



Mecklenburg County Health Department

Temporary Food Event Vendor Application

This application must be completed and submitted to the MCHD (Mecklenburg County Health Department) to provide information about all food preparation and sales to the public at any public event or exhibition within Mecklenburg County. **Applications must be submitted no later than 15 days prior to the event.**

Please Note: A fee of \$75.00 will be required for each food service permit and must be paid with the submission of each Food Vendor Application.

1) Name of Event: _____ Date of Event: _____

2) Address of Event: _____
Street City State Zip

3) Name of Vendor: _____ Vendor Phone: _____

4) Vendor Business Name: _____

5) Vendor Business Address: _____
Street City State Zip

****Please note: food booth must be completely set up prior to permitting and NO food preparation is allowed in the booth until the permit is issued****

6) Date for permitting: _____ 7) Time for permitting: _____

8) Applicant Email Address: _____

9) Will vendor prepare food prior to the event? Yes No

If you checked "yes" food will be prepared prior to the event*, provide the name of the facility where food will be prepared:

Name of Prep Facility: _____ Date of preparation: _____ Time of Preparation: _____

Address of Prep Facility: _____
Street City State Zip

***Please Note: Advanced preparation may require a permit by MCHD for the preparation site.**

10) As of September 1, 2012, the vendor/permit holder shall require all food service employees to comply with an approved Employee Health Policy. Do you have an approved Employee Health Policy? Yes No

11) Please check the box that best describes the source of water for your food booth:

Public water supplied by organizer (requires food grade hose)
On-site private well (requires sampling by MCHD)

Tap water supplied by vendor
Bottled water supplied by vendor

12) Check the box that best describes the disposal method for the following:

Garbage:

Waste can taken offsite
Event dumpster
Other: _____

Wastewater:

Portable toilet at event
Event grey water bin
Other: _____

Grease:

Grease taken offsite
Event grease receptacle
Other: _____

13) Check the box that best describes your equipment:

Cold Holding:

Refrigerated truck
Commercial refrigerator
Freezer
Other: _____

Hot Holding:

Chafing dishes
Electric hot box
Grill
Other: _____

Utensil Washing:

3 Utility sinks
3-compartment sink
3 Basins
Other: _____

Hand Washing Set-up

Mechanical sink
Gravity flow set-up
Other: _____

14) Will ready-to-eat produce (vegetables or fruit) be prepared in your food booth? Yes (requires a prep sink) No

15) Provide a complete list of all food/menu items in the chart below and check "Advanced Preparation" if the food/menu item will be prepared prior to the event or check "Prepared at Event" if no advance preparation is needed. Check both "Advanced Preparation" and "Prepared at Event" if food/menu item requires both types of preparation.

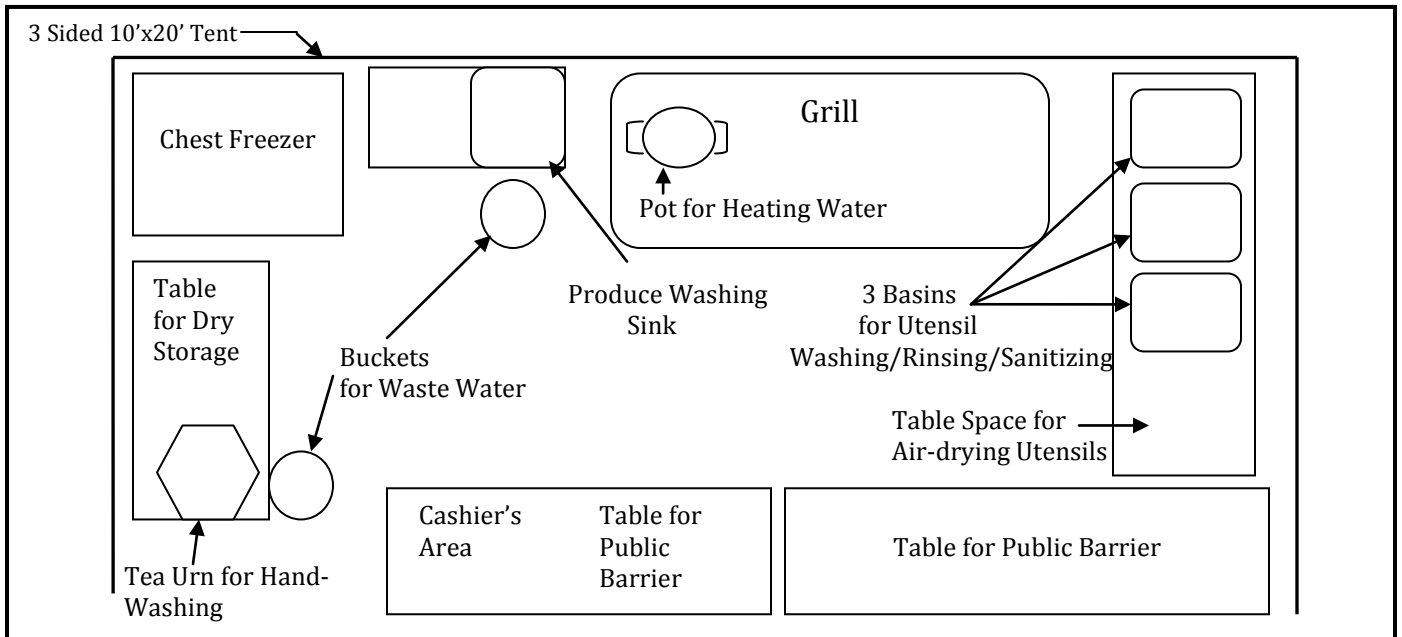
Please include all add-on items such as lettuce, tomato, onion, etc. (example: Hamburgers with cheese, lettuce, tomato, onion).

Food/Menu Items	Advanced Preparation*	Prepared at Event

***Please note: food preparation may not exceed more than 7 days prior to the event.**

16) Check the box which describes your food booth set up:
 3-sided tent Tent with fans Mobile food unit Other: _____

17) Find the following example of a typical food booth set-up. Please note that ALL food booths must have approved hand wash set-up and utensil washing set-up for washing, rinsing and sanitizing equipment. Other equipment needs may vary.



I certify that the information in this application is complete and accurate. I understand that:

- Any changes to my operation must be submitted to the Mecklenburg County Health Department for review and approval prior to the day of the event
- All potentially hazardous foods (PHF) that I am serving must be maintained at approved temperatures (45°F or below for cold food and 135°F or above for hot food) during transport, holding and/or service
- Failure to maintain approved temperatures for PHF may result in disposal or embargo of the food

Applicant Signature: _____ **Date:** _____

Reviewer Signature: _____	Office Use Only	Date: _____
Comments: _____		



Mecklenburg County Health Department

Checklist for Temporary Food Establishment Vendors

The following is a checklist to assist a vendor in setting up a Temporary Food Establishment (TFE). All items on the checklist are necessary to obtain a permit for a TFE; however, additional requirements may be applicable. All applications must be submitted to the Mecklenburg County Health Department (MCHD) at least 15 days prior to the date of the event.

Person in charge

- Food safety education certification
- Available during all hours of food preparation

Employee requirements

- Gloves
- Employee Health Policy Agreement
- Hat, hair net or visor

Tent/weather proof structure/canopy

- Canopy over entire operation (smokers are not required to be under a canopy)

Fly protection

- 3 solid or mesh sides
- Fly fans

Ground covering

- Protection from dust/mud (in the absence of asphalt, concrete or grass)

Water supply

- Approved water source (requires testing by MCHD if private well)
- Drinking water hose(s) – must be labeled
- A means to heat water

Waste water disposal

- Buckets/grey water containers – must be labeled
- Disposal in approved sewage system or port-a-johns

Utensil washing

- 3 basins (large enough to fit equipment)
- Drain board or counter space for air drying
- Soapy water, rinse water, sanitizer
- Sanitizer test strips

Hand washing station

- At least 2 gallons of hot water under pressure
- Free-flowing faucet/stopcock
- Soap and disposable towels
- Wastewater catch bucket – must be labeled

Approved/protected/secured food

- Approved source/food invoices
- Food storage above ground
- Separate vegetable washing sink (when preparing/serving ready-to-eat vegetables)

Food temperatures

- Accurate food thermometer
- Cold holding: refrigeration/freezer/coolers with ice
- Hot holding equipment

Food shields/customer barriers

- No food exposed to customers
- Approved self-service condiments

Lighting (for night-time operations)

- Shielded above food/preparation

I certify that I will comply with the requirements listed above and any other requirements as described by MCHD while operating my Temporary Food Establishment:

Vendor Signature: _____ **Date:** _____