



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

Dear **Permanent** Special Event Participant:

Enclosed is a Permanent Special Event Vendor Packet that includes a copy of the **Requirements For Temporary Food Service Operation, Permanent Special Event Fact Sheet, Equipment List, Special Event Vending Space Diagram, and 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. **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.**

The "Requirements for Temporary Foodservice Operations" enclosed in this packet are specific and must be followed to be eligible to participate in special event activities.

Commissary/Support Facility

All vending operations must have approved servicing areas to support the operation of vending 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 equivalent permit from another jurisdiction. The Department will verify that the designated support facility is approved.

Food Safety Certification

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.

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.

All required forms must be completed and returned along with the require fees at least **30 days prior to the first event date.** The fee for initial review is **\$125.00.** The fee must be paid by bank check or money order made out to **"Philadelphia Health Dept. - E.H.S."** **Business checks, personal checks, or cash will NOT be accepted.**

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 FACT SHEET
- EQUIPMENT LIST
- SPECIAL EVENT VENDING SPACE DIAGRAM
- MENU DESCRIPTION AND PREPARATION—ON SITE FOOD PREPARATION
- MENU DESCRIPTION AND PREPARATION—PRE-APPROVED LICENSED FACILITY
- MOBILE FOOD UNIT COMMISSARY VERIFICATION
- PROOF OF FOOD SAFETY CERTIFICATE
- PROCESSING FEE

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

If you need additional information or assistance, please contact:

The Office of Food Protection
321 University Avenue
Philadelphia, PA 19104
(215) 685-7405

REQUIREMENTS FOR TEMPORARY FOODSERVICE OPERATIONS

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 facilities 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 foodborne illness must report it to the person-in-charge.
9. 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 underlayment material or substrate.

C. Hand washing Facilities:

1. Each facility must supply a sink for hand washing.
2. Each sink must have a sign indicating, "Employees must wash hands".
3. Each sink must be supplied with clean, potable, warm (100°F) 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.

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. The facility must provide 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. 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 5-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.

E. 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 than the fresh water supply and ice quantity needed for the operation. Waste collection containers (plastic, galvanized, etc.) must 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).

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 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.

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 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 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.
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 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.

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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PERMANENT SPECIAL EVENT FACT SHEET

To help the Health Department understand the event space layout and equipment that you plan to use, please submit a plan drawn to the appropriate scale with the equipment labeled. You may use the sample **SPECIAL EVENT VENDING SPACE DIAGRAM** provided to complete your scaled drawing.

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 _____

Phila. Business Privilege # _____ Phila. Food Vendor License # _____

Please provide description and details for each of the items below. Refer to the Requirements included in this packet for guidance. You may use additional paper if needed.

ITEM	DESCRIPTION/DETAILS
PHYSICAL FACILITIES:	
Overhead Protection	
Type of Materials for Overhead Protection	
Support Structure	
Side Protection	
Are the materials fire retardant?	
Floor Protection	
HAND WASHING FACILITY:	
Handwashing Sink	
WATER SUPPLY & WASTE WATER DISPOSAL:	
Potable Water Source (detail type of container)	
Specific Quantity of Water	
Method of Generating Hot Water	
Hot Water Storage Container	
Type/Capacity of Waste Water Container	
Disposal Method for Waste Water	
REFUSE:	
Type of Waste Containers	
Number of Waste Containers	
Will cooking grease waste be generated?	
Cooking grease recycling information	
Name of recycler	
Charcoal residue disposal	
UTENSIL/EQUIPMENT FACILITIES:	
On-Site utensil washing & sanitation	
Type & number of compartments for utensil cleaning	
Type of Sanitizer	
Name & Address of Off-Site support facility for utensil cleaning & Sanitization	

EQUIPMENT LIST AND DIAGRAM:

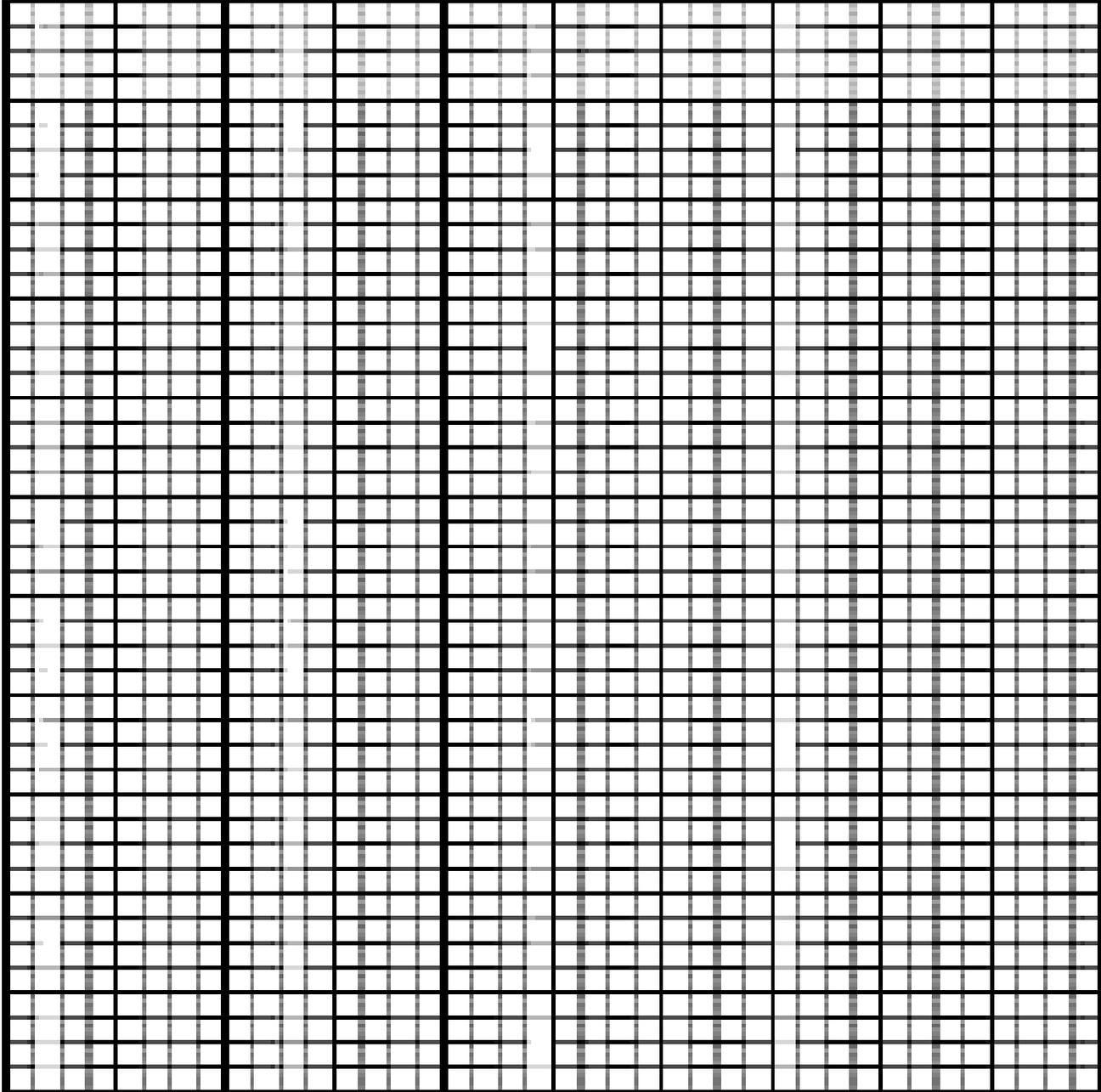
1. Check off all equipment to be used during the special event from the list below.
2. Describe any additional Details.
3. Draw to scale the vending unit/space accurately showing the location of all equipment items that will be used. Draw the diagram to scale, where 1 large square=1 square foot, or adjust the scale to fit your vending space size (you may use sample diagram provided in the packet).

ITEM:	YES	NO	Details/Description
Food Protection:			
Overhead Protection			
Side Protection			
Sneeze Protection			
Will the sneeze guard/physical barrier protect food at service area?			
Will the sneeze guard/physical barrier provide protection for the public at the cooking/heating areas?			
Describe the type of materials used for the sneeze guard/ physical barrier.			
Handwashing Station:			
Sink			
Waste Water Container			
Soap			
Paper Towels			
Handwashing Sign			
Dishwashing Station/Facility:			
Sink			
Sanitizer			
Cold Food Storage Equipment:			
Mechanical Refrigerator (Required)			
Power Source			
Refrigerator Vehicle			
Cooler (must be self-draining)			
Other Insulated Storage			
Wet Ice			
Ice Packs			
Storage Containers:			
Water Storage			
Bulk Food Storage			
Ice Storage			
Trash Storage			
Liquid Storage			

Other Storage			
Preparation & Services:			
Work Table			
Cutting Board			
ITEM:	YES	NO	Details/Description
Mixing Bowl			
Food Preparation Utensils			
Cooking Utensils			
Serving Utensils			
Single Service Utensils			
Dispensing Equipment:			
Beverages			
Condiments			
Other			
Cooking Equipment:			
Grill/Griddle			
Barbecue Grill			
Hot Dog Grill			
Char Broiler			
Deep Fat Fryer			
Oven			
Burner			
Smoker			
Other			
Hot Food Holding Equipment:			
Chafing Dish			
Steam Table			
Rotisserie			
Bain-Marie			
Cabinet Warmer			
Other			
Thermometer:			
Indicate types that will be used			
Provide details about the power source for ovens, fryers, refrigerators, etc.			
Provide details about light fixtures & protection, if event will be at night.			

SPECIAL EVENT VENDING SPACE DIAGRAM

Indicate the location of all equipment listed on your EQUIPMENT LIST. Equipment must be drawn to scale.



(BACK OF ON-SITE OPERATION)

(FRONT CUSTOMER SERVICE AREA)
ONE LARGE SQUARE = ONE SQUARE FOOT

