



Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
http://www.phila.gov/health/units/ehs/html/special_event.html

Dear Special Event Participant:

- Enclosed is a Temporary Special Event Packet which includes a copy of the **Temporary Special Event Application form.**
 - To be eligible for a Temporary Food License, all Health Department requirements and application forms must be satisfactorily completed for each participant and/or foodservice location.
 - **The Temporary Food License is issued to a food handling operation conducting NO more than 3 events or celebrations in a calendar year. Participants who wish to operate at more than 3 events/celebrations within a year will be required to obtain a permanent license and meet permanent operation standards.**
 - You will only be allowed to handle or prepare the food items that you list on your application and have received approval for - NO other food items will be allowed.
 - **Deep frying cooking oil operations will NOT be approved without submission of required information regarding a detailed cooking oil handling and recycling plan.**
 - The sponsor must submit your materials along with all required information and fees to the Health Department at least **30 days prior to the date of the event** for approval.
 - Fees are based on the square footage of the space to be occupied for food service operations during the Special Event.
 - The fee must be paid by cashier's check or money order made out to **"Philadelphia Health Dept. - E.H.S." NO Cash, business or personal checks will be accepted.**
- The fee schedule is as follows:

<u>Food Service Operation Size</u>	<u>Fee</u>
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 200 square feet of portion thereof.

- **Applications will be processed in a timely fashion upon the receipt of complete and accurate application forms.**
- **Incomplete submissions will result in delays in processing or disapproval of your application. Late submissions may not be approved.**
- Upon completion of all required information the Health Department will issue a "Food Service Eligibility Certificate" and a "License Eligibility Report." The "License Eligibility Report" is needed to obtain your food (Retail Food - Non Permanent Location) license. **You are required to obtain the "License Eligibility Report" from the Health Department and take it to the Licenses and Inspections Office to obtain your food license.** Licenses & Inspections is located at:

License Issuance Unit (215-686-2490)
 Municipal services Building- Concourse Level
 1401 John F. Kennedy Boulevard
 Philadelphia, PA 19102

If you need additional information or assistance please contact us at
 The Office of Food Protection
 321 University Avenue
 Philadelphia, PA 19104
 (215) 685-7405
 Sanitarian Specialist Rodney Rice: Rodney.Rice@phila.gov,
 Sanitarian Supervisor: George Van Note: George.VanNote@phila.gov

Regulations Governing Temporary Food Establishments

General:

1. All food must be clean, wholesome, free from spoilage, free from adulteration, and safe for human consumption.
2. All food shall be from approved licensed facilities or be prepared on site, subject to Health Department approval for the event.
3. Food must be protected from contamination at all items during storage, preparation, cooking, serving and display.
4. A person-in-charge must be present in the facility at all times.
5. Personnel must wear clean outer garments and must keep their hands clean at all times while engaged in handling food, drink, utensils or equipment.
6. All individuals involved in food handling activities must wear a suitable head covering or hair restraint to protect the food from contamination.
7. All persons with signs, symptom or diagnosis with any food borne illness must report to the person-in-charge.
8. Restrooms must be readily available for employee use.

Physical Facilities:

A. Walls and ceilings:

1. Overhead protection, such as a canopy, tarp, or tent is required at all times in storage, preparation, cooking, and serving areas.
2. Outer openings of a food facility shall be protected against entry of insects and rodents by use of tight-fitting doors and windows
3. If a facility is not provided with windows and doors that are kept open for ventilation purposes or service of food to consumers, then openings must be able to be protected against the entry of airborne contaminants, insects, or rodents via screens, air curtains, or other effective means. Enclosure information must be included in your submission information.

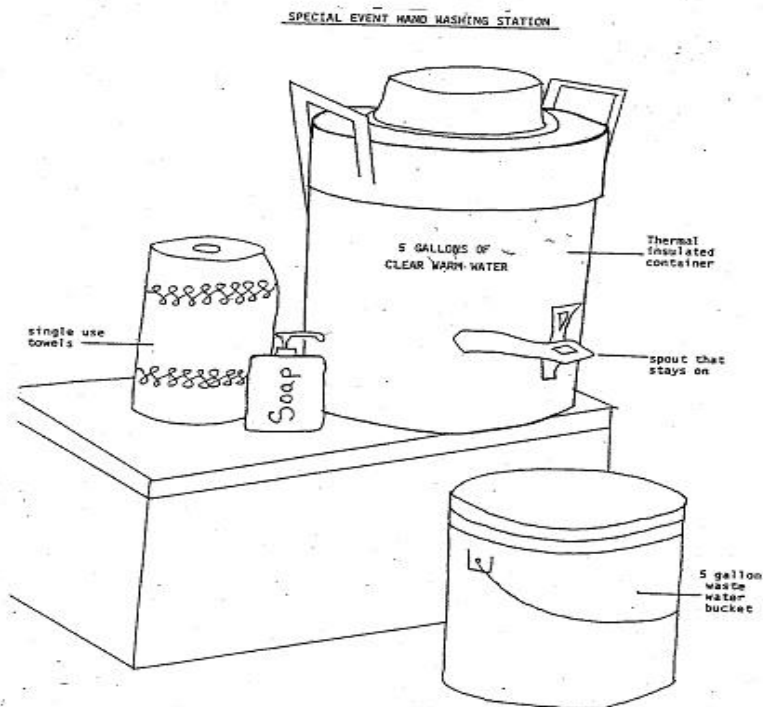
Note: Enclosure materials must meet Fire Code Requirements.

B. Floors:

1. Floor surface materials must provide for the sanitary maintenance of the facility.
2. Food facilities must have approved flooring or may not be located in areas having no floor protection.
3. Floor protection may include pallets, wood sheeting, linoleum, tile or other similar materials to control ground dirt and debris.
4. Facilities that have cooking operations that include oil or grease spillage or spatter to the floor must have a floor surface of approved materials to prevent soiling of existing floor or underlay material or substrate.

C. Hand washing Facilities: See diagram.

1. Each facility must supply a sink or basin for hand washing.
2. Each sink or basin must have a sign indicating, "**Employees must wash hands**".
3. Each hand washing station must include: soap, single use paper towels, and a waste receptacle.
4. Each hand washing station must have an acceptable water supply and waste water collection container.
5. Chemically treated towelettes may not be used in place of hand washing unless all food is pre-packaged.



D. Water Supply:

1. The water supply shall be of a safe, sanitary quality. Water supplied at the site must conform to all applicable regulations of the Department of Public Health and the Water Department.
2. All facility must be provided with hot (110°F) and cold running water piped to the facility or have an adequate supply on hand for cooking, cleaning, and hand washing (connection to fire hydrants and other non-potable water supplies for food preparation, equipment washing, or hand washing purposes are prohibited).
3. Water brought to the event that is not commercially bottled must be pre-approved by the Health Department.
4. Water must be stored in clean, covered containers with dispensing spouts.
5. Water containers shall not leak or drip.
6. The water supply must be adequate to accomplish necessary tasks.
7. In case where hot water is not piped to the facility, a source of hot water must be available. The container shall not leak or drip. Hot water must be protected, but can be poured or dispense via a spigot.

E. Waste Water:

1. Each facility must provide for the collection of all waste water from hand washing, utensil cleaning, and food refrigeration units using ice as a refrigerant. Waste collection systems must provide a minimum of 15% greater capacity than the fresh water supply and ice quantity needed for the operation. Waste collection containers (plastic, galvanized, etc.) must be of a closed design and/or have with a tight fitting lid for retention of ALL wastewater prior to final disposal.
2. All wastewater must be disposed of in a sanitary sewage system outlet (not on the ground or into a storm drain).

F. Refuse:

1. All facilities must be supplied with an easily cleanable and leak-proof waste and refuse container with a tight fitting lid. The lid must be in place when not in immediate use.
2. Handling details about used cooking oil and charcoal residue must be provided.

G. Dishwashing Facilities:

1. Single service articles or extra food handling utensils must be available to be used unless adequate dishwashing facilities are available and used.
2. Adequate facilities including sinks, containers or basins (separate from hand washing sinks and basins) set up to permit accomplishing a three-step method of cleaning and sanitizing utensils is required to be provided.
3. A facility may use a cleaning depot site located in another area on the grounds of the event or celebration, or other approved off-site facility, as long as suitable numbers of utensils and equipment are provided at the facility in case of accidental contamination.
4. Sanitizers (Quaternary Ammonia, Chlorine) used in the 3 step cleaning method or for any food contact surface cleaning must be available at all items, approved and used appropriately.
5. Appropriate sanitizer testing devices (strips, titration kits) must be available in the facility at all times.

H. Equipment: All equipment must be clean and in good repair prior to delivery to the site.

1. All equipment must be easily cleanable, durable, free of breaks, cracks & crevices, made of appropriate materials, well constructed, and adequate for the intended use.
2. All equipment must be appropriately maintained.
3. All equipment shall be installed according to all appropriate federal, state or City code requirements for construction and fire safety. The facility owner is responsible to ensure these requirements are met.
4. Refrigeration and cold holding units must be capable of reaching and maintaining 41F or below when in use and must be supplied with an accurate thermometer. Events that are more than one day in duration require mechanical refrigeration for storage of foods to be used for the remainder of the event.
5. All cooking units shall be capable of cooking foods to their appropriate temperature and hot holding units must be capable of holding foods at 135° F or above.
6. A metal stem-type numerically scaled, or other approved indicating thermometer must be provided and used to monitor proper cooking temperatures.
7. In situations where outdoor barbecue pits or grills are going to be used, the grill or pit must have overhead protection such as, grill covers or lids, awning, building structure, etc.... that are fire retardant and can be cleaned free of grease residue. Preparation at the grill may not occur. Foods must be removed and placed in protected locations for further preparation, cutting or service.
8. Ice & Ice Storage Units
 - a. All ice must come from approved sources. All ice used in drinks or for consumption shall be received packaged with proper identification of the ice manufacturer on the packaging.
 - b. Ice used in the preparation of drink beverages or for other purposes where ice will be consumed must be stored in a clean, easily cleanable, nonporous, closed container made of approved materials. Galvanized metal coolers may not be used to store potable ice. An ice chest may be used for this purpose. Styrofoam coolers may be used only if the inside of the container and lid are lined with food grade liners.

- c. All ice must be dispensed with an ice scoop having an appropriate handle. Scoops may be stored in the ice with the handle up out of the ice or outside the ice on a clean surface protected from contaminants.
- d. Ice used as a coolant may not be used in drinks or as ingredients in food.
- e. Personal drinks may not be stored in potable ice chests.
- f. Packaged foods, including drinks, whose packaging is not subject to the entry of water because of the nature of the container or packaging, (ex: hermetically sealed cans or bottles) may be stored in ice. Continuous effective draining of melting ice is required to reduce the potential for contamination when such products are stored in this manner.

I. Food Safety and Handling:

1. All foods requiring temperature control for safety shall be kept out of the temperature danger zone (41° F to 135° F). All foods requiring temperature control for safety delivered to the special event site must be below 41° F or above 135° F. Such foods must be delivered in insulated containers, or mechanical refrigeration or hot holding equipment design to maintain food temperatures. Foods delivered out of temperature are subject to immediate disposal and may prevent eligibility for event participation.
2. All food shall be protected at all times from environmental and other sources of contamination during storage, preparation, cooking and service.
3. Unwrapped displayed food requires approved covers, food shields, or sneeze guards, to minimize contamination by customers. Shields and guard must be designed to intercept a direct line between the customer's mouth and the food on display.
4. All cooking, heating, and hot-holding equipment such as chafing pans and hot plates must be located away from the public for safety. When such equipment is located where public access or contamination may occur an approved physical barrier and proper sneeze guard protection must be provided. Sneeze guard and physical barrier design features and the construction materials used must be included with the submitted diagrams.
5. No bare hand contact is allowed on any ready to eat foods. Gloves or utensils must be used.
6. Stockpiling of hot foods such as hot dogs, sausages etc...for stock or display is prohibited, unless all areas of the food (surface and interior) are above 135° F or below 41° F.
7. Hot food preparation and cooling of food to be provided at a special event require prior approval and must be clearly identified on the menu description. Hot foods that are to be cooled must be cooled rapidly from 135° F to 41° F. Hot foods prepared in advance by an approved licensed facility and cooled prior to the event must be cooled in an approved manner. Pans used for cooling hot foods shall be shallow in depth not more than two (2) inches. These cooled foods shall be transported to the event site in the pans used for cooling unless prior approval has been given from the Health Department to use other storage containers for transportation and must be reheated rapidly at the site for hot holding or service.
8. Condiments for patron self-service must be dispensed from an approved dispensing unit, or be prepackaged single serve portions.
9. The reuse of original food containers for food storage, such as cans, boxes and bags, is not permitted.

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Temporary Special Event Food Operation Application

A. Event & Sponsor Information				
Name of Event:		Event Location:		
Date (s) of Event:	Event Start Time:	Event End Time:	Set-up Time:	Time food handling begins:
Sponsor Agency Name:				
Sponsor Contact Name:		Space/Booth #:	Booth Dimensions (length & width):	
Sponsor Phone #:	Sponsor Cell #:	Sponsor Email:		
B. Operator Information				
Trade Name:		Licensee/Owner Name:		
Mailing Address (Number & Street, Box or Route):				
City:	State:		Zipcode:	
Phone #:	Cell #:		Email:	
Name of Food Establishment Person-In-Charge at the Event (A person-in-charge must be present at all times.):			Phone #:	
C. Physical Facility Information				
1. Walls and ceilings: <ul style="list-style-type: none"> Overhead protection, such as a canopy, tarp, or tent is required at all times in storage, preparation, cooking, and serving areas. In situations where outdoor barbecue pits or grills are going to be used, the grill or pit must have overhead protection such as, grill covers or lids, awning, etc., that are fire retardant and can be cleaned free of grease residue. Preparation at the grill may not occur. Enclosure materials must be Fire Retardant. 				
<u>What type of overhead structure will you use (such as tent or canopy)?</u> <ul style="list-style-type: none"> Provide detailed description, catalog cutsheets and/or pictures. 				
<u>What material is the overhead structure made of?</u>				
<u>Indicate fire retardant rating of overhead structure.</u>				
<u>What type of side protection will be used?</u> <ul style="list-style-type: none"> Indicate fire retardant rating of side protection. 				

2. Floors:

- Floor surface materials must provide for the sanitary maintenance of the facility.
- Food facilities must have approved flooring or may not be located in areas having no floor protection.
- Floor protection may include pallets, wood sheeting, linoleum, or other similar materials to control ground dirt and debris.
- Facilities that have cooking operations that include oil or grease spillage or spatter to the floor must have a floor surface of approved materials to prevent soiling of existing floor or underlay material or substrate.

What type of material will be used for covering the ground (pallets, wood sheeting, linoleum)?

3. Protecting public from hot surfaces:

- All cooking, heating, and hot-holding equipment such as chafing pans and hot plates must be located away from the public for safety.
- NO cooking equipment is allowed to be placed in the front of the vending space or on the side, if you have another vendor located next to you.

What type of physical barrier will be used to protect the public from heating equipment (grill, etc)?

- **If you are cooking behind the vending unit provide information about the physical barriers that will be used to protect the public in the back of the unit.**

4. Protecting food from contamination with physical barriers (i.e. sneeze guards):

- Open food displays in customer service areas require Sneeze Protection devices to protect the food.
- All food shall be protected at all times from environmental and other sources of contamination during storage, preparation, cooking and service.
- Unwrapped displayed food requires approved covers, food shields, or sneeze guards, to minimize contamination by customers. Shields and guard must be designed to intercept a direct line between the customer's mouth and the food on display.
- All hot-holding equipment such as chafing pans must be located away from the public for safety. When such equipment is located where public access or contamination may occur an approved physical barrier and proper sneeze guard protection must be provided.

Describe the Sneeze Protection devices that will be used in your temporary vending space.

- **Catalog cutsheets, photos, or detailed drawings of the sneezeguard must be submitted.**

5. Water Supply:

- The water supply shall be of a safe, sanitary quality. Water supplied at the site must conform to all applicable regulations of the Department of Public Health and the Water Department.
- The temporary event food operation must be provided with hot (110°F) and cold water.
- Connection to fire hydrants and other non-potable water supplies for food preparation, equipment washing, or hand washing purposes are prohibited.
- Water brought to the event that is not commercially bottled must be pre-approved by the Health Department.
- Water must be stored in clean, covered containers with dispensing spouts.
- The water supply must be adequate to accomplish necessary tasks including hand washing, cooking, and cleaning.
- A minimum of 10 gallons of water is required for hand washing.

What type of commercially approved water source will be used?

How many gallons of water will you bring for hand washing?
How many gallons of water will you bring for food preparation?
How many gallons of water will you bring for equipment cleaning?
<p>6. Hand washing Facilities & Food handling: See attached diagram.</p> <ul style="list-style-type: none"> • Each facility must supply a sink or basin for hand washing. • Each hand washing station must include: warm water, soap, single use paper towels, and a waste receptacle. • Each hand washing station must have an acceptable water supply and waste water collection container. • Chemically treated towelettes may not be used in place of hand washing unless all food is pre-packaged. • Each hand washing station must have a stay-on spigot. • In addition to hand washing: No bare hand contact is allowed on any ready to eat foods. Gloves or utensils must be used. • Gloves are not a substitute for hand washing.
<u>How will you generate or supply hot water for hand washing?</u>
<p><u>Describe your hand wash station.</u></p> <ul style="list-style-type: none"> • Provide a description, catalog cutsheets, pictures, or drawing.
<p>7. Waste Water & Refuse:</p> <ul style="list-style-type: none"> • Each facility must provide for the collection of all waste water from hand washing, utensil cleaning, and food refrigeration units using ice as a refrigerant. Waste collection containers (plastic, galvanized, etc.) must be of a closed design and/or have with a tight fitting lid for retention of ALL wastewater prior to final disposal. • All wastewater must be disposed of in a sanitary sewage system outlet (not on the ground or into a storm drain). • All facilities must be supplied with an easily cleanable and leak-proof waste and refuse container with a tight fitting lid. The lid must be in place when not in immediate use. • <i>Deep frying is not permitted without prior approval.</i>
<u>How will waste water be stored and disposed of?</u>
<u>How will refuse be stored and disposed of?</u>
<u>How will charcoal and/or frying oil be disposed of?</u>

D. Food Transportation & Food Temperature Control

1. Food Temperature Monitoring

- All foods requiring temperature control for safety shall be kept out of the temperature danger zone (41° F to 135° F). All foods requiring temperature control for safety delivered to the special event site must be below 41° F or above 135° F.
- A metal stem-type numerically scaled, or other approved indicating thermometer must be provided and used to monitor proper cooking temperatures.
- You are required to monitor food temperatures regularly and maintain a temperature log.

What type of thermometer(s) will you be using at the event?

2. Food Transportation:

- All foods requiring temperature control for safety delivered to the special event site must be **below 41° F or above 135° F**. Such foods must be delivered in insulated containers, or mechanical refrigeration or hot holding equipment design to maintain food temperatures. Foods delivered out of temperature are subject to immediate disposal and may prevent eligibility for event participation.

What temperature are you transporting the food at?

How will you maintain the proper temperature for foods that require temperature control?

How are you keeping cold foods cold?

How are you keeping hot foods hot?

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

3. Cooking & Reheating:

- All equipment shall be installed according to all appropriate federal, state or City code requirements for construction and fire safety. The facility owner is responsible to ensure these requirements are met.
- All cooking units shall be capable of cooking foods to their appropriate temperature.
- Foods that are required to be reheated must be rapidly reheated to 165° F.
- Cooking equipment must be designed & approved for food preparation. (*Industrial drums are not approved.*)
- *Chafing dishes with fuel ("Sterno") and other hot holding units are NOT approved to be used for reheating.*
- Deep frying equipment is not permitted without prior approval.

What equipment will you be using to cook and/or reheat with?

- **Provide a detailed description, catalog cutsheets, or photos, of cooking equipment.**

Is your cooking / reheating equipment propane gas, charcoal, electricity, or other?

4. Hot holding units:

- All cooking units shall be capable of cooking foods to their appropriate temperature and hot holding units must be capable of holding foods at **135° F or above**.
- Stockpiling of hot foods (such as hot dogs, sausages) for stock or display is prohibited, unless all areas of the food (surface and interior) are above 135° F.

How will you keep food hot after it has been cooked or reheated?

- Provide a detailed description, catalog cutsheets, or photos, of hot holding units you will be using (including steam tables or chafing dishes).

How many hot holding units will you have?

5. Cold food storage:

- Refrigeration and cold holding units must be capable of reaching and maintaining **41° F or below** when in use and must be supplied with an accurate thermometer. Events that are more than one day in duration require mechanical refrigeration for storage of foods to be used for the remainder of the event.
- Packaged foods, including drinks, whose packaging is not subject to the entry of water because of the nature of the container or packaging, (ex: hermetically sealed cans or bottles) may be stored in ice.
- Continuous effective draining of melting ice is required to reduce the potential for contamination when such products are stored in this manner.

How will you keep food cold during transportation and at the event?

- Provide a detailed description, catalog cutsheets, or photos, of cooling units (includes cooler chests, mechanical refrigeration, refrigerated vehicles).

How many cooling units will you have?

E. Ice Handling & Ice Storage Units

- All ice must come from approved sources. All ice used in drinks or for consumption shall be received packaged with proper identification of the ice manufacturer on the packaging.
- Ice used in the preparation of drink beverages or for other purposes where ice will be consumed must be stored in a clean, easily cleanable, nonporous, closed container made of approved materials. Galvanized metal coolers may not be used to store potable ice. Styrofoam coolers may be used only if the inside of the container and lid are lined with food grade liners.
- All ice must be dispensed with an ice scoop having an appropriate handle. Scoops may be stored in the ice with the handle up out of the ice or outside the ice on a clean surface protected from contaminants.
- Ice used as a coolant may not be used in drinks or as ingredients in food.
- Personal drinks may not be stored in potable ice chests.
- Packaged foods, including drinks, whose packaging is not subject to the entry of water because of the nature of the container or packaging, (ex: hermetically sealed cans or bottles) may be stored in ice. Continuous effective draining of melting ice is required to reduce the potential for contamination when such products are stored in this manner.
- You are required to keep and provide purchase records, such as receipts or invoices.
- Ice cannot be stored on ground. Ice must be stored at least 6 inches above ground surface.

Where will you be getting ice from?

- Provide address of ice provider.

What will you be using ice for?

F. Food Equipment Information

1. Equipment:

- All equipment must be clean and in good repair prior to delivery to the site.
- All equipment must be easily cleanable, durable, free of breaks, cracks & crevices, made of appropriate materials, well constructed, and adequate for the intended use.
- Condiments for patron self-service must be dispensed from an approved dispensing unit, or be prepackaged single serve portions.
- The reuse of original food containers for food storage, such as cans, boxes and bags, is not permitted.
- Single service articles or extra food handling utensils must be available to be used unless adequate dishwashing facilities are available and used. If you plan on cleaning equipment you must submit a detailed plan of how you will do so for pre-approval.
- Utensils used in food preparation and service will require replacement after 4 hours of use.
- Food, food containers, & food service items cannot be stored on ground. These items must be stored 6 inches above ground surface.

In the spaces below provide a description of any food equipment you are bringing (not previously mentioned). Include the quantity of each.

Tables	Mixing bowls
Utensils (serving, cooking, preparation)	
Food storage containers	Condiment dispensing units
Beverage Dispensing units	Single serve food service items
Other	

G. Proposed Menu and Food Handling Information for Approval

- Hot food preparation and cooling of food to be provided at a special event require prior approval and must be clearly identified on the menu description. Hot foods that are to be cooled must be cooled rapidly from 135° F to 41° F. Hot foods prepared in advance by an approved licensed facility and cooled prior to the event must be cooled in an approved manner. Pans used for cooling hot foods shall be shallow in depth not more than two (2) inches.
- All food shall be from approved licensed facilities that are maintained in satisfactory compliance with applicable regulations.
- You will only be allowed to handle or prepare the food items that you list on your application and have received approval for - NO other food items will be allowed.
- You are required to keep and provide purchase records, such as receipts or invoices, for all food products.
- The cutting of melons (including water melon, honeydew, & cantaloupe) will NOT be approved for Special Events Operations.
- The preparation or serving of raw seafood products (including fish & oysters) intended for raw consumption will NOT be approved for Special Events Operations.

Where are you purchasing food ingredients from?

- **Provide address(es) of food establishment(s).**

Menu for Foods Prepared Off-Site at Approved Facility

Food preparation & handling at your home or any other unlicensed facility will not be approved.

If food is prepared offsite submission of a copy of the Food License or Local Health Department approval and recent inspection report is required.

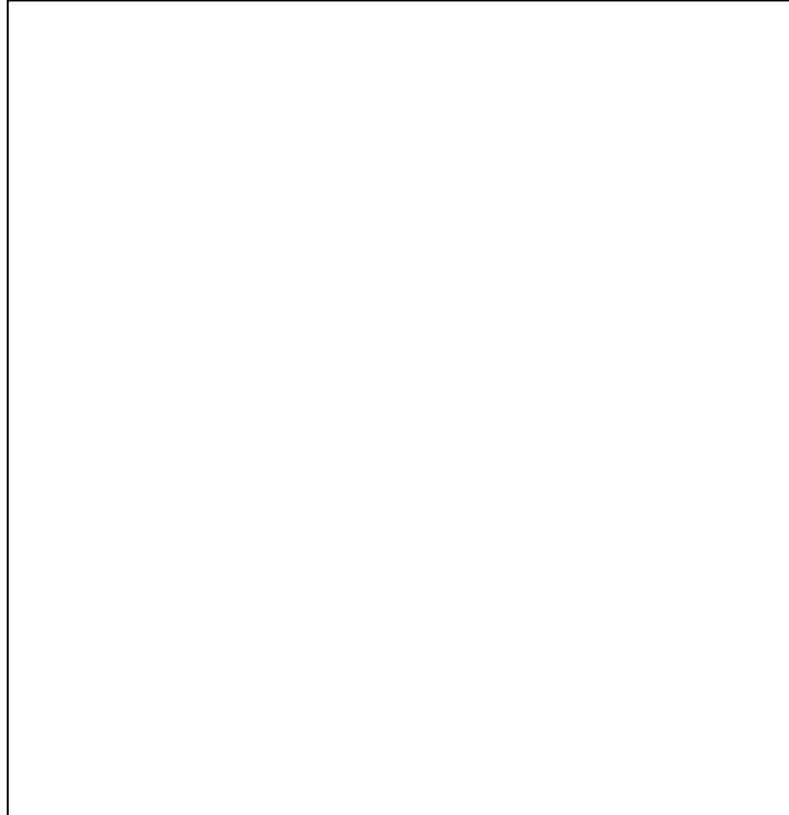
Provide a list for approval of all food items that will be prepared OFF site and a transportation description.

- The detailed description should include required temperature control

Food Item	Serving Size	Total Servings	Facility Contact Information (Name, Address, Phone #)	Preparation and Transportation Description
EXAMPLE ONLY	8 oz	150	ABC Restaurant, 123 Restaurant St. Philadelphia, Pa 19100 (215) 555-5555 Philadelphia Food License # 1234567	Transported to the site at 40 ⁰ F in 2 inch deep pans in a cooler using ice packs. Rapidly reheated to internal temperature of 165 ⁰ F and stored in chafing dish for serving.

H. Provide a drawing of the overhead view of the vending space.

Use the space below or a separate sheet of paper to draw an **overhead view** of your food operation space and label the equipment that you will be using. Make sure to identify and describe all equipment you listed on the previous page, including: cooking and cold holding equipment, hand washing facilities, work tables, food and single services storage, garbage containers, equipment for customer self-service and dispensing condiments.



FRONT

- **Cooking is not allowed at front of vending space.**
- **Photos of set-up including all equipment may be provided in lieu of drawing.**
- **NO food handling can begin until the vending space is inspected and given approval to operate. This inspection will include: verification of your submitted application information; evaluation of all foods including temperature control of all hot and cold food items; hand wash station set-up; and review of all food receipts.**

I certify that the information provided on this application is correct to the best of my knowledge. I understand that incomplete or illegible application will be returned unprocessed.

Vendor Name (Print) _____ Title: _____

Vendor Signature: _____ Date: _____

Sponsor Name (Print) _____ Title: _____

Sponsor Signature: _____ Date: _____