



TEMPORARY FOOD SERVICE EVENT PERMIT APPLICATION

Name of Event: _____

Date(s) of Event: _____ Hours of Operation: From _____ to _____

Location of Event (Address): _____

Time of Inspection (at least **30 minutes** prior to projected time of food service): _____ *

ALL REQUIREMENTS ON EVENT CHECKLIST MUST BE MET PRIOR TO THE TIME OF INSPECTION.

Vendor Name: _____

Address: _____

Responsible Person: _____ Responsible Person CELL Phone: _____

APPLICATIONS MUST BE RECEIVED 72 HOURS PRIOR TO EVENT AND ALL FEES MUST BE PAID IN ADVANCE OR VENDOR MAY NOT OPERATE AT THE EVENT

Due to possible cross-contamination, serving of any raw meat requires specific approval from Consumer Health

1. Food Items to be Served

Food Preparation Method and Equipment

2. Food Purchased (store/location): _____

IF commercial kitchen/permited food preparation site is located outside NRH, copy of last inspection report and copy of current health permit required.

3. Hand wash set up (REQUIRED: stocked sink (not a restroom) or 5 gallon igloo cooler with a spigot filled with hot water; pump soap; paper towels, catch bucket): _____

4. 3 Bucket Dish wash set up (REQUIRED; (1) bucket hot, soapy water; (1) bucket clear water; (1) bucket sanitizer water

***Hand wash stations (cambros), hot holding equipment (warmers) may be borrowed from Consumer Health on a first come, first serve basis. Each piece of equipment requires a \$100 deposit and must be returned within 5 days after the event. Equipment must be reserved prior to the event. Call 817-427-6650 to reserve equipment.

5. Equipment Needed (#): _____ Cambro(s) for hand washing _____ Warmer(s) for holding food hot

6. **EVENT CHECKLIST REQUIRED ON-SITE!** Temporary Event Checklist must be on-site and completed PRIOR to inspection.

7. **For-Profit Permit Fee:** _____ \$75 **(Non-Profit Permits are Free with proof of Non-Profit status)**

***MUST HAVE HAND WASH AND UTENSIL WASH SET UP BEFORE DOING ANY FOOD PREPARATION. *NO FOOD MAY BE SERVED UNTIL AN INSPECTION IS PERFORMED AND A PERMIT ISSUED. *CHILDREN UNDER 16 YEARS OF AGE MAY NOT SERVE FOOD OR DRINKS AT TEMPORARY EVENTS. *CROCK POTS, STERNO, AND BBQ SMOKERS ARE NOT ALLOWED. *HAIR RESTRAINTS REQUIRED. *HOME-PREPARED FOODS MAY NEVER BE SOLD, SERVED, OR OFFERED TO THE PUBLIC. *MUST SERVE ONLY PERMITTED FOOD. NO ADDITIONAL FOOD ITEMS CAN BE ADDED ONTO THE MENU UNLESS APPROVED BY CONSUMER HEALTH.**

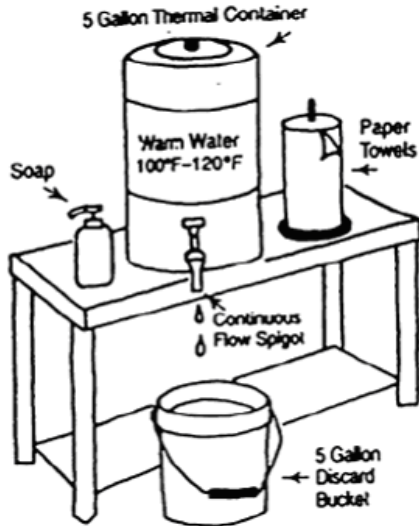
Applicant Signature _____ Date _____

Neighborhood Services Representative _____ Date _____

TEMPORARY FOOD SERVICE REQUIREMENTS

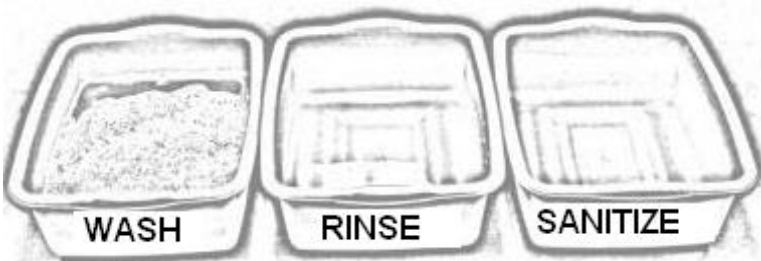
- ☐ **Hand washing station set up.** Hand wash set up: 5 gallon water cooler filled with warm water, pump hand soap, paper towels, and a catch basin for waste water. The hand washing station should be set up in the stand before any food is prepared or served and should be accessible at all times. Wash hands frequently! (SEE DIAGRAM ON BACK OF FORM)
- ☐ **No bare hand contact with food.** Servers must use gloves, tongs, spoons, spatulas, or deli paper to handle food.
- ☐ **Hair restraints.** All persons handling food must wear a cap, hat, hair net, visor, or scarf.
- ☐ **Calibrated Stem Thermometer required with the temperature range from below 41°F to above 165°F** when serving time/temperature controlled for safety (TCS) foods. Stem thermometers must be used to check the temperatures of foods.
- ☐ **Overhead protection.** Overhead covering shall be provided for all outdoor events, over all food preparation, cooking, and serving areas. Recommend fire retardant overhead covering. Open flame grills must be placed outside the overhead covering to meet Fire Code. Must secure grill to prevent any possible injury of people/children.
- ☐ **Approved flooring.** Outdoor events must be set up on concrete or asphalt (not on grass or dirt).
- ☐ **Three Bucket Wash Setup must be set up prior to any food-handling related activity.** (1) bucket hot, soapy water, (1) bucket hot, clear, clean water, (1) bucket sanitizer (leave equipment inside for at least one minute). 1 gallon cool water + 1 teaspoon bleach = Sanitizer. Use test strips to check that the concentration is 50 – 100 ppm. Wiping cloths should be stored in the sanitizer, and thermometers and utensils should be sanitized prior to use. (SEE DIAGRAM)
- ☐ **Time/Temperature Controlled for Safety (TCS) Foods** (meats, dairy, pasta, baked potatoes, cut melons, etc.) must be held **hot** at **135°F** or more or must be held **cold** at or below **41°F**. **Reheated foods** must be heated to an internal temperature of **165°F**. If time control is used, a time stamp or time control log must be used.
**TCS foods not properly cooked or kept at proper temperatures will be destroyed by Consumer Health.
- ☐ **Hold hot food hot, cold food cold.** Time/Temperature Controlled for Safety (TCS) foods must be held hot (135°F or more) in warmers, on propane gas grills, or in other approved unit. Hold cold TCS foods in ice chests or in refrigerators (41°F or less).
- ☐ **Fire extinguisher is required** if any heating is done on site.
- ☐ **All food products shall be shielded or covered** to protect from contamination. Use lids, covers, or sneeze guards.
- ☐ **Pre-packaged condiments.** Individual mustard, ketchup, etc. packets are allowed; no public-controlled squeeze bottles.
- ☐ **Wash hands frequently.** All persons handling food must wash their hands frequently. Gloves and hand sanitizer are NOT a substitute for hand washing. Wash hands upon entering the stand and wash hands before putting on clean gloves.
- ☐ **Limited food preparation only.** Only limited food preparation such as seasoning and cooking may occur on site; all other food preparation shall be conducted in a licensed establishment prior to the event.
- ☐ **Ice used to chill food and drinks should never be used for consumption.** As ice melts, drain water from the cooler to prevent cross-contamination into sanitary sewer. Never drop bags of ice on the ground to break up ice.
- ☐ **Adequate lighting is needed** under the overhead covering for any outside evening events. Shatterproof or shielded bulbs are highly recommended.
- ☐ **A trash can is required, and properly dispose of waste.** No grease, waste water, or food debris may be dumped in storm sewers, ditches, or onto the ground. Properly dispose of wastes in the garbage or sanitary sewer.
- ☐ **No eating, drinking, chewing gum or tobacco use in the stand.**
- ☐ **Children under 16 should not serve food or drinks.**
- ☐ **NO HOME PREPARED FOODS CAN BE SOLD, SERVED, OR OFFERED TO THE PUBLIC.**

TEMPORARY FOOD SERVICE REQUIREMENTS



EXAMPLE OF HAND WASHING STATION SETUP

(5 gallon container full of hot water with spigot, soap, paper towels, and a catch bucket – WASH HANDS OFTEN!)



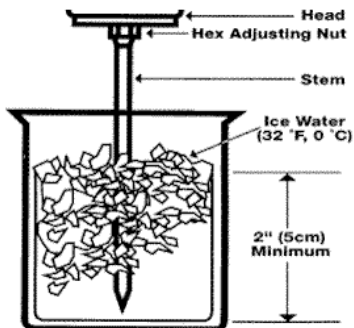
THREE BUCKET WASH SETUP -

WASH (hot, soapy water), RINSE (clean, clear water), SANITIZE (1 teaspoon bleach + 1 gallon cool water), & AIR DRY



(WARMER)

EXAMPLE OF AN APPROVED, COMMERCIAL-GRADE HOT HOLDING UNIT



CALIBRATION OF STEM THERMOMETER

Fill cup with ice water, allow thermometer to stand 1- 2 minutes, adjust dial under head to read 32°F (must read 32 °F in ice water)