM TRAVEL.			
COVERS & CAPS SHALL BE TIGHTLY IN PLACE			

ALARM EQUIPMENT			
DETECTOR/SIGNALING DEVICES SHALL BE ON AND OPERABLE			
DETECTORS & SIGNALING DEVICES SHALL BE FREE OF DEBRIS/DEFECTS			
IF PROPANE SYSTEM, A LPG ALARM SHALL BE INSTALLED			
IF CNG SYSTEM, A METHANE ALARM SHALL BE INSTALLED			

STORAGE			
ITEMS STORED NEAT & ORDERLY			
ITEMS STORED TO PREVENT FALLING/SHIFTING DURING TRANSPORT			
ITEMS KEPT CLEAR OF EXIT/CLEAR PATH TO EXIT MAINTAINED			
ITEMS STORED AWAY FROM HEAT SOURCES			
COVERS & CAPS SHALL BE TIGHTLY IN PLACE			
COMPRESSED CYLINDERS SHALL BE PROPERLY STORED AND SECURED			
COMPRESSED GAS SHALL HAVE APPROPRIATE WARNING(S)			

NOTE: THE CHECKLIST IS NOT ALL-INCLUSIVE, AND SERVES TO PROVIDE GENERAL GUIDANCE FOR ASSISTANCE IN MAINTAINING YOUR BUSINESS WITHIN CITY AND STATE FIRE PREVENTION CODE STANDARDS. PLEASE REFER TO THE 2015 STATE FIRE PREVENTION CODE FOR ANY FURTHER GUIDANCE. All Mobile Food Preparation Vehicles and/or operators may be subject to locality specific fees, inspections, and/or permits. Recent inspection reports (12 months or less from date) shall be maintained and available upon request. PLEASE FEEL FREE TO CONTACT THE NEWPORT NEWS FIRE INSPECTION BUREAU FOR ASSISTANCE (757) 247-8873.



DIRECT LINK TO ELECTRONIC CHECKLIST

SPECIAL EVENTS WEATHER CRITERIA

Definitions: **Watch** – **BE ALERT** - Conditions are favorable for weather hazard to occur.
Warning – **ACT** - Event is imminent, occurring close by, or has a high likelihood of occurrence.

Time Frame		Key Terms	
48-72 Hour Forecast	Storm system approaching, Radical temperature change forecast		
24 Hour Forecast	Windy, Rain, Storms, Winter Precipitation, Heat, Cold		
Event Day Forecast	Windy, Rain, Storms, Winter Precipitation, Heat, Cold, NWS watches, warnings, advisories		
Imminent Conditions	NWS watches, warnings, advisories		

Alert Level	Event Conditions	General Response
Extreme	Event Canceled/Extreme and Dangerous Conditions	Event Suspended or Canceled - Follow Official Instructions – Seek shelter
High	Potentially Dangerous Conditions	Be safety and health conscious, Stay alert, Follow Instructions, Consider stopping/leaving
Moderate	Less Than Ideal Conditions/Weather Threat	Be prepared for worsening conditions – dress appropriately
Low	Good Conditions	Enjoy the event/Be Alert

Hazard	Threshold	NWS Notifications	Actions
Wind	Winds/Gusts above 10-15 mph	Forecast	Fireworks may be restricted at any time due to speed, direction, etc. Secure loose/lightweight objects and inflatables
	Winds/Gusts above 31-39 mph	Wind Advisory	Restrict some activities, close inflatables, re-check tents, stages, etc.
	Winds/gusts above 40 mph	High Wind Warning, Tropical Storm Warning Thunderstorm/Tornado Warning	Suspend or cancel all activities until conditions improve - Seek shelter from flying debris
Lightning	Storms forecast or within 50 miles Lightning/Storms within 30 miles	Forecast (with or without NWS thunderstorm notifications)	Increase monitoring Allow patrons to seek shelter and allow them to re-enter
	Lightning within 15 miles	(with or without NWS thunderstorm notifications)	Seek shelter and Stop all activity until 30 minutes after last thunder heard
Hail	Small hail (less than 1") Hail greater than 1"	(with or without NWS thunderstorm warning) (with or without NWS thunderstorm warnings) Thunderstorm Warning	Increase monitoring Allow patrons to seek shelter and allow them to re-enter
Heat Index	Above 100 F Above 105 F	Forecast Heat Advisory	Suspend or cancel all activities until conditions improve - Seek shelter from flying debris Consider rescheduling, provide cooling/misting stations
	Above 110 F	Excessive Heat Warning	Must provide cooling stations, allow patrons to seek cooling shelter and allow them to re-enter
Cold/Wind Chill	Below 32 F Equal to or less than teens Equal to or less than 0 F	Frost/Freeze Warning Frost/Freeze Warning Wind Chill Advisory	Stop/Cancel outdoor activities Consider canceling, rescheduling or modifying event Consider canceling, rescheduling or modifying event
Snow/Ice	Winter precipitation forecast 1-2" snow, 1" sleet	Forecast Winter Weather Advisory or Winter Storm Warning	Cancel, reschedule or modify the event Consider canceling or rescheduling, especially if includes winds, freezing rain Cancel or rescheduling, especially if accompanied by winds, freezing rain
Fire Weather	Consult Fire Marshall and NWS	Fire Weather Watch/Warning	Open burn permits required, fireworks may be restricted
Visibility/Fog	Visibility less than ¼ mile	Dense Fog Advisory	Consider delaying, postponing, rescheduling, or canceling event

A variety of outdoor special events as well as training and exercises, are conducted in Newport News throughout the year. Due to our varied weather threats and in the interest of public health and safety, the following information is provided as policy guidelines for emergency planning for such events. Event management, as identified on the permit, is responsible for adherence. Police, Fire and/or the Parks Department representatives retain ultimate authority to halt any permitted events when, in their opinion, conditions meet the criteria attached and pose an imminent threat to the health, safety and well-being of those present at the event.

As a guide for scheduling events, the following weather conditions chart should be helpful in assessing the climate conditions typical for each month.

Source:
NWS Wakefield

All Normals 1981-2010 Records Listed are Daily Records *Also occurred in earlier years												
Month	MAX TEMPERATURE			MIN TEMP		DEGREE DAYS		PRECIPITATION (in)			SNOWFALL (in)	
	Norm MAX	Rec High Year	RecLo MAX	Norm MIN	Rec Low Year	HDD	CDD	Normal Precip	Record Precip Year	#Days .01+	Normal Snow	Rec Snow Year
JAN	48.1	80 *2002	13	32.7	-3 1985	763	0	3.40	3.74 1967	10	2.4	9.8 1893
FEB	50.9	82 *1997	13	34.4	2 1895	627	1	3.12	4.75 1998	9	2.0	13.6 1989
MAR	58.2	92 1907	24	40.5	14 1888	492	6	3.68	3.78 1994	11	0.2	11.0 1927
APR	67.6	97 1960	38	48.9	23 1923	239	37	3.41	5.86 1991	10	T	1.3 1940
MAY	75.4	100 1991	48	57.9	36 *1966	71	122	3.41	3.78 1888	11		
JUN	83.5	102 1874	58	67.1	45 1967	6	315	4.26	5.76 1963	10		
JUL	87.4	105 2010	63	71.9	54 *1979	0	454	5.14	4.84 1939	11		
AUG	85.1	105 1918	64	70.7	49 1982	0	400	5.52	7.92 2011	10		
SEP	79.3	100 1895	57	65.3	40 1888	11	230	4.76	8.93 2007	9		
OCT	70.1	95 1954	43	54.0	27 1976	146	55	3.42	7.44 2016	8		
NOV	61.1	86 1974	24	44.6	17 1929	373	8	3.15	5.02 1893	9	T	6.7 1891
DEC	52.1	80 *1991	12	36.1	5 1917	649	1	3.26	2.50 1983	10	1.2	17.5 1892
WINTER	50.3	82 *1997	12	34.4	-3 1985	2039	3	9.78	4.75 1998	30	5.6	17.5 1892
SPRING	67.1	100 1991	24	49.1	14 1888	802	166	10.50	5.86 1991	31	0.2	11.0 1927
SUMMER	85.4	105 1918	58	70.0	45 1967	6	1169	14.92	7.41 1964	31		
FALL	70.2	100 1895	24	54.6	17 1929	530	293	11.33	8.93 2007	25	T	6.7 1891
ANNUAL	68.3	105 *2010	11	52.1	-11 1940	3376	1630	46.53	8.93 2007	117	5.8	17.5 1892
												4.0