

## 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.**

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

**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: \_\_\_\_\_

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

Issued By: \_\_\_\_\_ Date Issued: \_\_\_\_\_