



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

Special Event Sponsor Guide & Application (SESA)

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) 685-7495. Email us at **DPH.EHS.SpecialEvent@phila.gov**

SPECIAL EVENT FOOD HANDLING GUIDELINES

1. A PERSON-IN-CHARGE(PIC) MUST DEMONSTRATE KNOWLEDGE:

- A PIC must be present and have knowledge of the Regulations
- All persons with symptoms/diagnosis of food borne illness must report to the PIC
- A Food Safety Certified Person is required **ONLY** at operations that exceed **7 days**

2. ALL FOOD MUST BE FROM AN APPROVED, COMMERCIALY LICENSED SOURCE:

- Compliance status will be confirmed for all sources, meaning no risk factors observed at last inspection

3. WATER & ICE MUST BE APPROVED & PROTECTED FROM CONTAMINATION:

- Connection to fire hydrants for food prep and hand washing purposes are **prohibited**
- Store water in clean, covered containers with dispensing spouts. Containers shall not leak or drip.
- Purchase ice from an approved source. Keep consumable ice in original packaging with the label.
- Store ice in clean, nonporous, approved containers. Provide food grade liners for Styrofoam coolers.
- Dispense ice with a scoop having a handle. Scoops may be stored in the ice with the handle up or outside the ice on a clean surface.
- Ice used for food storage must not be used as drink ice or consumable ice

4. FOOD HANDLERS MUST HAVE GOOD HYGIENIC PRACTICES:

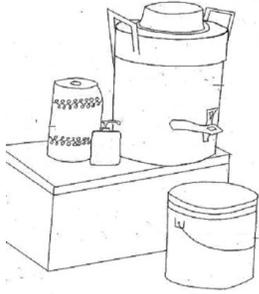
- Food handlers may **NOT** eat, drink, or use tobacco while handling food
- Individuals with persistent sneezing, coughing or runny nose may not work with exposed food
- Suitable hair coverings should be worn during food handling
- No **bare hand** contact on **ready to eat** foods. Gloves or utensils must be used.

5. ALL FOOD MUST BE PROTECTED FROM CONTAMINATION:

- Unwrapped, displayed food requires approved covers or sneeze guards
- Self-service condiments must be dispensed from a closed containment system or in prepackaged single serve portions
- The reuse of original food packaging for food storage is not permitted
- Store food, food containers & service items 6 inches above the ground
- All equipment must be clean when it arrives at the event
- Provide extra utensils to be replaced after four hours of operation
- Longer than one day events may require a pre-approved cleaning site
- Cleaned and prepare all fruits and vegetables at an **approved facility prior** to event

6. FOOD HANDLERS MUST WASH THEIR HANDS:

- All facilities handling open food must provide warm (min 100°F) running water
- Food handlers must clean their hands prior to food handling activities and donning gloves
- Wipes may **NOT** be used in place of hand washing unless all food is pre-packaged
- **An approved hand washing station includes: a dispenser with stay-on spigot, warm water (100°F), soap, single use paper towels, a waste water container, hand washing sign and a solid waste receptacle**



7. FOODS MUST BE COOKED TO THE PROPER TEMPERATURE:

- Raw meat & seafood shall be cooked to heat all parts to the proper temperature
- An approved thermometer must be used to monitor proper cooking temperatures

8. RAW AND/OR UNDERCOOKED SPECIALTY DISHES MUST BE PRE-APPROVED BY THE HEALTH DEPARTMENT. THESE ASSESSMENTS ARE CONDUCTED ON AN INDIVIDUAL BASIS.

9. FOODS MUST BE PROPERLY COOLED:

- Hot food prep and cooling must be identified on the menu and pre-approved. Hot foods prepared in advance must be properly cooled in shallow pans. Transport food at the proper temperature and reheat rapidly onsite for hot holding or service

Foods made with ingredients at room temperature, such as **cold sandwiches or salsas, must be properly cooled and stored at 41° F or below**

10. FOODS MUST BE PROPERLY REHEATED TO 165° F:

- Food that is cooked, cooled, and reheated shall be reheated so that all parts of the food reach a temperature of at least 165° F for 15 seconds
- All cooking units shall be capable of cooking foods to their proper temp and hot holding units must be capable of holding foods at 135° F or above
- **Chafing dishes with Sternos may NOT be used for reheating**

11. FOODS MUST BE KEPT OUT OF THE DANGER ZONE (41° F TO 135° F):

- All foods requiring temperature control must be transported at below 41° F or above 135° F. Such foods must be delivered in insulated containers, mechanical refrigeration or hot holding equipment designed to maintain food temperatures.
- **Out of temperature foods are subject to immediate disposal and may prevent participation in the event**
- Food or drinks, whose packaging is impermeable to water (hermetically sealed cans or bottles), may be stored in ice. Ice storage containers must have a drain.
- **Store cut melons, tomatoes, & leafy greens at 41° F or below. These items CANNOT be cut at an event or temporary facility.**

12. AN ENCLOSURE IS REQUIRED:

- Overhead protection is required in storage, prep, cooking, grilling and serving areas
- Enclosure materials must meet Fire Code Requirements
- Floor protection is required to prevent contamination where soil is present
- Operations that include oil must have an approved floor surface to prevent soiling

13. ALL EQUIPMENT MUST BE CLEAN, SAFE & IN GOOD REPAIR:

- Visibly soiled containers and equipment may **NOT** be approved for use at the event
- The use of industrial drums for grilling is not permitted

- All cooking, heating, and hot-holding equipment must not be accessible to the public

14. WASTE PRODUCTS MUST BE DISPOSED IN AN APPROVED MANNER:

- All cooking oil waste should be removed and recycled in an approved manner
- Each facility must collect all waste water (hand washing) and dispose of it in a sanitary outlet (not on the ground or storm drain)



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Special Event Sponsor Application (SESA)

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				
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.				
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.				
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.				
4. Will facilities be provided for food operators to clean equipment? Describe the details.				

5. What type of toilet facilities will be provided? Provide details about these facilities.

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: _____