Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
www.phila.gov/health/foodbusiness

Dear **Permanent** Special Event Participant:

The Permanent Special Event Food License is issued to an operator who wishes to operate a temporary food service operation at more than 3 events/celebrations within a year.

Enclosed is a Permanent Special Event Vendor Packet that includes a copy of the **Requirements For Permanent Special Event Vendor, Permanent Special Event Worksheet, Equipment List, Special Event Vending Space Diagram, Menu Description and Preparation worksheets, Mobile Food Unit Commissary Verification and information on Food Safety Certification Requirement.**

To be eligible for a Permanent Special Event Vendor Food License, all Health Department forms must be satisfactorily completed for each participant and/or foodservice location.

All required forms must be completed and returned along with the require fees at least **30 days prior to the first event date**. The processing fee for initial review is **$150.00**. The fee must be paid by cashier's check or money order made out to **"Philadelphia Health Dept. - E.H.S." NO Business checks, personal checks, or cash will be accepted.**

The "Requirements for Permanent Special Event Vendors" enclosed in this packet are specific and must be followed to be eligible to participate in special event activities.

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. The food license is obtained from the Department of Licenses and Inspections, Municipal Services Building, Concourse Level, 1401 John F. Kennedy Blvd., Philadelphia, PA, 19102.

Applications will be processed in a timely fashion upon the receipt of complete and accurate application forms. **The following is a checklist of forms and items that must be included with your application submission:**

___PERMANENT SPECIAL EVENT WORKSHEET pg. 6-9
___SPECIAL EVENT VENDING SPACE DIAGRAM pg. 10
___SUBMITT AN EQUIPMENT LIST & PHOTOS OF ALL EQUIPMENT pg. 11
___MENU DESCRIPTION AND PREPARATION—ON SITE FOOD PREPARATION pg. 12, 13
___MENU DESCRIPTION AND PREPARATION—PRE-APPROVED LICENSED FACILITY pg. 14, 15
___MOBILE FOOD UNIT COMMISSARY VERIFICATION pg. 16
___DIAGRAM OR PHOTO OF PERMANENT STYLE HANDWASHING SINK pg. 17
___PROOF OF PHILADELPHIA FOOD SAFETY CERTIFICATE
___PROCESSING FEE (money order or cashier's check accepted only)

Incomplete submissions may result in delays in processing or disapproval of your application.

If you need additional information or assistance, please contact us:
The Office of Food Protection (215) 685-7495.

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

REQUIREMENTS FOR PERMANENT SPECIAL EVENT VENDOR

General:

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

A. Physical Facilities:

1. Overhead protection is required at all times in preparation, cooking and serving areas.
2. Side protection is required at all times to protect the public from contact with hot surfaces.
3. Tent or Canopy structures are required to make readily available "drop down" walls (covers, screens, flaps), or similar to protect against conditions such as inclement weather, airborne contaminants, insects and rodents
4. Structures that provide windows and doors that are kept open for ventilation purposes or service of food to consumers, the 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.
5. All structures including tents or canopies must meet Fire Code Requirements. Proper information must be submitted verifying that materials comply with fire code requirements

B. Hand washing Facilities:

1. Each facility must provide a ***Permanent type Handwashing sink***. See Addendum on page 17
   - *Permanent type Handwashing sink* has the ability to produce hot and cold running water. Hot water is produced by a hot water generating system. The Handwashing sink also includes a closed waste water tank.
2. Each sink must have a sign indicating, "Employees must wash hands".
3. Each sink must be supplied with clean, potable, warm (100ºF) water for employee handwashing.
4. Each hand washing sink must include: soap, single use paper towels, and a waste receptacle.
5. Each hand washing station must have an acceptable water supply and waste water collection container.
6. Chemically treated towelettes may not be used in place of hand washing unless all food is pre-packaged.
7. Temporary type Handwashing sink (i.e. spouted insulated cooler with waste water bucket) set ups **may not be** used in place of Permanent Style Handwashing sink

C. 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. The facility must provide hot (110ºF) 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. The water system must be

closed from filling outlet to discharge outlet.
5. Water containers shall not leak or drip.
6. The water supply must be a minimum of 10-gallons or adequate to accomplish necessary tasks.
7. In cases where hot water is not piped to the facility, a source of hot water must be available. The source container shall not leak or drip. Hot water must be protected, but can be poured or dispensed via a spigot. The hot water system must also be closed from filling outlet to discharge outlet.
8. Separate hoses must exist for filling the water tanks and flushing retention tanks.

D. Waste Water:

1. Each facility must provide for the collection of all wastewater from hand washing, utensil cleaning and food refrigeration units using ice as a refrigerant. Waste collection systems must provide a minimum of 15% or greater capacity then the fresh water supply and ice quantity needed for the operation. Waste collection containers (plastic, galvanized, etc.) must be have 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).

E. 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.

F. 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 include a three-compartment sink (separate from hand washing sinks) set up for accomplishing a three-step method of cleaning and sanitizing of utensils.
3. A site 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 site in case of accidental contamination and the site utilizes the depot at the end of the day.
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.

G. 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 from 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 owner/licensee is responsible for ensuring that these requirements are met.
4. Refrigeration and cold holding units must be capable of reaching and maintaining 40ºF 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 140ºF or above.
6. A metal stem-type numerically scaled, or other approved 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. These structures must be fire retardant and can be cleaned 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 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.

H. Food Safety and Handling

1. All foods requiring temperature control for safety shall be kept out of the temperature danger zone (41º F to 135º F). All foods requiring temperature control for safety delivered to the special event site must be below 41º F or above 135º 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 135º F or below 41º 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 135º F to 41º 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.

I. Food Safety Certification

1. All food handling, except pre-packaged non-potentially hazardous, require that an individual with a valid Food Establishment Personnel Food Safety Certificate be present during vending unit operation. Provide proof of Food Establishment Personnel Food Safety Certificate and copies of self inspection records.

- Please visit our website for further details including:
  "Application for Food Establishment Personnel Food Safety Certificate," &
  "Application Instructions For Food Safety Certificate" at
  http://www.phila.gov/health/units/ehs/Food_Safety_Certific.html

J. Commissary/Support Facility:

1. All vending operations must have approved servicing areas to support the operations of the vending unit and report at least daily to such a location for all food and cleaning supplies and service of operations for the unit. The Mobile Food Unit/Cart-Commissary verification form must be completed and submitted with copy of the appropriate City of Philadelphia food license or an equivalent permit if from another jurisdiction. The commissary or other fixed establishment used as a base of operation must be constructed and operated in compliance with the "Regulations Governing Food Establishments". Foods, beverages, and ingredients from commissaries located outside of the limits of the City of Philadelphia may be sold in Philadelphia if such commissaries conform to the "Regulations Governing Food Establishments" or their equivalent code as approved by the Office of Food Protection (OFP). The OFP will verify that the designated support facility is approved. Typical duties performed at the commissary may include but are not limited to the following:

- Preparation and storage of food & beverages,
- food handling, Storage of equipment,
- utensils and food related items,
- Water supply & waste water disposal,
- Refuse & cooking grease waste disposal,
- Cleaning/Sanitization of equipment,
- Storage & repairs vendor unit

K. Transportation

1. Potentially hazardous food to be transported shall be pre –chilled and held at proper temperatures out of the danger zone. Foods can be transported at 41°F or below and at 135°F or above.
2. Refrigeration vehicles must provide readily visible thermometers to verify operating temperatures.
3. Hot and Cold potentially hazardous food must be carefully monitored with the appropriate food monitoring thermometers
4. All vehicles used for transporting food to events are subject to inspection by the Dept.
5. All vehicles must be clean, free of defects and maintained in sanitary condition.
6. Vehicles and/or storage trailers entrance points must be adequately vermin proofed to effectively protect against the entrance of insects and rodents.

Permanent Special Event Vendor Worksheet

GENERAL INFORMATION:

Your Name, business, or organization _____

Owner/Co. President Name_____

Name of Person-In-Charge at the event _____

Mailing Address_____ **Zip** _____

Day Tel. #_____ **Fax** _____ **Email** _____

Philadelphia Food Safety Certified Person(s) name_____ **cert. #**_____

name_____ **cert. #**_____

ITEM:	YES	NO	Details/Description (Photos are required of all equipment)
A. Physical Facilities:			
Type of Structure • canopy, tent, mobile vendor, kiosk, stand, cart, etc.			
Overhead protection			
Side Protection/physical barriers • Protection against hot surfaces			
Fire Protection verification • Provide fire retardant rating for tents/canopies			
Floor protection			
Limited condition side protection (pull down walls, flaps, screens etc):			
B. Permanent type Handwashing Sink:			See sample Handwashing sink on Page #17
Sink (Manufacturer's name)			
Trash can			
Soap			
Paper Towels			
Handwashing Sign			

ITEM:	YES	NO	Details/Description (Photos are required of all equipment)
C. Water Supply			Provide a minimum of ten gallons
Potable Water • Where is potable water obtained?			
Potable Water tank size (10 gal minimum required)			
D. Waste Water:			
Waste water tank size			
Method of disposal			
E. Refuse			
Type & Size of waste receptacles			
Method of disposal of refuse.			
Will charcoal waste be generated? If so provide the method of disposal			
Will cooking oil waste be generated? If so provide method of disposal.			
F. Dishwashing Facilities			
Onsite utensil washing & sanitization			
Type & number of compartments for utensils			
Type of sanitizer			
G. Cold Food Holding Equipment:			Please note: There must be adequate refrigeration and cold food holding equipment for the storage of cold foods.
Mechanical Refrigerator			
Mechanical Freezer			
Cooler (must be self-draining)			
Dry ice			
Wet Ice			
Ice Packs			
Other			
Power source for refrigeration			
Cooking Equipment:			
Grill/Griddle			
Barbecue Grill			
Hot Dog Grill			
Char Broiler			
Deep Fat Fryer			
Oven			
Burner			
Smoker			
Other			
Power Source for cooking equipment			

ITEM:	YES	NO	Details/Description (Photos are required of all equipment)
Preparation Equipment:			
Work Table			
Cutting Board			
Mixing Bowl			
Food Preparation Utensils			
Cooking Utensils			
Serving Utensils			
Single Service Utensils			
Dispensing Equipment:			
Beverages			
Condiments			
Other			
Hot Food Holding Equipment:			Please note: There must be adequate hot holding equipment to meet peak demands of hot food holding.
Chafing Dish			
Steam Table			
Rotisserie			
Bain-Marie			
Cabinet Warmer			
Other			
Other			
Thermometer:			
Type Food monitoring thermometer • metal stem			
• other			
Storage			Please note : Storage must be 6”off the floor
Bulk food • Explain how food is elevated off of ground			
Ice storage • Explain how melting ice is drained or managed			
Dry storage • Explain how food related items are stored during event time			
Offsite storage			
J. FOOD SAFETY & HANDLING:			
Sneeze guard protection • Provide catalog cutsheets, pictures, or detailed drawings of Sneezeguard			

ITEM:	YES	NO	Details/Description (Photos are required of all equipment)
Sneeze guard protection continued….			
Explain how food displayed in customer service area is protected.			
Complete Menu description & Preparation worksheet for food prepare onsite Pg. 12,13			
Complete Menu description worksheet for food prepared at pre-approved licensed facilities Pg. 14,15			
The preparation description portion of the worksheet must include: Pg. 12-15 • Storage of foods, • Cooking time of foods, Menu item assembly, • Preparation of foods, • Cooking temperature of foods • How menu item will be served			
I. City of Philadelphia Food Safety Certificate *required			
Attach a copy of Philadelphia. Food safety certificate(s)			
J. Commissary			
Complete Mobile Unit/cart-commissary verification (pg. 11)			
Attach most recent inspection report			
Attach food license of commissary			
List primary duties performed at the commissary			
K. Transportation			
Transporting Vehicles • make & model tag number • number of vehicles used			
Will food be transported cold to the event?			
Will hot food be transported to the event?			
Does refrigerated vehicles have visible thermometers			
Will Food monitoring thermometers be available to monitor hot & cold foods			
Offsite vehicle storage			

SPECIAL EVENT VENDING SPACE DIAGRAM

Indicate the location of all equipment

(BACK OF ON-SITE OPERATION)

All Hot food Cooking Must be performed at rear of vending space

(FRONT CUSTOMER SERVICE AREA)

*** See sample illustration on page # 17**

EQUIPMENT LIST

List the type, make and model number for all food service equipment and submit with manufacturer's cutsheet and specification. **Photographs of all equipment are required including small wares**.

ITEM NUMBER	EQUIPMENT DESCRIPTION **(Include manufacturer name and model number)**	**METHOD OF Cleaning**

MENU & FOOD HANDLING: Attachments

All food, beverages, condiments, ice or any other items that will be consumed must be listed on the MENU DESCRIPTION AND PREPARATION worksheets. Use the following samples as a guide to filling out the worksheets. Continue on a separate piece of paper if necessary. Bring all food receipts to the special event.

SAMPLE MENU DESCRIPTION FOR FOOD PREPARED ON SITE

Food Item	Ingredients	Serving Size	Total Servings	Preparation Description
Fish Sandwich	Whiting Filet Breadcrumbs Roll Lettuce Tartar Sauce (prepackaged)	6 oz filet ½ oz 1 roll 1-2 leaves 1 oz	200 200 200 200 200	Fish is stored in cooler in wet drained ice at 41°F until prepared. Fish is tossed in breadcrumbs in stainless steel bowl on prep table. Fish is cooked to order. Fish is deep-fried for 5 minutes, until internal temperature is 160°F. Cooked fish is placed on roll with lettuce and tartar sauce. Lettuce is commercially pre washed, prepackaged, ready to eat product. Sandwich is wrapped in foil and served.

MENU DESCRIPTION AND PREPARATION

ON SITE FOOD PREPARATION

Food Item	Ingredients	Serving Size	Total Servings	Preparation Description

MENU DESCRIPTION AND PREPARATION

ON SITE FOOD PREPARATION

Food Item	Ingredients	Serving Size	Total Servings	Preparation Description

SAMPLE MENU DESCRIPTION FOR FOOD PREPARED AT PRE-APPROVED LICENSED FACILITIES

Food Item	Serving Size	Total Servings	Transportation Description	Preparation description at the site	Facility Name, Address, Phone #, Food License #
Jambalaya	8 oz	150	Transported to the site at 41^0 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.	ABC Restaurant, 123 Restaurant St. Philadelphia, Pa 19100 (215) 555-5555 Philadelphia Food License # 1234567

MENU DESCRIPTION AND PREPARATION

PRE-APPROVED LICENSED FACILITY AND COMMERCIALLY PACKAGED FOOD / BEVERAGE

Food Item	Serving Size	Total Servings	Transportation Description	Preparation description at the site	Facility Name, Address, Phone #, Food License #

MENU DESCRIPTION AND PREPARATION

PRE-APPROVED LICENSED FACILITY AND COMMERCIALLY PACKAGED FOOD / BEVERAGE

Food Item	Serving Size	Total Servings	Transportation Description	Preparation description at the site	Facility Name, Address, Phone #, Food License #

PHILADELPHIA DEPARTMENT OF PUBLIC HEALTH

MOBILE FOOD UNIT/CART-COMMISSARY VERIFICATION

Trade name of Mobile Food Unit/Cart:_____

Name of Owner or Corporation:_____

Owner/Corporate Address:_____

State: _____Zip Code:_____Phone#:_____

List address of food vending location(s): _____

1. Do you operate from a commissary on a daily basis? ☐YES ☐NO

   If No, explain: _____

2. Do you report back to the commissary at the end of the day for all cleaning, servicing operations and waste disposal? ☐YES ☐NO

   If No, Explain: _____

3. Is this commissary inspected by the Philadelphia Health Department? ☐YES ☐ NO
4. If No, provide a copy of a recent inspection report for the commissary.
   Name of regulatory agency that inspects the commissary:_____

5. Indicate location of toilet facilities used during operation: _____

6. Date: _____ Vendor Signature:_____

Type of Unit/Cart: Tag# _____State_____

☐Step van ☐Truck ☐Tow Unit
☐Table ☐Stand ☐Push Cart
☐Propane Fuel ☐Electrical Generator

Menu/Types of Foods Sold
☐Prepackaged only ☐Pretzels ☐Water Ice
☐Produce ☐Ice Cream ☐ Whole Fish ☐Hot foods ☐ Processed Seafood ☐Cold foods ☐USDAfoods
☐Other _____

FOOD SUPPLY INFORMATION: Provide food supplier information for Prepared Food not prepared on the mobile food unit and information for each food item if more than one food establishment provides prepared food, use the back of this paper if needed.

Business Name of the Prepared Food Supplier: _____

Street: _____ Phone: _____

City/Town:_____ State: _____Zip Code:_____

Address where purchase receipts are kept available for inspection at all times:

Contact Name: _____ Phone: _____

Street Address:_____ Zip Code: _____

COMMISSARY/SERVICING AREA INFORMATION

Business Name or Commissary Owners Name:_____

Street Address: _____ State: _____

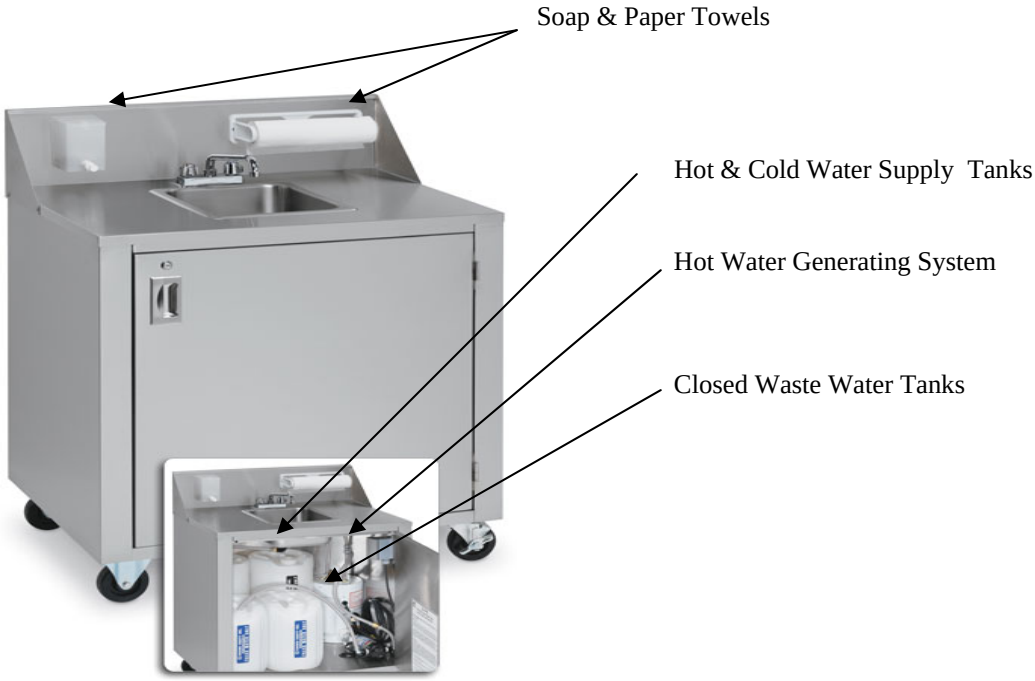
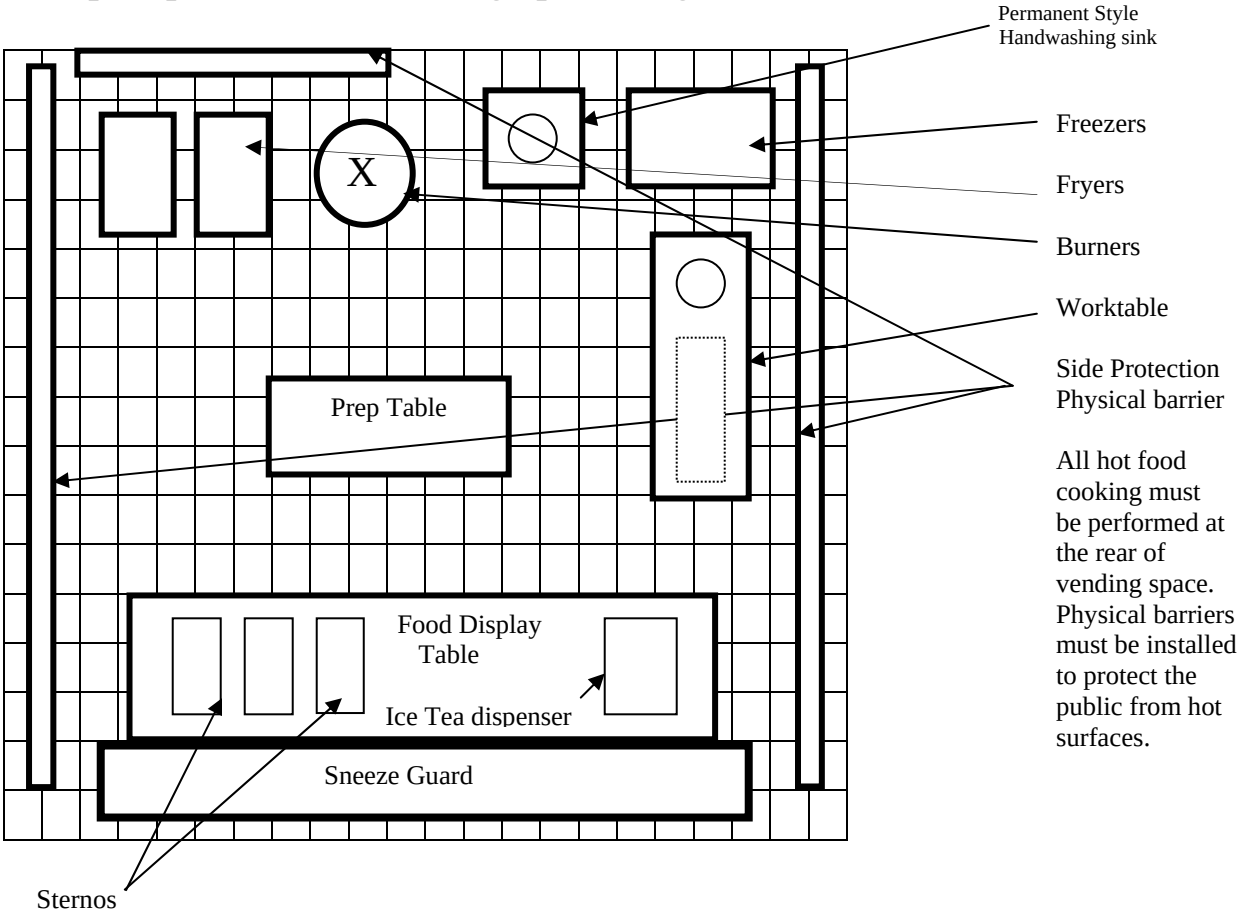
City/Town: _____ Phone:_____ Zip Code: _____

The above Commissary is used for the following:
☐ Food ☐ Water ☐ Supplies ☐ Cleaning of equipment/utensils ☐ Storage of vendor unit
☐ Waste disposal ☐ Repairs of vendor unit

Date: _____ Signature of Commissary Owner/Operator: _____

NOTICE: COPY OF COMMISSARY AND/OR INSPECTION REPORTS MUST BE AVAILABLE FOR HEALTH DEPARTMENT REVIEW

Sample of a Permanent Style Handwashing sink



Sample Special Event Vending Space Diagram