

**Lower Township Department of Parks & Recreation**

**Jim Ridgway**

Asst. Supt. of Parks & Recreation

**Mitchell B. Plenn**

Superintendent of Parks & Recreation

2600 Bayshore Road  
Villas, New Jersey 08251

Telephone (609) 886- 7880 ext.8

Fax (609) 886-7838

E-mail [recreation@townshipoflower.org](mailto:recreation@townshipoflower.org)

[jridgway@townshipoflower.org](mailto:jridgway@townshipoflower.org)

March 1, 2013

Dear Vendors:

Once again this year the Lower Township Department of Parks and Recreation will be coordinating the vendors for the Independence Day Festival. At this time we are requesting that any food and/or merchandise vendor that is interested in being assigned a location along beach drive in North Cape May for this year's Independence Day Festival and Fireworks Display scheduled for Wednesday, July 3, 2013 (with a rain date of Friday, July 5, 2013) contact the Lower Township Municipal Clerk at 886-2005 for an application for mercantile license/special event one day license. This year's event will begin at 5:00pm and last until approximately 9:00pm. There are limited number of spaces available for this event, so vendors will be accepted on a first come first serve basis. In order to be considered for a location all Township licensed ice cream vendors must possess a valid mercantile license and be inspected as per Lower Township regulations. All other vendors must possess current mercantile licenses and Cape May County Health Department inspections and Lower Township Bureau of Fire Safety inspections if applicable. Also, all vendors must possess a valid insurance policy and provide us with a certificate of insurance listing Township of Lower as an additional insured for the date of the event. **Interested persons must have all of the aforementioned paperwork completed and submitted to the Lower Township Municipal Clerk's office prior to 3:00pm on Monday, June 24, 2013.**

Respectfully,



Mitchell B. Plenn

Superintendent of Parks and Recreation



Jim Ridgway

Assistant Superintendent of Parks and Recreation

Cc:

Mike Voll, Township Manager

Julie Picard, Township Clerk

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March 1, 2013

Dear Vendor,

The Lower Township Department of Parks and Recreation will be hosting the annual Independence Day Festival, to be held on Wednesday, July 3, 2013 from 5:00pm until 9:00pm(rain date: Friday, July 5, 2013 . The location of this event is along beach drive in North Cape May, in Lower Township, New Jersey. We are expecting great weather, crowds, entertainment, fun, activities, and of course, YOU! Sign-up today as space is limited and will be filled on a first come first serve basis. Please read and note the following rules and regulations for all vendors:

- Vendor check in will be at Beach Drive and Lincoln Boulevard in North Cape May, and set up begins at 3:00pm. Set up time is from 3:00pm- 4:30pm.
- All vendors spots will be clearly marked. Spaces are approximately 12 x 12. Loading and unloading will be available at your location, and all vehicles must be removed from Beach Drive by 4:30pm. No one will be permitted to set up prior to 3:00pm.
- The festival begins at 5:00pm and ends at 9:00pm. All vendors must stay until the end of the festival (after the fireworks have concluded).
- Vendors must remove their own trash before leaving the festival.
- Vendors must supply their own tables, chairs, table covers, and tents. **NO ELECTRIC IS PROVIDED.**
- All vendors are required to have a one Day Mercantile License. Application fee is \$15.00 made payable to Township of Lower, 2600 Bayshore Road, Villas, NJ 08251.
- All food vendors must also have the proper paperwork completed for Cape May County Board of Health and Lower Township Fire Bureau.
- Crafters, antiques, collectibles, art, services, and new items will be permitted. The Township of Lower reserves the right to reject any application for products/ services it deems in poor taste, or of any possible threat or danger to another person.
- All necessary permit paperwork can be obtained at the Lower Township Municipal Building in the Township Clerks office, at the Lower Township Recreation Center and also on the township website: [www.townshipoflower.org](http://www.townshipoflower.org).

For additional information use the contact information provided above.

**SPECIAL EVENT  
MERCANTILE LICENSE  
APPLICATION**

Name of Applicant/Business: \_\_\_\_\_

Home/Business Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Evening #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Event Date: \_\_\_\_\_

Items/Products to be sold: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NO ITEMS/PRODUCTS BEARING OBSCENE, PROFANE OR  
QUESTIONABLE LANGUAGE/PICTURES WILL BE PERMITTED. NO  
VENDING OF ICE CREAM OR FROZEN CONFECTIONARY PRODUCTS  
PERMITTED.**

**Fee: \$15.00 PER INDIVIDUAL VENDOR** (Payable to the Township of Lower)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**PERMIT WILL BE MAILED TO BUSINESS ADDRESS UNLESS OTHERWISE  
SPECIFIED.**

Any questions, call 609-886-2005 ext. 100 or e-mail [djohns@townshipoflower.org](mailto:djohns@townshipoflower.org)

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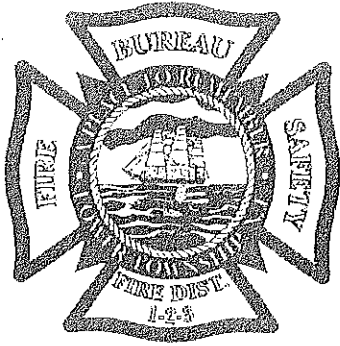
**FOR OFFICIAL TOWNSHIP USE ONLY**

Date: \_\_\_\_\_ Fee Received: \_\_\_\_\_ Cash/Check #: \_\_\_\_\_

License Number Issued: \_\_\_\_\_ Pick-Up or Mail \_\_\_\_\_

Department Approval: \_\_\_\_\_ Site #: \_\_\_\_\_

Comments: \_\_\_\_\_



## BUREAU OF FIRE SAFETY - TOWNSHIP OF LOWER

Public Safety Building  
1389 Langley Road  
Cape May County Airport  
Phone: (609) 889-0404  
Fax: (609) 889-8876

Mailing Address:  
407 Breakwater Road  
Erma, NJ 08204

LTBFS@COMCAST.NET

### APPLICATION FOR PERMIT

#### The Uniform Fire Code states:

"Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official." [N.J.A.C. 5:70-2.7(a)].

Date of application: \_\_\_\_\_

Location where activity will occur: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Organization name: \_\_\_\_\_

Phone/Fax Number: \_\_\_\_\_ Emergency #: \_\_\_\_\_

Block/Lot: \_\_\_\_\_ Registration #: \_\_\_\_\_

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

\_\_\_\_\_  
\_\_\_\_\_

And for the keeping, storage, occupancy, sale, handling or manufacture of the following:

\_\_\_\_\_  
\_\_\_\_\_

State quantities for each category to be stored or used, and the method stored or used:

\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge that I have read this application, that the information given is correct and that I am the owner or duly authorized to act in the owner's behalf and as such, hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Fire Official Signature

\$60

\_\_\_\_\_  
Fee Amount

1

\_\_\_\_\_  
Permit Type



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# FIRE SAFETY REQUIREMENTS FOR PUBLIC FESTIVALS WITHIN THE TOWNSHIP OF LOWER

**OPEN FLAME DEVICES:** Portable gas cooking devices, portable solid fuel cooking devices, etc.

1. Type 1 Permit is required. Applications are available at the Clerk's office or the Bureau of Fire Safety office, and are subject to inspection.
2. One portable fire extinguisher having a rating of not less than 3A:40BC is required.
3. Portable fire extinguishers must be up to date by date of manufacture or service tag.
4. All tanks, hoses and other related equipment must be in proper operating condition.
5. All cooking operations contained within a trailer or other portable structure that produce grease-laden vapors are required to have an approved fire suppression system.

## USE OF FLAMMABLE LIQUID POWER GENERATORS AND EQUIPMENT.

1. Flammable liquid portable containers must be spill proof safety-type containers, with a flame suppressor.
2. Refueling of hot equipment is prohibited. All equipment must be turned off and cooled before refueling.
3. One portable fire extinguisher having a rating of not less than 3A:40BC is required.
4. Portable fire extinguishers must be up to date by date of manufacture or service tag.

**ALL PUBLIC DISPLAYS ARE SUBJECT TO INSPECTION**

KRISTINE GABOR  
*Freeholder*

KEVIN L. THOMAS, M.A.  
*Health Officer*  
*Public Health Coordinator*

JOSEPH R. TORDELLA, D.O.  
*Medical Director*

# CAPE MAY COUNTY DEPARTMENT of HEALTH

4 Moore Road  
Cape May Court House, N.J. 08210-1601  
(609)465-1209 after hours (609) 465-1190  
Fax: (609) 465-6564



## APPLICATION FOR TEMPORARY FOOD VENDOR

**OWNER/OPERATOR**

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**OWNER HOME ADDRESS**

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**CITY, STATE, ZIP CODE**

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**HOME TELEPHONE**

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**NAME OF BUSINESS**

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**BUSINESS ADDRESS**

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**CITY, STATE, ZIP CODE**

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**BUSINESS TELEPHONE**

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**BUSINESS FAX**

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**E-MAIL ADDRESS**

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**NAME OF EVENT**

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**DATE OF EVENT**

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**MUNICIPALITY OF EVENT**

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**STREET LOCATION OF EVENT**

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**EVENT COORDINATOR**

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**TYPES OF FOODS TO BE SERVED:**

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Freeholder

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Health Officer  
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## GUIDELINES FOR COMPLIANCE WITH CHAPTER 24 SUBCHAPTER 8 TEMPORARY RETAIL FOOD ESTABLISHMENTS

The following guidelines have been established by this Department and must be met during the operation of any Temporary Retail Food Establishment.

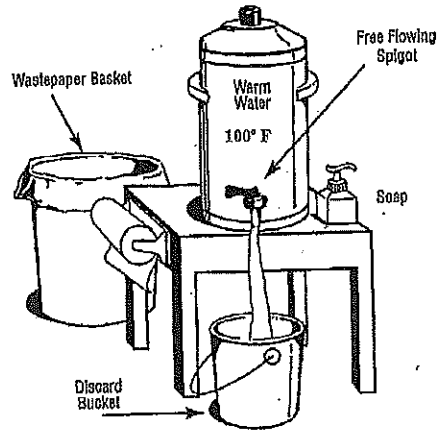
- A. No home preparation of foods are permitted
  - 1. Cake sales at churches are exempt.
  - 2. Non-Profit Organizations selling cakes in front of Supermarkets within one day are exempt.
- B. The preparation of potentially hazardous food shall be prohibited, except that hamburgers, frankfurters, sausage and foods with limited preparation, can be served but must be stored in facilities which maintain foods temperatures:
  - i. All potentially hazardous cold foods must be maintained at 41 degrees or below.
  - ii. All potentially hazardous hot foods must be maintained at 135 degrees or above.
- C. Ice, for use as a food or a cooling medium, must be made from drinking water of an approved source.
- D. All foods on display must be protected from contamination, i.e. covered, use of sneeze guards, tongs, etc.
- E. Hand washing facilities must be conveniently located.
- F. Hand washing facilities may contain a large insulated container with lukewarm water and spigot (such as a 5 gallon Igloo Container). A pan will be needed to catch water, so as not to create a nuisance.
  - i. Soap must be available
  - ii. Paper towels must be available.
- G. Floors must be concrete, asphalt, or if dirt or gravel must be covered with mats, removable platforms, duckboards, or other suitable approved materials that are effectively treated to minimize dust and mud.
- H. A container of sanitizing solution (spray bottle or bucket) is required for use on food-contact surfaces. If bleach is used as a sanitizing agent, 1 teaspoon bleach per gallon of water is required, or ¼ tsp. bleach per quart/32 oz. of water (spray bottle.)
- I. Must have extra utensils or 3 bins to wash, rinse and sanitize and an area, under the tent or umbrella, to air dry.
- J. A covering is required over the food preparation and display areas. This must consist of a tent or umbrellas.
- K. An adequate stem-type indicating thermometer shall be provided and used to assure the maintenance of proper temperatures for cooking, cooling, hot holding and cold holding of potentially hazardous foods.
- L. Single service items must either be in a container with the handles extending out of the container or placed all in one direction in separate containers.
- M. Gloves must be used for all ready to eat foods
- N. Must have a designated person to handle money, only.
- O. Must have proof of most current yearly inspection, either a copy of inspection report or a copy of Rating Placard.

Any other requirement deemed necessary by the Health Authority to protect the Public Health, in view of the particular nature of the food service operation, shall be met (N.J.A.C. 8:24).

# HANDWASHING

At least one convenient handwashing facility must be available for handwashing on site at all times. This facility must consist of, at least, a container with 100° F potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service as specified in 8124.23(f) such as:

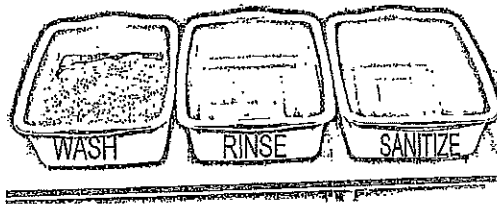
- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
- After touching an open sore, boil, or cut
- After handling money or other soiled items
- After taking out the trash or following any activity during which hands may have become contaminated.



# DISHWASHING

Facilities must have provisions available to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided and used at each site. All dishes and utensils must be air-dried.

## PROPER SET-UP



## PROPER SANITIZER CONCENTRATIONS

Chlorine  
50-100 ppm

Quaternary Ammonia  
200 ppm\*

Iodine  
12.5-25 ppm\*

\* or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.