



Village of Ardsley Food Services for Village Events Application

Name of Event: _____

Date of Event: _____

Location of Event: _____

Name of Food Service Provider: _____

Permanent Location/Address for Food Service Provider: _____

Point of Contact Name for Food Service Provider: _____

Point of Contact Email for Food Service Provider: _____

Point of Contact Phone Number for Food Service Provider: _____

Is a Village of Ardsley Department, Board or Committee Sponsoring the event? ☐ Yes ☐ No

If yes, which Department, Board or Committee: _____

Type of Food Service Provider: ☐ Restaurant/Catering Service ☐ Food Truck

Does the Food Service Provider have a current catering/ food preparation operation license from the Westchester County Department of Health? ☐ Yes ☐ No Expiration Date: _____

Does the facility in which the food products are prepared meet all requirements outlined by the Westchester County Department of Health? ☐ Yes ☐ No

Will food be sold to the public*, or purchased by the Village and provided for event participants?

☐ Food will be sold to the public*

☐ Food will be purchased by the Village and provided to event participants

*Please note that if selling food to the public, a peddler's permit is also required. Provider is responsible for all applicable taxes.

Food to be Provided

Food Item #1: _____

Is the food item individually pre-portioned?:..... ☐ Yes ☐ No

Is the food item individually wrapped?:..... ☐ Yes ☐ No

Serving Temperature of Food:..... ☐ Hot ☐ Room Temperature ☐ Cold

Food Item #2: _____

Is the food item individually pre-portioned?:..... ☐ Yes ☐ No

Is the food item individually wrapped?:..... ☐ Yes ☐ No

Serving Temperature of Food:..... ☐ Hot ☐ Room Temperature ☐ Cold

Food Item #3: _____

Is the food item individually pre-portioned?:..... ☐ Yes ☐ No
Is the food item individually wrapped?:..... ☐ Yes ☐ No
Serving Temperature of Food:..... ☐ Hot ☐ Room Temperature ☐ Cold

Food Item #4: _____

Is the food item individually pre-portioned?:..... ☐ Yes ☐ No
Is the food item individually wrapped?:..... ☐ Yes ☐ No
Serving Temperature of Food:..... ☐ Hot ☐ Room Temperature ☐ Cold

Food Item #5: _____

Is the food item individually pre-portioned?:..... ☐ Yes ☐ No
Is the food item individually wrapped?:..... ☐ Yes ☐ No
Serving Temperature of Food:..... ☐ Hot ☐ Room Temperature ☐ Cold

Food Service Protocols

Objective: To establish guidelines and procedures for the safe and efficient operation of food stations, ensuring cleanliness, hygiene, and compliance with food safety standards.

Vendor Compliance:

- Ensure that all food vendors hold valid licenses, including a catering and/or food establishment license and adhere to local health and safety regulations set by the Westchester County Health Department.
- All food vendors, including, food trucks, beverage trucks, restaurants, or other licensed food establishment supplying food at a Village event, must submit signed application and all required documentation at least one week prior to any event.
- If hot food is being served, whether or not individually portioned, the vendor must supply catering license and staff appropriately. Hot food may only be served from a licensed vendor. If the food is individually portioned, appropriate serving utensils must be supplied by the vendor to serve food. Toothpicks or individual serving disposal serving utensils should be utilized to reduce the handling of individually portioned food.
- Every effort should be made to have any employee of the food vendor present at the event to make sure that all proper protocols for keeping hot food safe are followed.
- All persons serving any food must be an employee of the food vendor and must adhere to all Board of Health guidelines for food service, including but not limited to wearing clean clothing, not smoke or using tobacco while handling food, wear gloves and use hair restraints to minimize hair contact with hands, food and food-contact surfaces.
- All food vendors serving food must bring their own utensils and necessary equipment to keep the food at the appropriate temperature for consumption.
- Every effort should be made to have the food products prepackaged. The food vendor still must provide the Village with the necessary license and insurance, but it does not have to serve the prepackaged food or even have an employee at the event.
- If food is being sold to the public, the vendor must obtain the appropriate permit to vend. The vendor is responsible for all sale taxes.
- If the food is being purchased by the Village and provided to participants at no charge, a vendor license is not required.

- Food from the permitted vendor must arrive on site fully prepared and ready to consume. There should be no on-site food preparation, unless in a licensed food truck.
- No home-cooked food is allowed.
- All food vendors, including food trucks, beverage trucks, restaurants, or other licensed food establishment supplying food at a Village event, must provide the Village at least one week prior to any event with a certificate of liability insurance naming the Village as an additional insured, as well as a Worker's Compensation Insurance Certificate if employees/serving staff will be on-site.
- All vendors and on-site employees must provide a copy of State or Federal picture I.D. (Driver's license, Passport).
- A valid vehicle registration and insurance must be provided for all vehicles used, if applicable.
- A copy of the license to operate a business and tax I.D
- Electrical and water hookups ARE NOT available outdoors, generators must be provided by the vendor. Vendors must provide their own tables and tents for outdoor events.

Station Layout:

- Design a clear and organized layout for self-service stations to facilitate smooth flow and prevent congestion.
- Clearly label food items with ingredients and allergen information. The village takes no responsibility for any mislabeled food.

Hygiene Measures:

- Provide hand sanitizing stations near self-service areas.
- Use clean, sanitized utensils for each item, and replace serving utensils frequently.
- Implement measures to prevent cross-contamination.
- Maintain appropriate temperatures for hot and cold food items at all times as long as food is available.

Portions:

- Encourage vendors to offer controlled portion sizes to streamline self-serving and minimize food wastage.

Waste:

- Provide clearly marked bins for recyclables, compost, and general waste.
- Request all vendors minimize the use of single-use plastics and encourage the use of eco-friendly packaging.
- Keep regular cleanup intervals to maintain cleanliness.

Indemnity Agreement

FOR VALUE RECEIVED, the undersigned applicant jointly and severally agree to indemnify and save harmless Village of Ardsley (Village) its employees and its successors and assigns, from any claim, action, liability, loss, damage or suit, arising from any aspect of the food service provided as per this application.

In the event of any asserted claim, the Village shall provide the undersigned applicant reasonable timely written notice of same, and thereafter the undersigned shall at its own expense defend, protect and save harmless the Village against said claim or any loss or liability thereunder.

In the further event the undersigned applicant shall fail to so defend and/or indemnify and save harmless, then in such instance the Village shall have full rights to defend, pay or settle said claim on its own behalf without notice to undersigned and with full rights to recourse against the undersigned applicant for all fees, costs, expenses and payments made or agreed to be paid to discharge said claim. Upon default, the undersigned further agree to pay all reasonable attorney fees necessary to enforce this agreement.

This agreement shall be unlimited as to amount or duration. This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns and personal representatives.

Documents Required to Submit with Application

- ☐ Catering/Food Establishment License from Westchester County Department of Health
 - ☐ Certificate of Liability Insurance Naming Village of Ardsley as Additional Insured
 - ☐ Certificate of Worker's Compensation Insurance
 - ☐ Signed copy of Application, Food Service Protocols & Indemnification Agreement
 - ☐ Peddler's Permit (if selling food items)
 - ☐ Vehicle Registration and Insurance (if provider is a Food Truck)
 - ☐ Location/floor plan for queue and distribution of food
 - ☐ Names and copy of photo ID of any on-site employee/server
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By signing below, the undersigned applicant acknowledges that they have read, understand and agree to the Village of Ardsley Food Service Protocols, Indemnity Agreement, and that any and all information provided herein is true and correct to the best of the applicant's knowledge, information, and belief.

Signature of Applicant: _____

Date: _____

Print Name: _____

Title: _____

Name of Business/Food Service Provider: _____