



Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
DPH.EHS.SpecialEvent@phila.gov

Special Event Temporary Food Vendor Guide & Application

Dear Temporary Food Vendors:

- All Health Department applications must be **satisfactorily** completed for each participant and/or location. **Incomplete applications will not be accepted.**
- Food operations can apply and participate in 3 events a year. **PARTICIPANTS ARE REQUIRED TO REAPPLY AND PAY ALL APPLICABLE FEES FOR EACH EVENT.** If you wish to operate at more than 3 events within a year, refer to the Permanent Special Events Application.
- You will only be allowed to handle or prepare the food items that have been listed on the menu page of the application and approved. Notice of changes must be given at least 5 days prior to an event. **NO other food items will be allowed.**
- Deep frying operations will NOT be approved without approval from the Sponsor and an Oil Recycling Plan
- Applications should be submitted 30 days prior to your event and signed by the sponsor. Any applications **received** less than 15 days prior to an event will be charged a **\$65 late fee** and may **NOT** be approved.
- Fees are based on the square footage of the space to be occupied for food service during the event
- Submit a cashier's check or money order made payable to "Phila Health Dept - EHS" THE FOLLOWING ARE **NOT** ACCEPTED: **Cash, Business or Personal Checks.**

- The fee schedule is as follows:

Food Service Operation Size	Fee
200 square feet or less	\$ 48.00
201-350 square feet	\$ 90.00
351-500 square feet	\$150.00
Above 500 square feet	\$150.00 plus \$42.00 for each additional 200 square feet

- Food prepared off site must be done at a licensed and approved establishment. They must be in compliance with the Regulations and inspected at least 14 months before an event. If not, **they will require inspection prior to the event and may NOT be approved.** Establishments outside of Philadelphia County must submit a copy of their license and most recent inspection report.
- Incomplete submissions will result in processing delays or disapproval of your application
- Upon approval the Health Dept will issue an "Operation Eligibility Certificate" and a "License Eligibility Report (LER)." The "LER" is needed to obtain your temporary food license. **The food vendor is required to pick up and pay all associated license fees at the** Department of Licenses and Inspections (L & I)located at: Municipal Services Building- Concourse Level, 1401 John F. Kennedy Boulevard, Philadelphia, PA 19102

If you need additional information or assistance, please contact us: The Office of Food Protection (215) 685-7495. Email us at DPH.EHS.SpecialEvent@phila.gov



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Special Event Temporary Food Service Application (TFSA)

1. Event & Sponsor Information				
<u>Name of Event:</u>		<u>Event Location:</u>		
<u>Date(s) of Event:</u>	<u>Set-up Time:</u>	<u>Time food handling begins:</u>	<u>Event start time:</u>	<u>Event end time:</u>
<u>Sponsor Agency Name:</u>				
<u>Sponsor Contact Name:</u>		<u>Space/Booth #:</u>	<u>Booth Dimensions (length & width):</u>	
<u>Sponsor Phone #:</u>	<u>Sponsor Cell #:</u>	<u>Sponsor Email:</u>		
2. Operator Information				
<u>Trade Name:</u>			<u>Licensee/Owner Name:</u>	
<u>Mailing Address (Number & Street, Box or Route):</u>				
<u>City, State, Zip:</u>		<u>Phone#:</u>	<u>Cell#:</u>	
<u>Email#:</u>		<u>Fax#:</u>	<u>Circle one, or both, as it applies:</u> -Food is sold- -Food is given out-	
<u>Name of Food Establishment Person-In-Charge of Food Handling (A person-in-charge must be present at all times):</u>			<u>Phone #:</u>	
3. REQUIRED HAND WASHING FACILITIES				
- Food handlers must wash their hands prior to handling food. A hand wash station must include: a water dispenser w/ stay-on spigot , 10 gallons of warm water (100-115°F), soap, single use paper towels, a waste water container & a trash container. Additional water may be needed.				
A. Where will you get your water from? How will you heat the water to 100°F for hand washing?				
B. Describe your hand wash station (Provide a detailed description, photo, or drawing.)				
C. How many food handlers will be there?			D. How many gallons of water are you bringing?	

4. APPROVED SOURCE & HANDLING FOR WATER / ICE

- Water supplied at the site must conform to all applicable regulations
- All ice must come from approved sources. Ice for consumption shall be kept in original packaging with the manufacturer's label.

A. How much water are you bringing and what are you using it for?

B. Where will you be getting the ice from? (Provide address of ice provider)

C. How much ice are you bringing, what are you using it for and what are you storing it in?

5. PROTECTING FOOD FROM CONTAMINATION

- All fruits & vegetables must be cut and cleaned at an approved facility prior to service.
- Unwrapped, displayed food requires approved sneeze guards, to minimize contamination.

A. How will unpackaged, ready-to-eat foods be distributed and protected from contamination? Describe the Sneeze Protection devices that will be used. (Provide cut-sheets or photos.)

B. How will condiments be dispensed?

C. Are you serving any fruit or vegetables? Where & how will foods be cleaned?

6. FOOD STORAGE TEMPERATURE

- Refrigeration & cold units must maintain 41° F or below & have an accurate thermometer.
- All foods requiring temperature control must be delivered to the event below 41° F or above 135° F. Temperatures must be maintained during the event.
- Out of temperature foods are subject to immediate disposal and may prevent participation

H. At what temperature are you transporting/storing food? What equipment will be used to maintain these temperatures? (Provide cut-sheets, detailed descriptions or photos.)

I. How much time will it take you to transport the food to the event?

7. COOKING, COOLING, & REHEATING FOODS

- All parts of food that is reheated must reach at least 165° F. Chafing dishes w/ sternos must not be used for reheating.
- Foods made with ingredients at room temperature, such as cold sandwiches or salsa, must be properly cooled and stored at 41° F or below.

A. What raw animal products are you cooking at the event? To what temperature and how long are you cooking it? What type of thermometer will you be using?

B. Are you cooking, then cooling, any foods prior to the event? Provide detailed description.

C. What foods are you reheating at the event? What equipment are you using?

8. FOOD EQUIPMENT DETAILS & MAINTENANCE
- All equipment must be clean & in good repair when it arrives at the event.
- Extra utensils must be available. Utensils will require replacement every 4 hrs.

Provide a description & quantity of any food equipment you are bringing

Utensils:		Mixing Bowls:	Food Storage Containers:	
Single serve items:	Beverage Dispensing Units:	Condiment Dispensing Units:	Tables:	

9. REQUIRED ENCLOSURE

A. What type of overhead structure (tent, canopy) will you use? Provide detailed description, cut-sheets and/or photos.

B. What materials are the ceiling, walls & floor made of? (Indicate fire retardant rating.)

10. WASTE REMOVAL

A. How will waste water be disposed?

B. If frying oil is used, how will it be removed and recycled?

C. Describe your waste receptacle. How will trash be removed?

11. PROPOSED MENU & FOOD HANDLING INFO FOR APPROVAL
- You will only be allowed the food items listed and approved - **NO** other food items will be allowed.
- You are required to keep and provide purchase records, such as receipts or invoices.

Where are you purchasing the food ingredients from? (List addresses of all establishments)

11a. Menu & Prep Description - Foods Prepared On-Site at Event

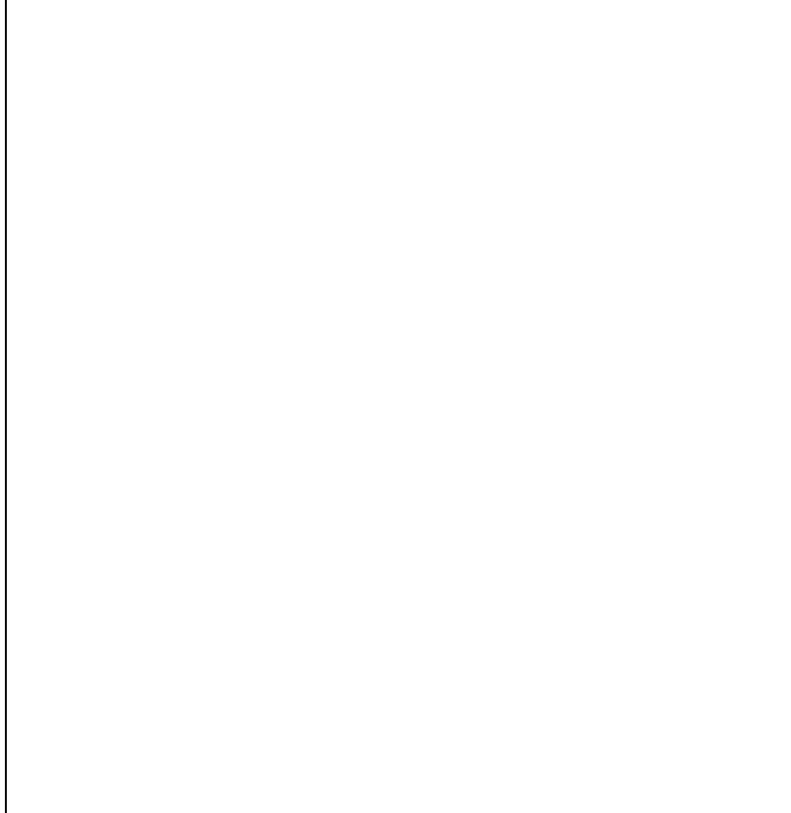
- Cut melons, tomatoes, & leafy greens **CANNOT** be cut at a special event or temporary facility.
- Food preparation must be kept simple with minimal cutting or handling of food.

Provide a list of all food items and ingredients that will be served. Describe how they will be prepared and transported. This description should contain preparation, cooking and reheating procedures. Food temperatures should be included. Facility contact info must be listed for all food prepared off-site.

Food Item	Ingredients	Off-Site Facility Info	Transportation Description	Preparation Description
Chicken Sandwich EXAMPLE ONLY	Boneless breast of chicken Lettuce, Tomato Roll	Blue Moon Rest 12 Harvest Ave Phila, PA 19104	Chicken transported on ice at 40 F. Lettuce and tomato kept on ice at 40 F in separate cooler. Rolls are stored in containers.	Chicken breast is grilled until 165 F at the event. Lettuce and tomato is cleaned and cut offsite. Chicken, lettuce and tomato are placed on roll, wrapped in foil and served.

12. Provide an overhead view drawing of the vending space.

Use the space below or to draw an **overhead view** of your food operation. Please list and label all items and equipment listed on the previous pages. This should include: cooking, cold and hot holding equipment, hand washing facilities, work tables, food storage, waste containers, and self-service items.



- **Cooking is not allowed at the front of vending space.**
- **Photos of set-up including all equipment may be provided in lieu of drawing.**

I hereby certify that the above information is correct. I understand that any deviation from the above, without prior permission, may nullify approval. I understand that incomplete or illegible applications will be returned unprocessed.

Vendor Name (Print) _____ Title: _____

Vendor Signature: _____ Date: _____

Sponsor Name (Print) _____ Title: _____

Sponsor Signature: _____ Date: _____

Approval of this application by the Health Dept does **not** constitute endorsement or acceptance of the establishment. Pre-approval by the Health Department is required before food handling operations begin.