



EVENT COORDINATOR APPLICATION FOR PERMIT TO OPERATE 10 OR MORE TEMPORARY FOOD ESTABLISHMENTS

An Event Coordinator Application is required when 10 or more Temporary Food Establishments (TFEs) are operating in conjunction with a single event.

FULLY COMPLETE AND RETURN APPLICATION TO THE COUNTY IN WHICH THE EVENT IS HELD

New Castle County
 Environmental Health Field Services
 Chopin Building
 258 Chapman Road Suite 105
 Newark, DE 19702
 Ph 302-283-7110 Fax 302-283-7111

Kent County
 Environmental Health Field Services
 Thomas Collins Building
 540 S. DuPont Hwy. Suite 5
 Dover, DE 19901
 Ph 302-744-1220 Fax 302-739-1957

Sussex County
 Environmental Health Field Services
 Thurman Adams State Service Ctr.
 544 S. Bedford St.
 Georgetown, DE 19947
 Ph 302-515-3300 Fax 302-515-3301

Name of event: _____ Date(s) of event: _____

Location of event: _____

Operating hours of event: _____

Mon: _____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Sun: _____

Estimated number of food booths: _____ Estimated number of attendees: _____

Event coordinator name: _____

Phone, prior to event: _____ Phone, during event: _____

Email: _____

Mailing address: _____

City: _____ State: _____ ZIP: _____

Business or organization (if applicable): _____

Phone: _____ Fax: _____

A complete application – ALL IN ONE SUBMISSION – will include the following:

- Map that shows the location of all food and beverage vendors, dumpsters, toilet and handwashing facilities, petting zoos or other animal displays.
- Completed Applications for Permit to Operate a Temporary Food Establishment from all food and beverage vendors. Ensure that a business with multiple stands completes an application per stand.
- Once completed, this Event Coordinator Application for Permit to Operate a Temporary Food Establishment.

List all vendors serving food and beverages at your event. Use additional pages or spreadsheet if necessary.

Business/ Booth Name	State of Delaware Permit Number (if applicable)	Facility Type (i.e. tent, mobile unit, stand, building)	General Menu Items

Describe your support services for the event.

Number of plumbed toilets: _____ Number of plumbed hand sinks: _____

Number of portable toilets: _____ Number of portable handwashing stations: _____

Company servicing portable toilets and handwashing facilities: _____

Describe all sources of water: _____

Describe all sources of electric: _____

Describe provided trash services: _____

Describe final clean-up of event area and responsible parties: _____

Are you providing any additional food and beverage services during your event? Check all that apply and supply all names and contact information for those vendors as applicable.

- Cold storage: _____
- Commissary: _____
- Ice Delivery: _____
- Potable hauled water: _____
- Other: _____

By signing this Event Coordinator application, I understand the following (check all):

- Submitting an Event Coordinator application less than 30 days before the event start date OR an incomplete application may result in permit denial.
- Each vendor providing food and beverage for public consumption is required to have a temporary food permit issued in advance of the event start date and prior to setting up for the event.
- A Temporary Food Establishment permit for a food and beverage vendor may be withheld until an Event Coordinator is identified and permitted.
- Each vendor providing food or beverages for public consumption may be inspected individually.
- I am responsible for complying with applicable provisions of the State of Delaware Food Code regulations.
- Violations of the State of Delaware Food Code regulations may result in vendor permit suspension or closure, or event suspension or closure.
- Failure to have vendors at event ready for inspection may result in closure or delayed start time.
- I will assist the State of Delaware Division of Public Health in removing unpermitted and/or non-compliant vendors from the event premises.

Signature of Event Coordinator Applicant **X** _____ **Title** _____ **Date** _____

FOR OFFICIAL USE ONLY	Date Received: _____ FM TFE DDA-sanctioned: <input type="checkbox"/> Yes <input type="checkbox"/> No Event Coordinator Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for Denial: _____	Additional required documents received: <input type="checkbox"/> Out-of-State Permit and Inspection Report <input type="checkbox"/> Servicing Area Agreement <input type="checkbox"/> Consumer Advisory <input type="checkbox"/> Juice Documents	Permit #: _____ Reviewer: _____ Signature _____ Title _____ Date _____
	Applicant notified by: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Phone		



APPLICATION FOR PERMIT TO OPERATE A TEMPORARY FOOD ESTABLISHMENT

A Temporary Food Establishment (TFE) prepares food for the public, for free or for a cost, and operates for no more than 14 consecutive days in conjunction with a single event. Vendors are limited to 14 event permits per calendar year. Submitting an application that is incomplete or submitted less than 10 business days prior to the event can result in permit denial. Permits are emailed unless an alternate delivery method is requested.

SUBMIT APPLICATION TO THE EVENT COORDINATOR

EVENT

Name of Event _____ Date(s) _____
 Location/Address of Event _____

APPLICANT

<u>Business/Organization</u>	<u>Primary Contact Person/Person-in-Charge (PIC)</u>
Name _____	Name _____
Address _____	Fax _____
Phone _____	Phone _____
Email (required) _____	Email (required) _____

MENU and FOOD PREPARATION

Proposed Menu _____

Source(s) of Food and Milk _____

Site of Food Preparation On-Site Another Location _____

Method used to maintain cold food at 41 degrees F or lower _____

Method used to maintain hot food at 135 degrees F or above _____

Source of Water Public Well Bottled Source of Ice Produced in Permitted Kitchen Purchased Bagged

Method Used to Wash Utensils Plumbed 3-Compartment Sink 3 Containers No Washing, Have Multiples of Utensils

Method Used to Wash Hands (separate from utensil washing) Plumbed Hand Washing Sink with Soap/Paper Towels

Hand Washing Station: Container with Spigot, Catch Bucket, Soap/Paper Towels Portable Hand Washing Sink with Soap/Paper Towels

By signing this Temporary Food Establishment application, I understand that my TFE may be inspected at any time during the event, including during setup. Failure to comply with the minimum requirements for operating a TFE may result in suspension of my operating permit, at which time I must immediately cease all food establishment operations.

Applicant Signature _____ Date _____

FOR OFFICIAL USE ONLY Approved _____ Rejected _____ Permit # _____
 Representative, Environmental Health Field Services _____ Date _____

MINIMUM REQUIREMENTS FOR OPERATING A TEMPORARY FOOD ESTABLISHMENT (TFE)

Mandatory: Sign below to indicate that you have read and understand these requirements and that you accept responsibility for monitoring all food handlers to ensure safe practices.

PERMIT This application should be submitted a minimum of 10 business days prior to the start of the event. The approved permit must be posted during the entire event in conspicuous public view.

DEMONSTRATION OF KNOWLEDGE The Person-In-Charge (PIC) must be able to answer questions about basic food safety knowledge to reduce the risk of foodborne illness.

APPROVED FOOD SOURCES All food must be obtained from an approved source, including ice/water for food preparation, cooking, cooling, cold holding, and cleaning.

- All shell stock (clams, mussels, oysters) must have National Shellfish Sanitation Program (NSSP) tags on site.
- Proof of purchase is required for crab meat, soft-shell crabs, and hard-shell crabs.
- Food may not be stored or prepared at a private residence.
- **All food must be prepared on-site or at a permitted food establishment.**
- Food preparation locations not owned by the applicant require a signed commissary agreement.
- Out-of-state food prep locations require a health department permit and most recent inspection report.

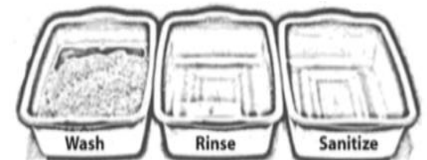
COOKING AND HOLDING

- Food thermometers must be available to monitor cooking and holding temperatures.
- Hot holding units, like steam tables or insulated containers, must be available to keep food **hot at 135 degrees F or above**.
- Cold holding units, such as refrigeration units or coolers with drained ice, must be available to keep food **cold at 41 degrees F or below**.
- Animal products served raw or undercooked (examples: sunny-side up eggs, raw oysters, sushi, rare tuna, cooked-to-order hamburgers or steaks, carpaccio, raw eggs as an ingredient in Caesar salad dressing or mayonnaise) require a consumer advisory to be posted which states the following: "Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness." A description or photo of how this advisory will be displayed must be submitted with this application.
- Juice squeezed on-site requires approval of (1) description of food prep sink location, (2) commercial juicing equipment specification sheets, and (3) placard or table tent with the following statement: "WARNING: This product has not been pasteurized and, therefore, may contain harmful bacterial that can cause serious illness in children, the elderly, and persons with weakened immune systems."

PREVENTING CONTAMINATION

- Food must be stored off the ground.
- Only single-service (disposable) containers may be given to consumers.
- A labeled three basin Wash-Rinse-Sanitize station must be ready for use on-site, with an approved sanitizer and applicable test kit (example: quaternary ammonium based with quat sanitizer test strips or bleach water with chlorine test strips).

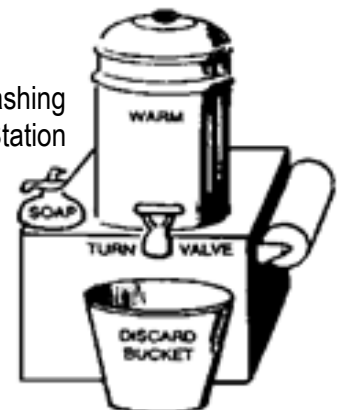
Wash, Rinse, Sanitize
Proper Set-Up



EMPLOYEE HEALTH AND HYGIENIC PRACTICES

- A handwashing station must be set up with an ample supply of warm water, soap, and paper towels.
- Bare hand contact with ready-to-eat foods is prohibited. Use a barrier such as tongs, wax paper, or gloves.
- Persons with infections or illnesses must be restricted from handling food.

Handwashing
Station



WATER SUPPLY AND WASTE DISPOSAL

- Drinking water must be obtained from an approved source utilizing food grade hoses.
- An approved method must be used for liquid waste disposal.
- Keep refuse in easily cleanable containers and promptly remove from preparation and service areas.

FACILITIES

- A tent, tarp, or canopy large enough to cover food preparation, storage, and service areas must be provided.
- If graded to drain, a floor may be concrete, machine-laid asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other approved materials that are effectively treated to control dust and mud.
- Toilet facilities for employees must be conveniently located and easily accessible.

SPECIALIZED PROCESSES NOT PERMITTED DURING TEMPORARY FOOD ESTABLISHMENT OPERATION Food at a temporary food establishment processed on-site with any of the following methods is not permissible: reduced oxygen packaging including sous vide and cook-chill methods; juicing for wholesale packaging; curing, smoking, or drying fish for preservation; curing or smoking meat or poultry for preservation; fermenting sausages; acidification, fermenting, or additives to render a product shelf-stable; and sprouting.

Signature of Responsible TFE Applicant _____ Date _____