



**Office of Food Protection**  
**321 University Avenue, 2<sup>nd</sup> Floor**  
**Philadelphia, PA 19104**  
[http://www.phila.gov/health/units/ehs/html/special\\_event.html](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. **\* Note: deep frying cooking oil operations will NOT be approved without submission of a required information regarding a detailed cooking oil handling and recycling plan.** Your event Sponsor has a copy of the Requirements for Temporary Food Establishments, you should review these prior to completing your application.

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 bank 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	\$40.00
201-350 square feet	\$75.00
351-500 square feet	\$125.00
Above 500 square feet	\$125.00.00 plus \$35.00 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 refer to the attached "Regulations Governing Temporary Food Establishments" or contact:

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

## **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 underlayment material or substrate.

#### **C. Hand washing Facilities: See attached 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 135F 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 Application

<b>A. Event &amp; Sponsor Information</b>			
Name of Event:		Event Location:	
Date (s) of Event:	Start Time:	End Time:	Set-up Time:
Sponsor Agency Name:		Space/Booth #:	Booth Dimensions:
Sponsor Phone #:	Sponsor Cell #:	Sponsor Email:	

<b>B. Operator Information</b>		
Trade 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 #:

<b>C. Physical Facility Information</b>
Include pictures and manufacture's label information, for all of the following if available.

1. What type of overhead structure will you use (tent, canopy, umbrella)? Catalog cutsheets, pictures, and detailed drawings must be submitted.
2. What type of material is the overhead structure made of?
3. Is the material fire retardant (yes or no)? Indicate fire retardant rating.
4. How will the overhead structure be supported?
5. What type of side protection will be used? Catalog cutsheets, pictures, and detailed drawings must be submitted.
6. What type of material is the side protection made of?
7. Is the material fire retardant (yes or no)? Indicate fire retardant rating.

8. What type of material will be used for the protecting the ground (pallets, wood sheeting, linoleum, tile)?
9. Open food displays in customer service areas require Sneeze Protection devices to protect the food. Will you be using a Sneeze Protection device (Yes or No)?
10. Describe the Sneeze Protection devices that will be used in your temporary vending space. Catalog cutsheets, pictures, and detailed drawings of the seneezeguard must be submitted.
11. What type of physical barrier will be used to protect the public from heating equipment (grill, etc)? <b>Note: 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.</b> 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.
12. What type of commercially approved water source will be used (provide name and quantity- a minimum of 10 gallons is required)?
13. How will you generate or supply hot water for handwashing?
14. Describe the hand wash station (water container for clean water, soap, paper towels, & waste water container). Include a picture of the hand wash station, if available.
15. Utensils used in food preparation and service will require replacement after 4 hour of use. Indicate the type and quantity of utensils you will be bringing to the event to meet this requirement. Utensil washing on site requires pre-approval.
16. Provide information about refuse storage and disposal (describe container type and size).
17. Indicate and describe the type of vehicles that will be used to transport and storage of food and supplies to and during the event. Note: all food surfaces, equipment and utensils must be clean and protected (plastic wrapped) to prevent contamination during transport.

### D. Cooking Equipment Information

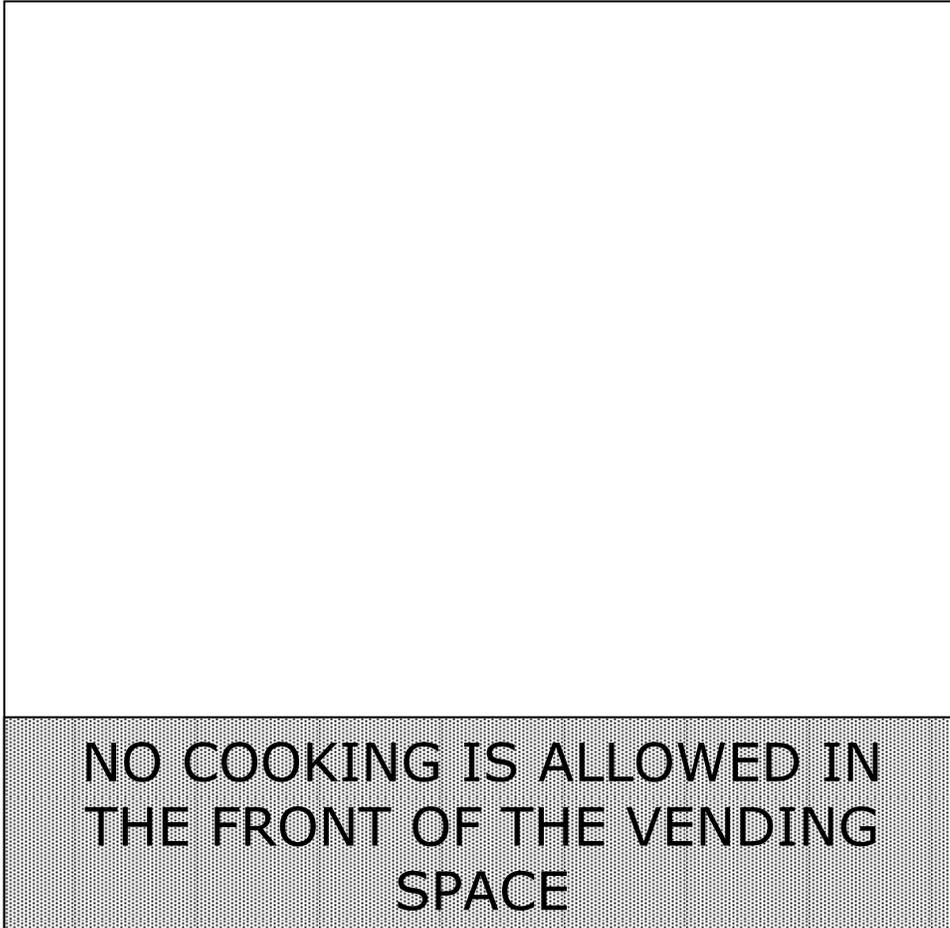
18. Check off all of the cooking equipment that you will be using during this event, include photographs of equipment. NOTE: Deep frying equipment is not permitted without prior approval.

√	Type	Describe in detail type and quantity that will be used. Include manufacturer's information of make, model, and size.
	Work Table (s)	
	Cutting Board (s)	
	Mixing Bowl (s)	
	Grill/ Griddle	
	Barbeque Grill	
	Hot Dog Grill	
	Thermometer	
	Oven	
	Smoker	
	Chafing Dishes	
	Steam Table	
	Rotisserie	
	Bain Marie	
	Cabinet Warmer	
	Serving Utensils	
	Cooking Utensils	
	Single Service Items	
	Food Preparation Utensils	
	Food Storage Containers	
	Coolers	
	Mechanical Refrigeration	
	Refrigerated Vehicles	
	Beverage Dispensing	
	Condiment Dispensing	
	Other	

### E. Provide a drawing of the vending space

19. You may use the space below or a separate sheet of paper to draw and label the equipment that you will be using. Keep in mind that **NO cooking is allowed in the front in the front of the unit.** Make sure to identify and describe all equipment you listed on the previous page, including:

- cooking and cold holding equipment
- handwashing facilities
- work tables
- food and single services storage
- garbage containers
- equipment for customer self-service and dispensing condiments.



**NOTE: 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.**

**F. Proposed Menu Information for Approval**

20. Provide a list of all food items that will be prepared on site, see example in the first block.

Food Item	Ingredients	Serving Size	Total Servings	Preparation Description
Chicken Sandwich	Boneless breast of chicken Roll	6 oz chicken breast 1 roll	200 200 200 200 200	Chicken stored in cooler in wet drained ice at 41° F until prepared. Chicken breast is grilled until the internal temperature is 165° F. Cooked chicken breast is placed on roll and then the sandwich is wrapped in foil and served.
<b>EXAMPLE ONLY</b>				

21. Provide a list for approval of all food items that will be prepared off site, see example in the first block. Food items must be prepared in an approved facility.

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

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: \_\_\_\_\_