

2025 Bay Area American Indian Two-Spirits Powwow FOOD VENDOR APPLICATION FORM & PACKET

2025 BAAIT-S Powwow Food Vendor Fee: \$200

EVENT INFO:

Bay Area American Indian Two-Spirits Powwow
Saturday, February 1, 2025
10:00 AM to 06:30 PM
Fort Mason, Festival Pavilion
Occupied Yelamu (San Francisco, California)

Expected No. of Attendees: 4,000 - 6,000
Please fill out **all the documents completely**.

How do we use this information?

- The information you provide will be used for planning the 2025 Bay Area American Indian Two Spirits Powwow (the "Powwow") layout, and may be used for marketing/advertising for the Powwow. • We will double-check Food Vendor Applications before submitting them to Fort Mason Center ("FMC", or the "Venue") and Golden Gate Park National Recreation Area ("GGNRA"), which is a part of the National Park Service ("NPS").

If you have any questions or concerns, do not hesitate to reach out:

**Amelia Vigil, Food Vendors Point-Person for the 2025 BAAIT-S
Powwow** (415) 624-9280, or amelia@baaits.org

Additional documents required for application:

These documents are provided within this Food Vendor Application Packet.

- 1) Completed Fort Mason Center "FOOD VENDOR APPLICATION"
- 2) Completed FMC "Fire Permit Information Sheet"
- 3) Valid Health Department Permit to Operate (aka "Health Permit")
 - a) Cottage Food Operation (CFO) owners will need to submit their information to NPS for review before your application can be accepted.
- 4) Valid "food safety manager training certificate for person in charge" and on-site (at all times) at the powwow.
- 5) Proof of Liability Insurance
 - a) \$500,000 General/\$2,000,000 Limited
 - b) Fort Mason Center listed as additionally insured using the following language:
"Fort Mason Center, FMC Pier 2 Sublessor, LLC, FMC Pier 2 Lessor, LP, the United States, Department of Interior, National Park Service, and its officers,

officials, employees, attorneys, contractors and agents, and First Republic Bank."

PLEASE BEGIN YOUR APPLICATION ON THE NEXT PAGE

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2025 Bay Area American Indian Two-Spirits Powwow FOOD VENDOR APPLICATION FORM

Food Vendors must arrive before or by 9:00 AM, February 1, 2025.

FOOD VENDOR INFORMATION

Company

Name: _____

_ Company Contact Person and Position: _____ Company

Phone: _____ Company Email

Address: _____

Company Street

Address: _____

Circle One:

We have a Health Permit/Permit to Operate issued by local health department: Yes No We
have Food Safety Manager Certificate for the person who will be in charge, on-site: Yes
No Venue is included as Additional Insured on our liability insurance: Yes No

Day Of Event Contact Information

This person must answer the phone if we need to reach them during the powwow.

Day-Of Contact Person Name: _____

Day-Of Contact Number: _____

PLEASE NOTE:

Once your application has been approved by the Food Vendors Subcommittee, and NPS Health Inspectors & Fire Marshals, you will be sent a link to a payment portal to submit your 2025 BAAIT-S Powwow Food Vendor Fee of \$200.

By signing below:

- You swear or affirm that you are at least 18 years of age, and authorized to sign this document on behalf of your organization;
- You swear or affirm that the foregoing is true and correct to the best your knowledge; • You acknowledge receipt of, and agree to follow, the rules, regulations and policies of both the Powwow and the Venue (including GGNRA and FMC);
- You agree to indemnify, hold harmless, and assume the defense of BAAIT-S (its volunteers, officers, employees and contractors) from and against any and all claims, demands, and actions for damages resulting from work under this permit/application, regardless of the negligence of BAAIT-S, its volunteers, officers, employees or contractors
- If this Food Vendor Application is approved, you agree to provide Food Vendor Fee payment in a timely manner (within 5 days of receiving the payment link.)
- You acknowledge that, once you have paid the Food Vendor Fee, there will be **no refunds issued** for cancellations, late-arrival, or no-shows, under any circumstances.

Date: ____ / ____ / _____ Signed:

_____ Print Name:

DEADLINE TO SUBMIT THIS APPLICATION IS JANUARY 15, 2025



National Park Service
U.S. Department of the
Interior
Golden Gate

National Recreation
Area
Building 201, Fort
Mason San Francisco, CA

94123
Public Health Officer
Craig_Ungerecht@nps.go
v

Temporary Food Event (TFE)

VENDOR APPLICATION

This application is to be completed by each food vendor at the event. Each vendor will return a completed application with supporting documentation to the event. The event organizer shall then give the applications to the Public Health Officer at least 14 days prior to the event for approval. All food vendors must follow the 2017 FDA Food Code. The FDA food code is available at: [Link to 2017 FDA Food Code](#)

1. Name of Event: _____ **Event Organizer:** _____

Date(s) of event: _____ **Event Organizer Phone:** _____

Location(s): _____

Daily Start Time: _____ Daily End Time (no further cooking): _____

2. Food Vendor/Company Name: _____ **Structure (tent/truck):** _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Name of Certified Food Safety Manager staffing the event: _____

****Include copy of certificate in application submission****

Will food be cooked on-site (Y/N)? _____ How will food be served? _____

Will food sampling occur (Y/N)? _____ How will sampling be provided? _____

Name the main sources of food and ice: _____ (ie. Costco)

3. Name of establishment used for food preparation: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name: _____ Contact Phone: _____ Is

this facility licensed by a city or county Health Department (which one)? _____ Travel
 time from off-site preparation to event location: _____ Name of
 certified facility food manager: _____

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4. Provide a list menu items listing high risk (temperature controlled) foods first followed by other foods. Detail how they will be prepared. **Limit menu to five potentially hazardous food.** Attach separate sheet

Menu Item i.e. (chicken empanada, tuna poke)	Cooked off-site? (yes/no)	How Served? (hot/cold)	Holding Temperature Method (steam table / refrigerator at event)	Cooking/Preparation Procedures (cut up off site / grill to internal temp of 165F at event)

if necessary.

5. Describe your temperature control methods (containers types and temperature checks) during transit and during the event:

Hot Holding (135F or above)	Cold Holding (41F or below)
During Transit:	During Transit:
During Event:	During Event:

6. Describe in detail your hand washing setup at the event:

(Each vendor must bring their own handwashing setup unless supplied by organizer)

7. Describe in detail your dish washing setup at the event:

**NPS or the event organizer may provide potable water access, sites for wastewater and refuse dumping, and toilet access. Consult your event organizer for these details and plan accordingly.*

8. Gather photocopies of the following documentation to submit with this application:

- Copy of health department permit to operate or sellers permit that indicates your operation/business is a licensed food establishment or food service provider.
- Copy of current **Food Safety MANAGER** training certificate for person in charge at the temporary event (your certified food safety manager must be at event at all times).
- Copy of Liability Insurance Information with a minimum of \$1,000,000 of general liability that lists GGNRA as additional insured

9. Review and sign the Vendor Consent section located on Form #201b of the TFE Permit.

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TEMPORARY FOOD EVENT VENDOR PERMIT

__Vendor Consent

I, _____ (applicant of the TFE vendor permit) hereby certify that the submitted information is correct and I fully understand that any deviation from the above without prior permission from GGNRA may nullify final approval. I have read and understand the TFE Vendor Checklist and provided to the event organizer the following documentation for my temporary food operation:

I further certify that all foods served have been under proper temperature holding and handling conditions to ensure safe foods and that all persons handling the food are in good health and trained to safely prepare, store, and serve food to the public.

I agree to maintain any areas assigned to me or my organization in a clean, sanitary condition during the permit period. I also agree to have a **certified food safety manager** immediately on hand during all food preparation, handling, and sales during the event (**initials**)._____

At no time will any food product be stored, prepared, washed or otherwise handled at home or other facility not permitted by a city or county Public Health Department.

By acceptance of the permit for the above noted event, I agree to indemnify, hold harmless, and assume the defense of GGNRA from and against any and all claims, demands, and actions for damages resulting from work under this permit, regardless of the negligence of GGNRA. I have read and understood my responsibilities as the vendor (**initials**)._____

If I have any questions regarding these requirements or wish to change my menu during the course of the event, I understand that I must discuss and receive advance approval with the Public Health Officer at (415) 561-4743 in a timely manner. I understand any unsanitary or unsafe conditions or violations of the FDA Food Code can result in the immediate suspension or revocation of my temporary food event permit and that inspection reports are subject to review by outside parties including NPS and event organizers.

Applicant

Signature: _____ Date: _____

Applicant Printed

Name: _____

COMPLETED BY PUBLIC HEALTH OFFICER

Food Facility Name: _____ Event Manager: _____
_____ Event Name: _____ TFE Permit # _____
_____ Event Location: _____

Approval/Disapproval Date: _____ Permit Effective Dates: _____

Permit Restrictions/Reason for Disapproval:

Reviewed by: _____
Public Health Officer

Form #201b

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Catering Permit and Information

Catering Information

Contracted Timing: Venue access is limited to the contracted timing for the event. ALL DELIVERIES AND PICKUPS MUST TAKE PLACE WITHIN THE CONTRACTED RENTAL TIMES. NO EXCEPTIONS. FMC Staff will not accept deliveries on behalf of Licensee or vendors. Please confirm what hours your client has contracted prior to arranging rental deliveries.

Setup/Break-down: Any items rented through Fort Mason Center (FMC) (tables, chairs, linens, AV, etc.) will be setup prior to the contracted timing and will be broken down by FMC staff. FMC staff will not be available to setup any items rented through outside vendors and are not available to flip the space during the event. Please coordinate these needs with your vendor team.

End of Event Expectations: Fort Mason Center requires that the event must end 1 hour prior to the contract end time. Bar service must end by 1 hour and 30 minutes prior to the end of the contracted time (30 minutes prior to the end of the event). If your setup requires more than 1 hour for load-out, please adjust your timeline to end the event earlier.

Fire Permit / Cooking Regulations

Cooking and Flame Regulations: Fire Permits issued through the Golden Gate National Recreation Area are required when any electrical or open flame cooking is taking place in conjunction with an event. Permits are also required for candles and other event items. Please fill out the information sheet attached to this document and return it to your FMC Representative so that we can secure the correct permits

Proper fire extinguishers are to be placed in any cooking area, service station with open flame, and locations in which existing building extinguishers are blocked. Fire extinguishers must be equipped with a 2A:10B:C fire extinguisher bearing a current service tag, and be fully charged, and placed in an accessible location. K-rated fire extinguishers shall be provided for all cooking applications utilizing

grease or producing grease-laden vapors.

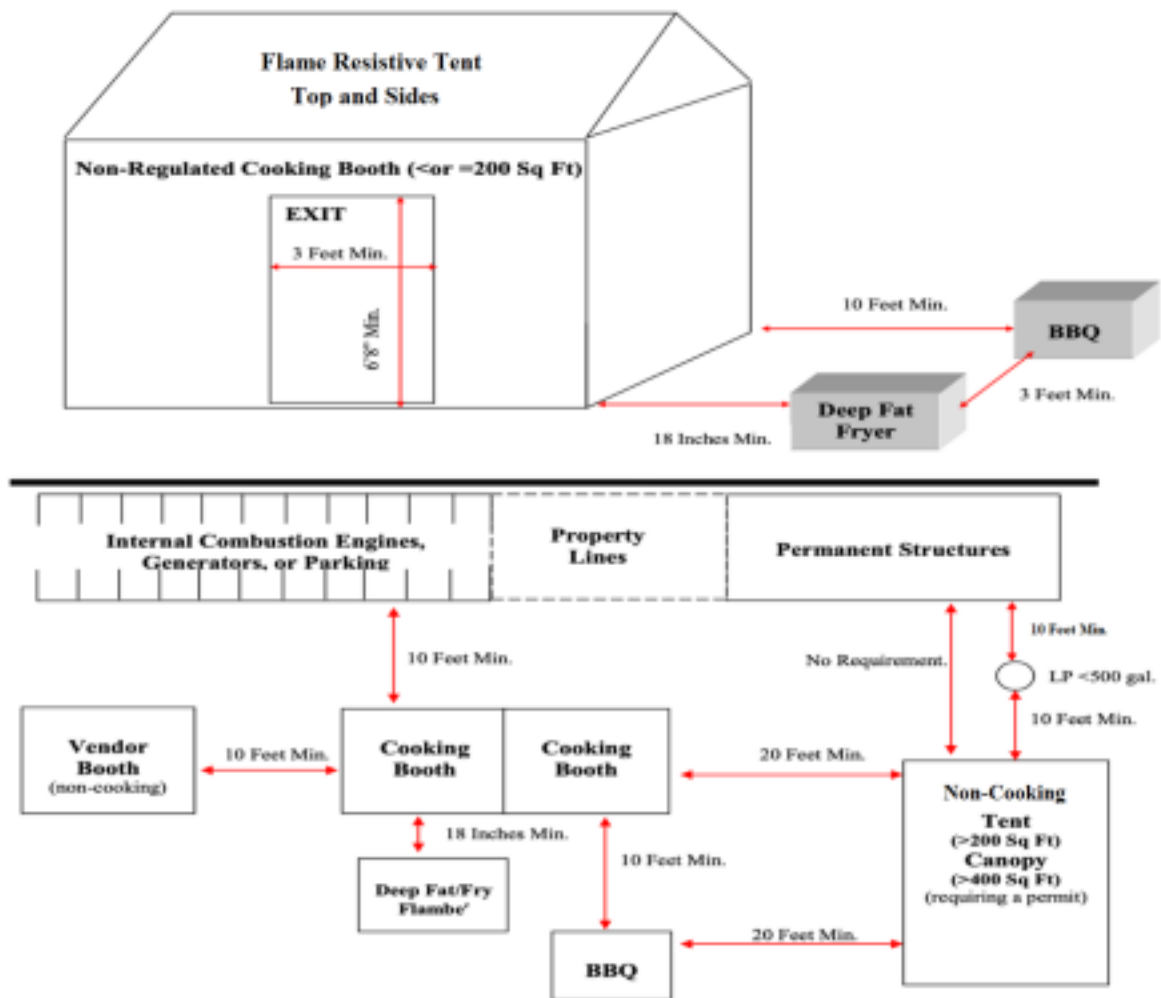
Propane tanks and charcoal grills are prohibited inside the buildings, but may set up outside, with prior permission. All devices need to be at least 10ft away from the building. All propane hoses must be 10' long. See the drawing on the next page for proper temporary cooking setups and minimum distances between equipment. The Fire Marshal reserves the right to require site plan and inspect all on-site cooking. Cost of inspection is passed to the client.

Sterno, hot boxes and electric hotplates are allowed inside, but all cooking and heat source arrangements must be pre-approved. Please speak with your FMC Representative for further details.

Candles are permitted as long as the candle is in a flame-proof container and there is a 2" clearance from the top of the flame to the top of the container.

Please list all warming and cooking equipment you will bring onsite for Fire Marshal Approval.





Insurance

Insurance is required with Fort Mason Center added as additionally insured using the following language: Fort Mason Center, FMC Pier 2 Sublessor, LLC, FMC Pier 2 Lessor, LP, the United States, Department of Interior, National Park Service, and its officers, officials, employees, attorneys, contractors and agents, and First Republic Bank.

We require a \$500,000 general liability policy in most of our venues. In the Festival Pavilion the required limit for general liability is \$2,000,000.

Workers' compensation should be provided as determined by law.

If caterer is serving alcohol, such policy shall provide Liquor Liability for a minimum coverage limit of \$1,000,000.

Health Permitting

All caterers, food vendors, concessionaires, and food truck vendors selling or dispensing food to the general public (over 200 people) must have a health permit from the National Park Service. Fort Mason Center is part of the GGNRA and the NPS requires a health permit for all public events serving food. Contact your Fort Mason Center representative for information on how to obtain this permit.

Private events do not need to apply for a health permit. Please note that ticketed events are generally considered public.

Alcohol Service

A permit from US Park Police is required to serve alcohol at the event. Please see your FMC Representative for permit application.

All alcohol must be served by licensed beverage caterers that can provide liquor liability insurance with Fort Mason Center listed as additionally insured. Please refer to "Insurance" for more information.

All alcohol sales or service must end 30 minutes before event end time.

Self-service is not permitted. Bottles of wine may not be left on tables for self-service. All alcohol must be poured by a caterer or bartender.

Bar mats must be used at all bars and under coolers or ice buckets



Fire Permit Information Sheet

Fort Mason Center will now complete all Fire Permit forms needed with the GGNRA. Please fill out the following information so that we may secure permits for your event:

Contact Name: _____ Company Name: _____

Event Title: _____ Venue(s): _____ --

Event Date: _____ Event Times: _____

Caterer: _____ Cater Phone Number: _____

Permit <i>Please check as needed</i>	Additional Information
<input type="checkbox"/> Assembly	Estimated Attendance:

<input type="checkbox"/> Cooking	**Please see attached cooking guidelines and forward to your caterer Please list all cooking equipment:
<input type="checkbox"/> Candles	**All live candles must have a proper enclosure of at least 2 inches of glass above the flame tip
<input type="checkbox"/> Outdoor Tenting	**Water Barrels and other plastic based ballasts are not approved. **For tents over 400 square feet, please ask your FMC representative for a tenting information form. **For indoor tenting, please discuss with your FMC representative
<input type="checkbox"/> Outdoor Heaters	**Minimum of 10' from any building or tent
<input type="checkbox"/> Generators	**FMC Policy is to use shore power whenever possible. Please discuss your power plan with your FMC representative
<input type="checkbox"/> Open Fire	**Subject to Spare the Air regulations
<input type="checkbox"/> Other Permit(s)	Please Describe:



National Park Service
U.S. Department of the Interior

Golden Gate National
Recreation Area
Building 201, Fort Mason
San Francisco, CA 94123

Public Health Officer
Craig_Ungerecht@nps.gov

Temporary Food Event (TFE) ORGANIZER APPLICATION

Event Information

Name of Event: _____ Date(s): _____

Event Location: _____ Hours: _____

Time food vendors arrive and are ready to inspect: _____

Food Service (Indoors/Outdoors/Both): _____ Expected number of guests: _____

Number of Food Trucks: _____ Number of other Food Vendors: _____ = Total: _____

Contact Person ON-SITE: _____ phone _____

Contact Person OFF-SITE: _____ phone _____

Event Organizer: _____

Event Production Company: _____

Address: _____ Business License # _____

Phone: _____ Cell: _____ E-mail: _____

Event Organization: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

FMC Event ID # as listed on contract _____

As the event Organizer, I will act as contact person to the Golden Gate Recreation Area (GGNRA) staff. **I am responsible for submitting the Organizer Application, a Temporary Food Event Vendor Application for each vendor, a list of vendors, and a site plan, to the Public Health Officer at least 14 days** prior to the date of the event. For more than 10 vendors please submit applications at least **30 days** prior to the date of the event. I recognize my responsibility in ensuring food safety at the event by organizing the site appropriately, visiting each vendor opening day to ensure compliance with GGNRA requirements, ensuring a potable water source, and providing an approved waste system (**Organizer initials**). _____

I also understand that I shall provide the GGNRA with a Certificate of Insurance at the inception of this authorization and upon renewal of insurance thereafter, and shall provide the GGNRA thirty (30) days advance written notice of any material change in the insurance policy. I shall provide GGNRA proof of comprehensive general liability insurance in the amount commensurate with the degree of risk and the scope and size of such activities authorized herein, but in any event, the limits of liability shall not be less than \$1,000,000.00 per occurrence covering both bodily injury and property damage (**Organizer initials**). _____

By acceptance of the permit for the above noted event, I agree to indemnify, hold harmless, and assume the defense of GGNRA from and against any and all claims, demands, and actions for damages resulting from work under this permit, regardless of the negligence of GGNRA. I have read and understood my responsibilities as the (**Organizer initials**). _____

Approval by Public Health Officer of the Organizer and Vendor applications and successful inspections will result in the issuance of a TFE Permit to the Organizer or Permit Holder ("Holder").

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EVENT ORGANIZER APPLICATION AND PERMIT

CONDITIONS OF NATIONAL PARK SERVICE (NPS) TEMPORARY FOOD EVENT PERMIT

1. The Holder is prohibited from giving false information, to do so will be considered a breach of conditions and be grounds for revocation: [RE:36 CFR 2.32(a)(3)].
2. The Holder shall exercise this privilege subject to the supervision of the NPS, and shall comply with all applicable laws and regulations of the area and terms and conditions of the authorization. The Holder must acquire all permits or licenses of State or local government, as applicable, necessary to provide the services, and, must operate in compliance with all applicable Federal, State, and local laws and regulations, including, without limitation, all applicable GGNRA policies, procedures and regulations.
3. This authorization is issued upon the express condition that the United States, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, injuries, or death to any person or persons or property of any kind whatsoever, whether to the person or property of the Holder, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by the (Holder) in connection herewith, and the Holder hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents, and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.
4. Holder agrees to carry general liability insurance against claims occasioned by the action or omissions of the holder, its agents and employees in carrying out activities and operations under this authorization. The policy shall be in the minimum amount of \$1,000,000.00 and underwritten by a United States company naming the United States of America National Park Service, Golden Gate National Recreation Area as additionally insured. Proof of coverage should be mailed **to Business Management Division GGNRA, Bldg 201 Fort Mason, San Francisco, CA 94123.**
5. This authorization may not be transferred or assigned without the written consent of the GGNRA Superintendent.
6. This authorization may be terminated upon breach of any of the conditions herein or at the sole discretion of the GGNRA Superintendent.
7. The Holder is not entitled to any preference to renewal of this authorization except to the extent otherwise expressly provided by law. This authorization is not exclusive and is not a concession contract.
8. The Holder shall not construct any structures, fixtures or improvements within GGNRA. The Holder shall not engage in any groundbreaking activities without the express, written approval of GGNRA Superintendent.
9. The Holder is authorized to execute this contract on behalf of the organization listed above.

The GGNRA Public Health Officer has the right to deny applications or changes submitted after the deadlines outlined above.

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A. Organizer Responsibility - The Holder and all vendors authorized herein must comply with the conditions of this authorization including all exhibits or amendments or written directions of GGNRA General Superintendent. The Holder shall insure that all employees and customers entering GGNRA are informed of all "Special Park Conditions" of this authorization. The Holder may be cited for any violations of the authorization committed by their vendors while acting under this authorization.

B. Use Limits - It is expressly understood that the General Superintendent may impose public use limits based upon his/her authority stated in Title 36 of the Code of Federal Regulations, Section 1.5. It is also understood that possession of this Authorization does not guarantee entry into GGNRA. The Holder is subject to the following use limits specifically:

- 1) Ensuring the adherence to the regulations in the current FDA Food Code, including but not limited to:
 - a) Proper food specific cooking temperatures
 - b) Proper hot and cold holding temperatures
 - c) No bare hand contact on ready to eat foods
 - d) Appropriate hand washing facility for each vendor
 - e) Sanitation measures for utensils and food contact surfaces
 - f) Employee Health involving restriction and exclusion
- 2) **Maintaining a Food Safety Certified Manager on site for each vendor present**
- 3) Ensuring each vendor present during the event has been inspected and is currently permitted by GGNRA
- 4) Providing a potable water source and waste water management system (if not provided by GGNRA or related Park Partner)
- 5) Acquiring approval in advance from GGNRA for additional vendors or menu changes

C. TFE Identification Possession - The Holder and all vendors shall display the TFE Permit provided by GGNRA within the food facility at all times when operating within GGNRA.

D. Damages - The Holder shall pay the United States for any damage resulting from this use, which would not reasonably be inherent in the use described herein (**Organizer initials**). _____.

E. Safety - The Holder shall take every reasonable precaution to ensure the safety of its customers, vendors, participants, employees, other GGNRA visitors, and GGNRA employees.

F. Advertising - Advertising for the authorized activity shall not state or imply endorsement by GGNRA or the National Park Service. Upon request, the TFE Permit Holder will provide GGNRA with copies of advertising brochures and any other materials related to activities within GGNRA.

G. Nondiscrimination – The Holder shall comply with all Federal laws including EEO laws.

H. Cannabidiol (CBD) – The Holder and all vendors shall prohibit the sale, marketing, and display of all CBD containing consumable products including foods, beverages, supplements, oils, tinctures, and any other product meant for ingestion.

I have read and understood my responsibilities as the event Organizer as outlined in the aforementioned conditions of the National Park Service temporary food event permit contract (**Organizer initials**). _____

Organizer signature: _____ Date: _____

Printed name: _____

Public Health Officer Name: _____

Permit Approved/Denied Date: _____ **Permit Number:** _____

Comments: _____

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