



**Philadelphia Department of Public Health
Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104**

Special Event Sponsor Guide & Application (SESA) 2015 - 2016

Dear Sponsor/Event Organizer:

You are responsible for ensuring compliance of all approved food service operators at the event. You may need to provide support services to ensure proper operation. This can include: arrangement for on-site availability of water, ice, refrigeration units, overhead protection, waste disposal, oil recycling or other necessary services to ensure a successful event. Food service operators that provide food or beverages must submit an application and follow all applicable regulations.

The Sponsor must do the following:

- Complete & submit the attached Sponsor Application with a list of **ALL** food operations and a plot plan showing the location of each food service operator
- Submit a \$78.00 fee to the Health Department. A bank check or money order made payable to "**Philadelphia Health Dept. - E.H.S.**"
The following are NOT accepted: Cash, business or personal checks
- Each food operator that wants to participate must complete and submit the "Temp Special Event Food Vendor Application", & pay the appropriate fees. Sponsors must approve and sign all applications. For events longer than 14 days, please refer to the "Permanent Food Operation Application."
- Applications should be submitted **30 days prior to the event** for approval. Applications received less than 15 days prior will be charged a **\$65 Late Fee and may not be approved.**
- Vendors without prior approval will **NOT** be approved **during** the event
- The Health Department will conduct inspections of all food service operators on the day of the event. **The sponsor will be billed for these inspectional costs by the Managing Director's Office (MDO).** Estimates are provided upon request.

Licensed food establishments must be in compliance with the Regulations and been inspected at least 14 months before an event. If not, they will require inspection prior to the event and may **NOT** be approved.

Upon approval, an "Operation Eligibility Certificate" and a "License Eligibility Report (LER)" will be issued. The "LER" is needed to obtain the food license. The **food vendor is required to pick up and pay all associated license fees** at the Department of Licenses and Inspections located at: Municipal Services Building- Concourse Level, 1401 John F. Kennedy Boulevard, Philadelphia, PA 19102.

As the Sponsor, you are required to ensure that the Health Department receives all of the completed applications, paperwork and fees. **If the paperwork and fees are not received in a timely manner, the specific operator will NOT be allowed to take part in the event.**

Pre-approved food vendors are mobile or permanent special event food vendors that have obtained a Temporary Food License and are in compliance. License approval is specific to the unit and the menu at the time of evaluation. The Health Department must be notified of any menu changes at least 5 business days prior to the event. A list of all mobile and permanent special event vendors should be included with the sponsor application. These vendors **must** have their "Operation Eligibility Certificate" and license available for review at the event. If you need additional information or assistance please contact us: The Office of Food Protection (215) 685-7405

Sanitarian Supervisor, Fawn Jones: Fawn.Jones@phila.gov
Sanitarian Specialist, Turquoise Martin: Turquoise.Martin@phila.gov



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321 University Avenue, 2nd Floor
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http://www.phila.gov/health/units/ehs/html/special_event.html

Special Event Sponsor Application (SESA) 2015-2016

A. Event Information				
Name of Event:		Event Location (include address or intersection):		
Date(s) of Event:	Set-up time:	Time food handling begins:	Event start time:	Event end time:
Rain Date:	Number of Food Operations:	Number of Spaces:	Space Dimensions for each operation:	
B. Sponsor Information				
Sponsor Agency Name:			Licensee/Owner Name:	
Mailing Address (Number & Street, Box or Route):				
City:		State:		Zipcode:
Phone #:	Cell #:		Email:	
Name of Person-In-Charge at the Event:			Phone #:	
C. Physical Facility Information				
<p>1. Attach a PLOT PLAN & LIST OF ALL FOOD OPERATIONS. How many food vendors do you expect? Indicate the location for storage facilities, refrigerated trucks, ice and water services, toilet facilities and individual locations.</p>				
<p>2. Where will the food operators get their water from? Will you provide the water or will they bring their own. Please specify the details.</p>				
<p>3. What type of hand washing station will the food operators use? Will you provide it or will they bring their own? Give specific details about these facilities. Drawings or photos are helpful.</p>				
<p>4. Will facilities be provided for food operators to clean equipment? Describe the details.</p>				
<p>5. What type of toilet facilities will be provided? Provide details about these facilities.</p>				

6. How & where will food handlers and the public wash their hands after using toilet facilities?

7. What type of trash containers will be provided for the food operators and the public? Provide details.

8. Will ice be provided for the food operators? Provide details about ice supplier/manufacturer.

9. What type of overhead structure & sidewalls will be provided (tent, etc)? Provide cut-sheets, pictures or drawings as needed. Indicate the fire retardant rating of these structures.

10. Provide a description of the ground at the event (bare soil, grass, concrete). Provide details.

11. Open food displays in customer areas require sneeze protection to shield the food from contamination. What types of devices will be provided? Provide details, cut-sheets, photos.

12. Will you be permitting grilling or cooking?

13. What type of electrical services or power sources will you provide for the food operations? Describe the details.

14. What types of fuel or power sources (propane, charcoal, electric generators, etc.) will be permitted? Provide details. If used, how will they (cooking oil or charcoal) be disposed?

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.

Sponsor Name (Print) _____ Title: _____

Sponsor Signature: _____ Date: _____