**HOME-PREPARED FOODS ARE NOT ALLOWED.** If your organization does not have its own kitchen facility, you must obtain permission to use a kitchen facility which has been approved by the local Department of Environmental Health or obtain prepared foods from an approved source. For non-profit/exempt businesses, non-perishable bakery items are exempted from this restriction.

**PLEASE INDICATE THE NAME, LOCATION AND TELEPHONE OF SITE WHERE FOOD IS PREPARED OR PREPACKED OTHER THAN THE EVENT SITE**

**OPERATIONAL**

Describe utensils to be used and utensil washing facilities

Describe Facilities for keeping Food Hot or Cold
**TEMPORARY FOOD FACILITY VENDOR / BOOTH APPLICATION**

Describe Safe methods to be used in transporting food

Describe Garbage / Trash Disposal

Describe Source of Potable Water

Describe Wastewater Management

Describe Booth materials (See attached handout for booth construction)

<table>
<thead>
<tr>
<th>Floors</th>
<th>Walls</th>
<th>Ceiling</th>
<th>Opening</th>
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**EXISTING PERMIT HOLDERS**

If you already have a valid "Temporary Food Facility Permit" issued by this department, please do the following:

1. Make a photocopy of your Temporary Permit and give it to the event sponsor.
2. At the event, post your Temporary Event Health Permit.

**NON-PROFIT CHARITABLE ORGANIZATIONS**

1. Follow Instructions #1 - 5 only. A permit fee is not required for certified non-profit organizations, but a late fee will be required if submitted less than 2 weeks before the event.
2. Submit proof of nonprofit status: IRS 501 (c)(3).

**MOBILE FOOD VENDORS**

1. Permitted mobile food vendors may participate in Temporary Events without additional permit.
2. Make photocopy of current permit and return it to the event sponsor.

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this permit and the operation of this business

<table>
<thead>
<tr>
<th>Signature</th>
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<tr>
<td>Print Name</td>
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**APPLICATION DISPOSITION**

<table>
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<th>APPROVED</th>
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**PLAN CHECKED BY**

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Any deviation form the approved plan must be approved by this office. A copy of this plan must be maintained at the site during the event period.
FOOD SAFETY GUIDELINES

Proper temperature control shall be provided for all perishable (potentially hazardous) foods. These foods are made in whole or part with milk products, eggs, meat, poultry, fish, or shellfish. It also includes such products as cream pies, custards, potato salads, and meat salads (tuna, chicken, etc.). It is important that such foods be kept cold.

Provide an accurate probe thermometer to check food temperatures. COLD Foods shall be kept at or below 45°F and HOT foods at or above 140°F. Keeping foods at these temperatures will require special equipment such as refrigerators, coolers, steam tables, chafing dishes etc.

FOOD PROTECTION ISSUES

1. All food preparation, and serving shall take place inside a food booth, unless specifically approved by this division. You may use a permitted off-site facility for preparation.

2. Food items prepared or stored at home are prohibited. Except for some non-perishable bakery items prepared by non-profit organizations.

3. Deep fat fryers, grills, etc. may require fire retardant screened areas according to the fire codes. Check with your local fire department for information. Barbequing is the only 'outside' cooking allowed.

4. Food preparation surfaces must be smooth, easy to clean, and non-absorbent (such as approved commercial cutting boards made of hard plastic or wood).

5. Prepared food shall be shielded from customer contamination with sneeze guards or covers. No open food shall be displayed/exposed in the front area of booth.

6. Hot food shall be discarded or donated to charity at the end of the day. Cold food can be used the next day if stored at 41°F or below. Otherwise, discard after 12 hours.

7. All food, beverages and utensils must be protected from contamination. Store a minimum of 6" off floor.

8. All toxic materials (cleaning items, chemicals) must be separated from food storage and preparation.

9. Contact fire and building departments for other restrictions on types of cooking equipment allowed inside booth.

CONDIMENTS

Condiment containers (ketchup, mustard, onions, relish) shall be a pump type, squeeze container, or have covers/lids to protect the contents. Single service packets are recommended.

ICE to be used for drinks must be protected from contamination. Store ice off the ground and away from contaminants. Ice used for refrigeration of must not be used for drinks.

BARBECUE
All barbecue units used to prepare food that will be served to the public must be part of an approved food booth. No Barbecues are allowed to operate in conjunction with a pushcart. All barbecues must use fuels approved by the Fire Department. Contact fire and building departments for other restrictions. Safe customer distances must be maintained from all hot equipment.

1. Barbecues are allowed for cooking foods only, if further processing is to be done (slicing, portioning, etc.) must be done inside the booth enclosure.

2. All barbecues must have a cooking surface and cover that is cleanable and customer access to the cooking area must be restricted for safety reasons.

FOOD HANDLER GUIDELINES

Safe food handling methods must be followed at all times. Avoid unnecessary direct handling of food, use utensils whenever possible. There must be a Food Handler certificate holder present at all times. Annual permitted vendors are required to submit proof of valid foodhandler certificate when applying for permit.

Eating is not allowed inside a food preparation booth. Smoking is prohibited in food booths.

HAND WASHING FACILITIES IN FOOD BOOTHS

Provide a minimum five (5) gallon insulated water container inside the food booth, with a dispensing valve (that will leave hands free for washing) and a wastewater container (equal size or larger). A portable sink with a wastewater container holding tank is preferred. Also provide a soap dispenser and paper towels for HAND WASHING. A handwashing facility with warm running water shall be provided in each food booth.

UTENSIL WASHING FACILITY

Booths that prepare food must have access to a stainless steel utensil sink with three compartments and integral drain boards for cleaning equipment, utensils, and for general cleaning purposes. The first compartment shall hold soapy water, the second shall hold rinse water, and the third shall hold a sanitizing water solution (i.e. 100 ppm chlorine). Other utensil cleaning methods may include the use of 3 clean buckets of the same solutions.

Alternates could be: a centralized approved 3-compartment sink within a Health permitted establishment or booth within 200 feet of food booths, an approved mobile preparation unit (hot food truck) that is within 200 feet of food booths, or as otherwise approved by the Department of Environmental Health (DEH).

* Please limit to no more than four food booths per sink

WATER SUPPLY AND WASTE DISPOSAL