



Union County Environmental Health
Division of Union County Health Department
Phone: (704) 283-3553 Fax: (704) 283-3825
www.co.union.nc.us

MEMORANDUM

TO: Special Event Coordinators

FROM: Christy K. Ford, R.E.H.S.
Special Events Coordinator

DATE: January 23, 2012

RE: Special Events

The purpose of this memo is to provide clear information and guidance for event organizers to follow when planning an event that will provide food for sale to the public. The event organizer is responsible for completing the event organizer application (A), collecting vendor applications (B) and the required fees. The completed packet must be submitted to our office at least 30 days prior to the event.

Document A:

- The event organizer is responsible for completing this form. Please include a list of all food vendors with contact information and a map of the event area showing the location where food vendors will setup.

Document B:

- The food vendor is responsible for completing this form and checklist.
- Please include a check for \$75.00 from each food vendor made payable to Union County Health Department. Please feel free to contact me at (704) 283-3824 with any questions.

/ckf



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EVENT ORGANIZER APPLICATION

By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. **A separate Temporary Food Permit Application for each vendor must be received by the Union County Health Department, Division of Environmental Health at least 30 days prior to the event.** The **event coordinator** is responsible for submitting **all vendor applications** to the health dept. for review in the allotted time. Individual vendor applications will **not** be accepted. Be sure to consult with Fire Services, and Zoning before your event. For more information, call **704-283-3553**.

Mail applications to: Union County Health Department
 Division of Environmental Health
 500 N. Main Street, Suite 47
 Monroe, NC 28112
 Fax: 704-283-3825

Please Print

1. Organizer Name: _____

2. Address: _____
Street Number and Name City State Zip

3. Organizer Phone: (8am-5pm): _____ After 5pm: _____

4. Organizer E-mail address: _____

5. Name of event: _____

6. Event location: _____

7. Dates and times of event: _____

8. On-site coordinator(s) contact information.

Name	Responsibility	Contact Number	FAX / E-mail

9. Number of people expected to attend (event total): _____

10. Number of anticipated food booths: _____

11. Time of food booth set-up: _____

12. Will the organizer be supplying water to the food booths? Yes No

If yes, what is the water source? City/Public Private Well

Note: A food grade hose is required for all water connections.

13. Liquid waste/grease disposal method and schedules for pick-up (include business name if service is contracted): _____

Note: Grease and wastewater MUST NOT be poured out on the ground or into storm drains.

14. Garbage disposal method and schedules for pick-up: _____

15. Will the organizer be supplying electricity to the food booths? Yes No

If yes, describe: _____

16. Will the organizer be supplying refrigeration equipment for the food booths? Yes No

If yes, describe: _____

17. Number of toilet facilities provided: _____ Type: _____

If portable toilets are used, how often will they be serviced? _____

Will handwashing facilities be provided adjacent to the toilets? _____ How many? _____

18. Will there be a petting zoo or pony rides? Yes No

If yes, will handwashing facilities be provided? Yes No Describe: _____

19. Attach a map of the event grounds showing the location for each food booth, toilet facilities, water connections, etc.

20. Please list **ALL participating FOOD VENDOR INFORMATION** below. Use additional pages as needed.

Example	Name of Booth	Owner/Operator	Phone Number/E-mail	General Menu
	Example Food Booth	Jane Doe	704-000-0000 email@email.com	Funnel Cakes, blooming onions, sandwiches, hamburgers, and corn on the cob.

STATEMENT: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from Union County Environmental Health may nullify final approval and prevent issuance of permits to participating food vendors. I understand that a pre-opening inspection of each food vendor is required and if the food vendor is not in compliance with 15A NCAC 18A .2635 a temporary food establishment permit will not be issued.

Print Name

Signature

Date



TEMPORARY FOOD SERVICE PERMIT APPLICATION FOR VENDORS

(Each Food Booth Operator must provide the following information)

15A NCAC 18A .2600 defines a temporary food establishment as those who sell food or drink for a period of 15 days or less, in connection with a fair, carnival, circus, public exhibition or other similar gathering. By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. **Temporary Food Permit Application for Vendors** must be submitted by your coordinator **at least 30 days prior** to the event. **(Vendors make sure to fill out and return pages 4-6 to the coordinator(s) of your event, the coordinator is then responsible for submitting information to the Health Department for review. Applications must be submitted by coordinator of your event to be reviewed.** For more information call 704-283-3553.
(Be sure to consult with Fire Services and other entities about other requirements for your food booth.)

Event Information (Please Print)

1. Event: _____
2. Location of event: _____
3. Dates/time of operation: Begin date: _____ Begin time: _____
End date: _____ End time: _____
4. Your organization/business name: _____
5. Applicant's name: _____
6. Applicant's address: _____
Address City State Zip
7. Applicant's telephone: (8am-5pm) _____ (Night/Other) _____
8. Applicant's E-mail Address: _____
9. Indicate the distance and time for transporting food or beverages to the food service site.
Distance: _____ Time: _____
10. How will the food temperatures be maintained during transportation? _____

11. Describe equipment to be used at the event for:
 - a.) Cold holding: _____
 - b.) Hot holding: _____
 - c.) Cooking: _____
 - d.) Reheating: _____
12. What is the source for ice that will be used? _____
13. Will the booth be connected to water, sewer, electricity? (Check all that apply)
14. The food booth will be in a tent, trailer, building, other (describe) _____

Menu Page

MENU* (*MENU ITEMS ARE SUBJECT TO APPROVAL AND MAY BE RESTRICTED)

PLEASE LIST ALL FOOD TO BE SERVED.

INCLUDE HOW YOU PLAN TO KEEP POTENTIALLY HAZARDOUS FOOD HOT (140 °F or greater) OR COLD (45°F or less).

The Health Department is to be notified of menu changes at least 48 hours in advance of the event. Food items not listed may result in a delay of issuance or denial of a permit. It is strongly recommended that only prewashed produce be purchased and used in a temporary food establishment. Please use one row for each food item and include all beverages.

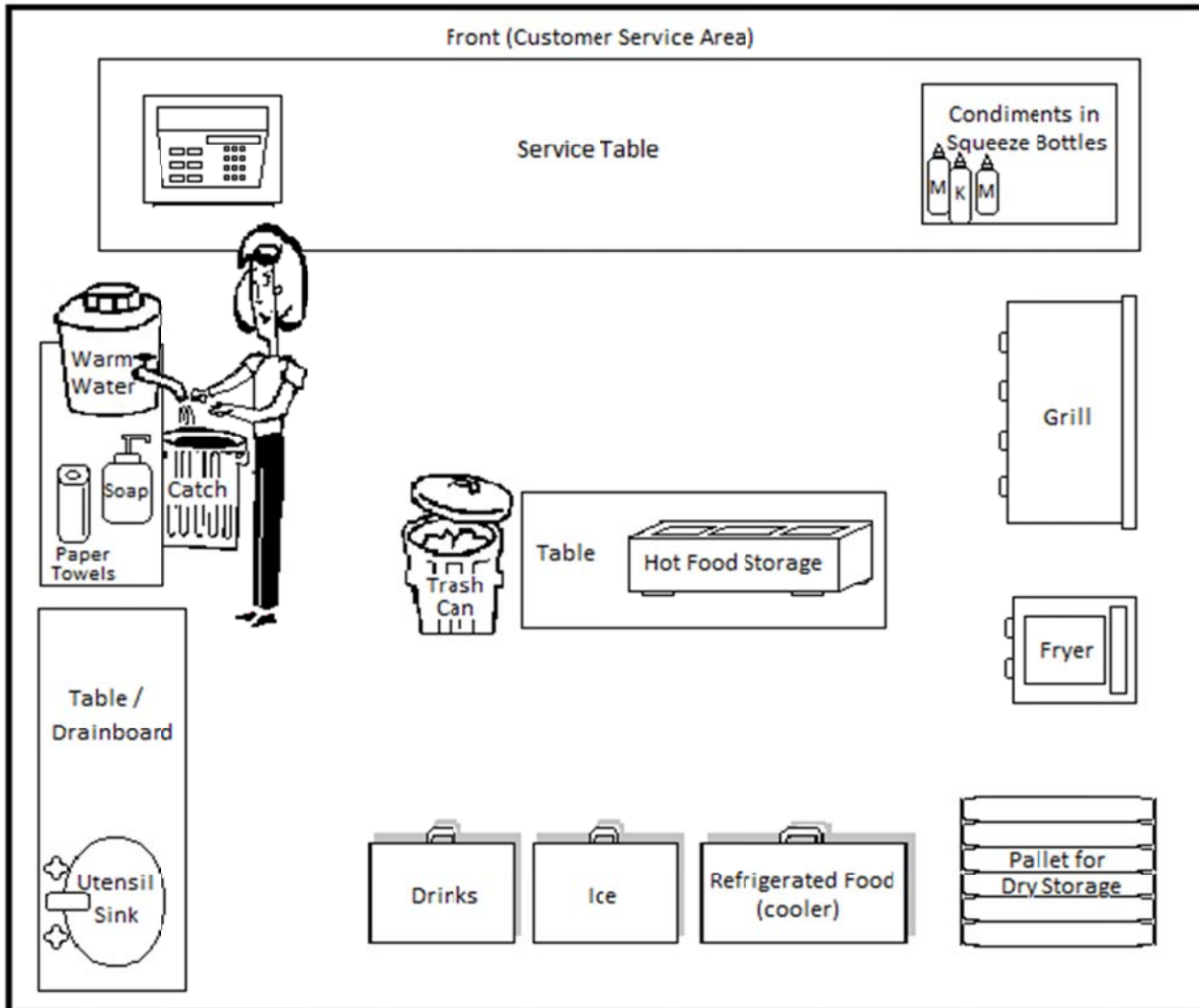
	FOOD	FOOD SUPPLIER OR SOURCE	THAW HOW? WHERE?	CUT/WASH ASSEMBLE WHERE?	COOK HOW? WHERE	COLD/HOT HOLDING HOW? WHERE?	REHEATING HOW?
Examples	<i>Hamburgers</i>	<i>Prepackaged Frozen patties from Sam's Club</i>	<i>No thawing</i>	<i>No advance prep</i>	<i>Cooked on grill at the event</i>	<i>Hold in a crock pot with beef broth</i>	<i>No reheating</i>
	<i>Condiments</i>	<i>Sam's Club</i>	<i>Not applicable</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

***ATTACH ADDITIONAL SHEETS IF NECESSARY**

All food preparation is to take place in an area that is clean and protected by an overhead covering. Cooking and serving equipment is to be positioned so that the food is not exposed to the public otherwise shields or sneeze guards must be provided.

EXAMPLE LAYOUT

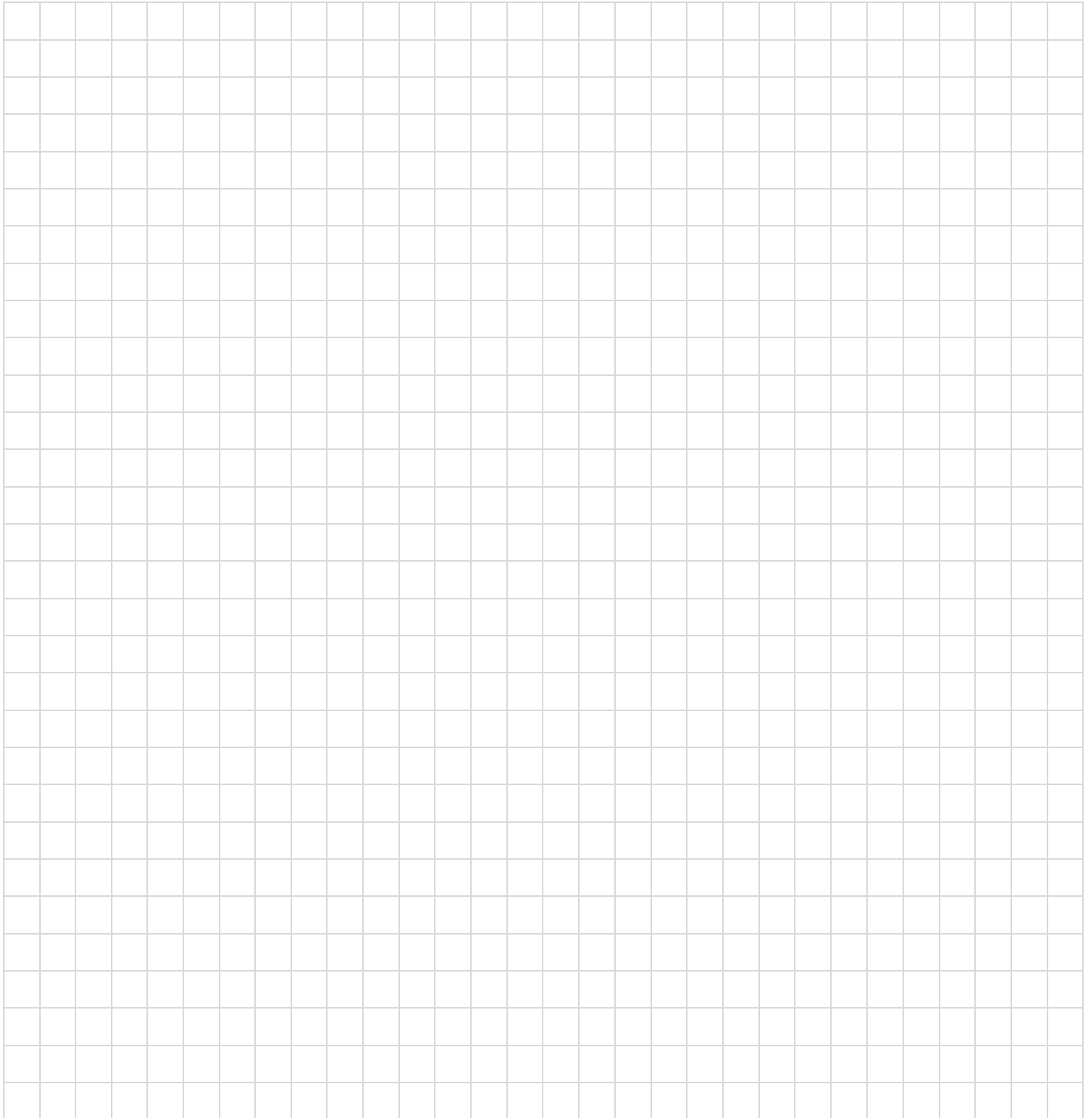
10' x 10' Tent



*Water heater is under sink

NOTE: The diagram above is an **EXAMPLE** only. Please use the back of this page to draw the layout of your booth. Please indicate **ALL** equipment that you will be using including what will be used to store cold foods and hot foods. For cooking equipment, indicate if gas, electricity or charcoal will be used.

Layout of your Booth



Temporary Food Establishments (Checklist for Vendors)

1. The organizer/ sponsor must provide water and electrical hookups for food vendors. Wastewater & grease must be disposed of properly. A food grade hose and backflow protection is required for water connections under pressure. **No disposing of grease and wastewater into storm drains or on ground.** Grease receptacles should be provided at central sites. Contact the organizer/sponsor for the locations of these sites. Be sure to check with all other inspection entities (such as Fire Services) to ensure compliance with all necessary rules and regulations.
2. All foods must be obtained from approved sources. **Any foods requiring preparation prior to the event must be prepared in a kitchen that has been approved by the Union County Department of Environmental Health. DO NOT PREP FOOD BEFORE RECEIVING A PERMIT; any food pre-prepped will be discarded.** Foods such as cream filled pastries and pies, salads such as potato, chicken, ham and crab cannot be served in a temporary food establishment.
3. Have your temporary food establishment thoroughly cleaned and sanitized prior to visit by a representative of the Health Dept. **The following checklist must be completed in order to receive a permit:**
 - Submit **Temporary Food Service Permit Application for Vendors** at least **30 days** prior to the event. (Check with coordinator to make sure your application has been sent)
 - Sanitizer made with regular bleach (not scented bleach) mixed with water to make a 50 ppm solution or other approved sanitizer (quaternary ammonium).
 - A metal stem food thermometer (for taking food temperatures) is needed. The scale of the thermometer should indicate the range of 0-220°F. Also refrigerators/ freezers used must have accurate thermometers.
 - Water under pressure and a means of heating water is required (hot water heater, etc.) Food grade hoses and proper backflow protection are needed on water connections.
 - A one compartment utensil sink which is capable of holding the largest utensil that will be used during operation must be provided. A drainboard/counter space must be provided for air drying utensils.
 - A separate hand washing sink with antibacterial soap/ paper towels. (Cooler with dispensing valve filled with warm water and catch basin/ bucket **may** be used at **certain events** for hand washing).
 - Hair restraints for all participants in food booth. (Baseball hat, hairnet, etc.)
 - Approved & adequate supply of ice. Consumption ice (for drinks) should be kept in separate cooler/ bin from raw foods, etc. Ice scoops are required when dispensing ice to customers, etc.
 - Food stored off the ground. Foods must be kept protected from insects, dust, etc.
 - All food handling and cooking must be done in a protected area (approved overhead coverage is required).
 - Open displays of food must be protected from contamination by sneeze guards, or other barriers. (Grills, fryers, hot holding areas, ice bins, etc. are examples of such areas)
 - Dispensers for condiments (squeeze bottles, pre-packaged, etc.)
 - Equipment and utensils cleaned and sanitized before use at temporary event

This checklist is for your information and not required to be returned to Health Department

Temporary Food Establishments Vendor Information

Food Protection

1. All foods must be obtained from approved sources. Hamburgers, hot dogs, sausages, etc., must be obtained from an approved/permitted commercial source, in its final form, ready to be cooked.
2. Once food is received by a vendor, the food must be kept protected from any type of contamination. These foods must be maintained hot (above 140°F) or cold (below 45°F) at all times. This includes during transportation to the site, and before and/or after cooking. Participants must have refrigeration and heating equipment capable of maintaining these temperature requirements. Pre-cooked foods that have been cooled, which require re-heating, must be heated rapidly to 165°F and then maintained at 140°F.
3. All food handling/cooking should be covered overhead with at least a tent like roof (check with Fire Marshal about overhead coverage approval, etc.). At no time is any item of food to be placed on the ground.

Personal Hygiene

1. Participants must wear clean clothing, hair restraints. (Jewelry should be kept to a minimum)
2. No person who has a contagious or infectious disease, wound or boil will be allowed to work in a food booth.
3. Persons involved in food sales, handling money and customer contact duties should not be involved in food preparation unless they first wash their hands.
4. Proper hand washing must be completed after smoking, eating, visiting toilet facilities, sneezing, etc., before returning to food preparation.
5. No smoking or tobacco use will be allowed inside food booths.

Clean Up

1. All utensils, warmers, griddles, etc., must be cleaned routinely and maintained in a sanitary manner.
2. Participants will need to bring sufficient numbers of clean & sanitized cooking utensils so that soiled utensils can be replaced as needed during the day.
3. **NO DUMPING** of liquid waste or grease into storm drains or on ground. Wastewater must be disposed of in a sanitary sewer or other approved means. The organizer/ sponsor should provide dumpsters & grease receptacles for the disposal or recycling of these products.
4. General cleaning must be maintained in all booths. This includes the premises (grounds) surrounding your establishment. All garbage and refuse shall be removed at least daily and disposed of in a sanitary manner.
5. Utensils and food prep surfaces must be washed, rinsed, and sanitized. (Sanitizing solutions that can be used: Chlorine 50ppm or Quaternary Ammonium 200 ppm, contact time should be at least 2 minutes.

Temporary Handwash Station

In order to provide for handwashing at a temporary food establishment that is operating for less than a period of 48 hours a temporary hand wash station may be set up following the diagram below if a standard sink is not available.

1. Fill a container that has a spout or dispensing valve with warm water that is at a comfortable temperature for washing your hands. An insulated container will help to maintain the water temperature. The dispensing valve should be able to remain open during the handwashing procedure.
2. Provide a pump dispenser of antimicrobial soap. Hand sanitizers cannot be substituted for soap but can be used in addition to soap.
3. Provide single use paper towels for drying hands.
4. Provide a bucket or other receptacle for collecting the water as hands are washed. This waste water is to be disposed of in a public sewer or septic system. Do NOT pour this water into a storm drain or side ditch.

