

Temporary Event Guidelines for Food Service

- Only approved sources for foods to be allowed. No Home prepared Foods will be permitted.
- **REQUIRED ITEMS NEEDED:** Calibrated metal stem thermometer, sanitizer, test strips for sanitizer, food service gloves, and hair restraints.
- Keep Potentially Hazardous Foods @ 41 degrees or 135 degrees at all times. Provide equipment so that you may accomplish this at all times! Ex: ice chests, refrigerators, electric warmers. (Avoid using sternos due to possible wind issues)
- All foods to be cooked to required temperatures: Hamburgers and pork @ 155 and Chicken @ 165 degrees. (Confirm with sanitized metal stem thermometer)
- Minimal prep on site!!! **PLEASE** avoid handling of raw meats if possible. If both cooked and raw are to be used, separate to avoid cross contamination. (Store raw meats separated by type as well. **NEVER** store hot dogs and hamburgers together and **NEVER** store cooked and raw together, *provide separate utensils for each.*)
- Provide gloves and or serving utensils to prevent bare hand contact. Hands should be washed prior to donning gloves and gloves to be changed as necessary to prevent cross contamination. **ALWAYS WASH HANDS FIRST, THEN GLOVE!**
- All food related items to be stored off the floor/ground at all times. If event is not on pavement you will need to provide ground covering to control dust.
- Ice used for consumption may not be used for storage of drink containers or food items. Provide separate ice for drink storage. No storage of ice bags on ground.
- Provide Ware washing station for serving utensils. Buckets with the following:
 - WASH container (soap and potable water)
 - RINSE container (Clean water only)
 - SANITIZE container (Sanitizer and water mixture)
- Provide test strips for your choice of sanitizer to be used:
Chlorine to be 100 ppm and Quats @ 200 ppm
- Provide hand wash station to consist of:
 - Container with spigot for clean potable water
 - Antibacterial liquid soap and paper towels
 - Container to “catch” dirty water
- Trailers should provide sinks set up as described above and sufficient clean and waste water storage tanks.
- Booth style will need to provide sufficient water or have potable water within close proximity. Waste water will need to be disposed of in a proper manner.
- Booth style set up will need to be equipped with some type of overhead cover to protect food. Always avoid setting up under trees!
- Sufficient trash receptacles must be provided.

Temporary Food Establishment Application

A separate application and permit is required for each stand, booth, cart, etc.

Location of Event: _____		
Name/Type of Event: _____		
Vendor/Booth Name: _____		
Responsible Person: _____	Email: _____	Phone: _____
Beginning Date: _____	Ending Date: _____	Time of Operation: _____

Menu: List all items. Any changes must be submitted and approved by the Health Department prior to the event.

Food Items to be served (*only listed foods and beverages may be authorized.)	Source *(foods purchased from:)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

Note: No home preparation or storage of foods allowed. Any food items served without approval may result in the temporary food establishment being suspended or revoked for non-compliance with City Ordinance.

*Food prepared on-site: Yes No If no, where? _____

Cooking equipment: Electrical Charcoal Propane Other: _____

Describe hot holding equipment: _____

Describe cold holding equipment: _____

Describe facility: Covered Open Enclosed Other: _____

Type of floor surface: Asphalt Concrete Plywood Other: _____

Guidelines Provided:

Each food vendor shall provide handwashing and utensil washing equipment on-site.

Signature of Applicant: _____ Date: _____

	<i>Approved By</i>	<i>Date</i>	<i>Comments</i>
Parks Department:	_____	_____	_____

Issued By: _____ Date Issued: _____