



# APPLICATION FOR - TEMPORARY EVENT FOOD BOOTH PERMIT

## \*\*APPLICATION AND PERMIT FEE SCHEDULE\*\*

\$20.00 per day, per booth, per location if submitted 72 hours or more prior to event

\$35.00 per day, per booth, per location if submitted less than 72 hours prior to event

Event Name: \_\_\_\_\_ Location: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Food Booth Name: \_\_\_\_\_ Email: \_\_\_\_\_

Food Booth Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Booth Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Requested Permit Dates: First: \_\_\_\_\_ Last: \_\_\_\_\_

Time of Operation: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM # of Booths each day: \_\_\_\_\_

Will food be prepared at same location it is served? (circle one) YES NO\*  
(\*If NO is circled please fill out Commissary information)

Commissary Name: \_\_\_\_\_ Contact name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

### MENU ITEMS:


*Applicant agrees that maintenance of a health permit is predicated on compliance with the Utah Code R392-100 (Food Service Sanitation) and Tooele County Health Department Regulation# 4. This permit is revocable for noncompliance.*

**\*\*\*\*Permit is valid for inclusive dates listed above only\*\*\*\***

**AT LEAST ONE PERSON MUST BE PRESENT AT ALL TIMES THAT HAS A VALID FOOD HANDLER'S PERMIT AVAILABLE UPON REQUEST BY THE LOCAL HEALTH AUTHORITY.**

Applicants signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### OFFICE USE ONLY

Fee Paid: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

EH Specialist's Signature: \_\_\_\_\_

# FOOD BOOTH WORKSHEET

A site plan must be included with this worksheet. Plan should show locations of all cooking, cold and hot holding equipment, hand washing stations, scullery and garbage receptacles.

Indicate how compliance with regulations will be achieved:

1. List all food items that will be prepared prior to the event:

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2. Of the items to be served hot, which will be cooked prior to the event? List date and time when each will be prepared. ***Accurate food thermometers must be used to determine appropriate final cook temperatures have been met.***

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- a. Once cooked, how will each cooked product be cooled? \_\_\_\_\_

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- b. Once cooled, how and where will each food product be stored? \_\_\_\_\_

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- c. How and where will products be reheated? \_\_\_\_\_

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3. If transported to the event site, what equipment will be used to maintain hot food items at 135 ° F or greater? \_\_\_\_\_

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4. How will hot food items be stored above 135 ° F at the event site? List types of holding units and heat sources. If your booth requires electrical power how will it be provided?

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5. Of the menu items to be served cold, which will need to be cooked ahead of time, and then cooled? List the date and time when each will be prepared.

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- a. How will each product be cooled? \_\_\_\_\_

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- b. How and where will each cold food product be stored prior to the event? \_\_\_\_\_

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6. What equipment will be use to transport cold food at 41° F or below to the event site?

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7. How will cold food items be stored below 41° F at the event site? Mechanical refrigeration or coolant material (dry ice, ice, gel packs, blue ice etc.) must be provided. List types of holding units, types of coolants to be used.

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8. What final assembly of food product will take place at the event?

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9. As foods are sold, how will product be re-supplied to the booth? (Replenishing new product into old product is prohibited.)

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10. How and where will utensils be washed, rinsed and sanitized?

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11. Sanitizer to be used: (circle one) Bleach Quats

a. Concentration of sanitizer: \_\_\_\_\_ ppm. (note: change every 2 hours)

b. Are test strips used YES NO

c. Source of water: Hot \_\_\_\_\_  
Cold \_\_\_\_\_  
Tempered \_\_\_\_\_

12. What will be used to wash hands? Describe set up.

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13. How will waste water; such as wiping cloth water, hand wash water, or water from cooking processes, be collected? \_\_\_\_\_

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14. Where will wastewater be disposed? \_\_\_\_\_

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15. How will garbage / trash be disposed? \_\_\_\_\_

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# Temporary Event Guidelines

## The Do's and Don'ts of Temporary Event Food Booths

### Do

1. Do have at least one person with a valid Food Handler Permit in your booth during all hours of operation.
2. Do protect food and drinks from splash, dust or other sources of contamination (i.e. have a booth with a top that covers the entire food service area and a flooring surface of plywood, concrete, asphalt or other acceptable durable material).
3. Do have a functioning hand wash station that includes soap, disposable towels, flowing water from a container with a handled spigot, a catch basin or bucket to catch wastewater and a waste receptacle. Wastewater must be disposed of properly.
4. Do have adequate equipment for cooking and cooling as well as hot and cold holding equipment as needed by your menu. Ensure that you have an adequate power supply to reach and maintain proper temperatures.
5. Do have an accurate probe-type thermometer on site to check food temperatures. Probes must be cleaned and sanitized after each use.
6. Do have a three compartment setup for cleaning, rinsing and sanitizing utensils and equipment.
7. Do have a handled scoop to dispense ice or food products. Scoop handles must not be in contact with the ice or food.
8. Do have necessary equipment to keep food covered and at proper temperatures when transporting.
9. Do have a supply of disposable gloves, an appropriate sanitizer (bleach/water mixture at 50 PPM minimum) and at least one waste receptacle.

**Cold foods must be held at 41°F or below; hot foods must be held at 135°F or above.**

### Don't

1. Don't operate a temporary event food booth without first applying for and receiving a valid permit from Tooele County Health Department.
2. Don't prepare or cook food at a private home to be used in your booth. All food must be prepared on-site at the event unless a commissary or restaurant is used as indicated on your application. All food must come from an approved source i.e. market, licensed supplier or grocery store.
3. Don't have any bare hand contact with ready-to-eat foods. Use gloves, tongs, spoons, spatulas, etc.
4. Don't serve ice in beverages that has been previously used to keep food or beverage containers cold.
5. Don't dispense ice with your hands. Ice can become contaminated and cause food borne illness.
6. Don't allow anyone who is sick inside your booth. Ill or unclean personnel are a frequent cause of food borne disease.
7. Don't use disposable gloves as a substitution for hand washing. Gloves can provide an additional barrier to contamination but frequent and thorough hand washing remains the first line of defense in preventing food borne disease.

Visit [www.tooelehealth.org](http://www.tooelehealth.org) for Food Handler Class schedule and information.

# HAND WASHING SET UP

## Hand Washing:

- All workers must wash their hands:
- Before any food preparation begins
- After using the restroom
- After smoking, using tobacco, eating, handling garbage, animals or children
- After touching bare human body parts other than clean hands
- After coughing, sneezing, using handkerchief or tissues
- After handling soiled equipment or utensils
- When switching between working with raw food and ready-to-eat food
- During food preparation, as necessary, to remove soil and contamination
- After engaging in other activities that contaminate the hands

## Hand Wash Station:

**One hand washing station is required in the food preparation area of each event booth.** A permanently plumbed sink is not needed for temporary events, but at a minimum there must be:

- A. Flowing water from a container with a handled spigot that allows continuous flow until manually turned off (a push button is not allowed)
- B. A catch bucket or basin for waste water.
- C. Soap
- D. Paper (disposable towels)

There should be enough water available for the day's needs without running out – 5 gallons minimum. A booth will be subject to immediate closure if a hand washing station is not set up and operational **PRIOR** to beginning food handling and preparation.



## Mobile Vendor Fire Prevention Checklist

This checklist is intended to highlight certain Fire and Safety Regulations. By no means are these the only Fire and Safety regulations exhibitors and/or concessionaires must follow. It is the responsibility of the exhibitor/concessionaire to know what regulations apply to their operations.

### Portable Fire Extinguisher Requirements:

1. All mobile vendors are required to have a minimum of a 2A10BC extinguisher.
2. All mobile vendors using portable gas fueled power generators are required to have at least one minimum rated 3A40BC extinguisher.
3. All mobile Food vendors using propane will have a minimum of one rated 3A40BC extinguisher.
4. All mobile Food vendors using deep fat fryers will have a minimum of one 6 Liter class K extinguisher. (In addition to 3A40BC)

### Compressed Gases:

1. LP/Propane cylinders shall be properly secured in the upright position.
2. Cylinders shall not be stored in the passenger area of vehicle.
3. Shall be a minimum of 10' from any trash or combustible material

### Extension Cords:

1. Only heavy-duty three prong extension cords should be used.
2. Power strips are allowable, but at no time can be "daisy chained" (plugging one power strip into another) together.

This checklist does not remove the vendor's responsibility to follow the guidelines set forth by the Tooele County Health Department of Tooele County Ordinances and the International Fire Code.

John Stout  
Assistant Chief/Fire Marshal  
North Tooele Fire District