



Polk County Health & Human Services Agency

Economic Services | Public Health | Senior Services | Social Services | Public Transportation | Veteran Services

Temporary Food Service Application

Date Submitted: _____

1. Event: _____

2. Location: (Street #) _____ (City) _____ (Zip) _____

3. Event Date(s): _____ to _____ Hours: _____ to _____

Rain Date(s): _____

4. Event Coordinator: _____ Telephone: _____

5. Booth/Business Name: _____

6. Owner/Operator Name: _____

7. Owner/Operator Address and Contact Information:

(Street #) _____ (City) _____ (Zip) _____

Telephone: _____ Other: _____ Email: _____

8. Do you have an employee health policy **as required** by NC Food Code Manual 2-201? (choose one)

- No, This policy is required and must be created and completed. Keep these records on file.
- Yes, keep records on file.

9. Setup: (check all that apply)

- Tent **with 3 sided protection** (____) x (____) **with front sneeze guards and fans**
- Tent (____) x (____) **with fans and effective sneeze guards on front, sides, and back**
- Trailer/Self Contained Unit (____) x (____)
- Building/Indoor Event

10. Will any food or drink be prepared at a food service establishment (FSE) prior to the event? (choose one)

- No
- Yes, **if yes, All food must be prepared in an approved food service establishment (FSE), not a home kitchen. Include a letter from the FSE owner/operator listing what they will prepare for you, contact information, and copy of last inspection by the local health authority. If this FSE is out of state please call TRHD before completing this application.**

11. Check the box that describes your equipment: (check all that apply).

Cold Holding (including transportation)

- Refrigerated Truck Coolers (with drainage port) with ice
- Household Refrigerator(s) Household Freezer(s)
- Commercial Refrigerators(s) Commercial Freezer(s) Other: _____

Hot Holding (including transportation)

- Steam Table Grill Electric hot cabinet Chaffers Other: _____

12. Source of Ice: (check all that apply)

- Commercial bagged ice (**receipts must be available for review during the event**)
- Obtained from approved food service establishment (**include in letter from question 11**)

13. Will any animal food such as beef, eggs, fish, shellfish, poultry, pork, milk, lamb be offered raw or undercooked? (choose one)

- No Yes, **if yes*, what food(s)?** _____

**Consumer Advisory must be posted per NC Food Code Manual 3-603.11*

14. Will fresh vegetables or fruit be used (i.e. onions, potatoes, corn, lemons, lettuce, tomato, etc.)? (Choose one)

- No Yes, **if yes, a food preparation sink is required for washing fruits/vegetables. The sink must have water under pressure and waste water holding capability. The 3 basin utensil washing set up cannot be used for this purpose.**



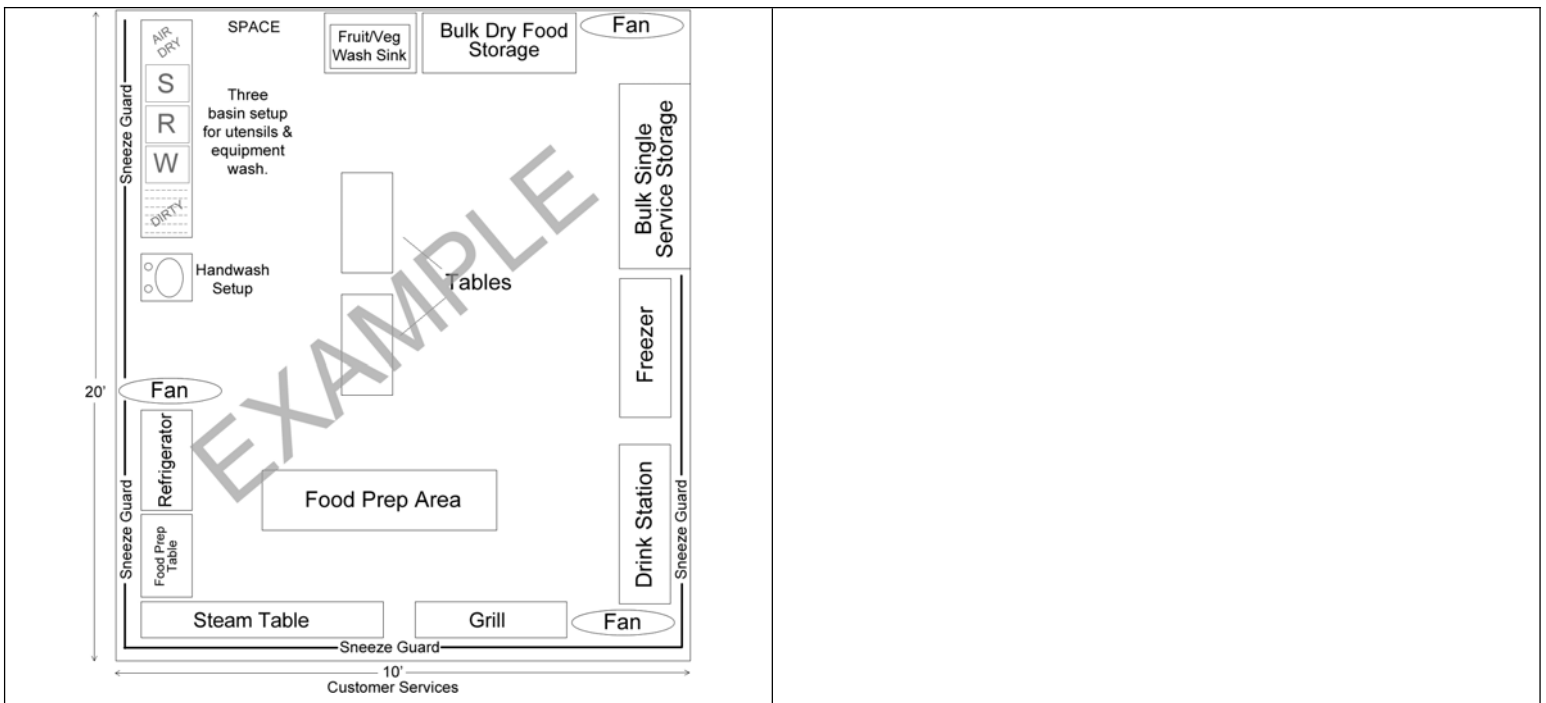
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- 15. Employee Handwashing set up: *(choose one)*
 - Plumbed handsink with unassisted free flowing faucet (i.e. stop cock, turn spout) and warm water, soap, paper towels
 - Minimum 2 gallon container with unassisted free flowing faucet (ie. stop cock, turn spout) with warm water, soap, paper towels, and waste container with tight fitting lid
- 16. Utensil Washing set up: *(choose one)** Basins must be large enough to submerge your largest utensil (ie. mixing bowl, pans)*
 - 3 basins **and** air drying space (drain board/counter top space)
 - Plumbed 3 basin sink **and** air drying space (drain board/counterspace)
- 17. Potable (Drinking) Water Source: *(check all that apply)*
 - Provided by event (on-site municipal)
 - Sealed bottled water
 - Obtained from an approved food service establishment *(include in letter from Question 11)*
 - Other: _____
- 18. Lighting in Food Service/Storage Areas: *(check all that apply)*
 - Shielded bulbs
 - Shatterproof bulbs
- 19. Wastewater Disposal for Handwash/Utensil Wash: *(choose one)*
 - Provided by event (grey water holding tank or direct connection to sewer)
 - Approved food service establishment can wash *(include in letter from Question 11)*
 - Emptied at recreational vehicle (RV) waste site *(copy of receipt must be submitted within 5 days of end of event to TRHD)*
- 21. Toilet Facilities: Public Building Porta-Johns
- 22. Garbage Disposal: Provided by event Other _____

BOOTH DIAGRAM WITH EQUIPMENT LAYOUT

Draw or attach a diagram showing your food booth set up. Indicate tent dimensions (if applicable), front service area, sneeze guards, handwashing station, utensil washing set up and air dry space, produce washing set up (if applicable), cooking equipment, refrigeration, hot holding and cold holding equipment, preparation areas, fan placement (if applicable), etc.





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MENU CHART (List all food, drinks, and condiments)

It is *strongly recommended* that prewashed produce be purchased and used in a TFE. A *produce sink with water under pressure and wastewater holding will be required if produce is not purchased prewashed*. Produce includes fruits and vegetables such as lemons, potatoes, lettuce, tomatoes, etc. Produce such as onions in the skin and corn in the husk are also required to be washed.

Menu Example

Menu Item (Food)	Food Supplier/ Food Source	Thaw How? Where?	Cut/Wash Assemble Where?	Cook How? Where? Final Cook Temperature?	Cold/Hot Holding Equipment?	What will be done with the leftovers at the end of each day> <i>Potentially hazardous food (PHF) that has been heated shall not be sold or held for use on subsequent days**</i>
Chicken Breasts with brown gravy	Frozen boneless chix breasts from Sam's kept in original container	No thawing; Stored in chest cooler with bagged ice designated for chix only	Marinated in soy sauce	Cook 5 lbs at a time on flat top grill to 165 degrees.	Transfer to preheated steam table	Chix will be batch cooked as needed. Leftovers will be discarded at the end of the day.
Brown	Dry packet gravy from local supermarket	Not applicable	Single eye burner	Add bottled water and heat to boiling	Transfer to preheated steam table.	Brown gravy will be batch cooked as needed. Leftovers will be discarded at the end of each day.

Your Menu

Menu Item (Food)	Food Supplier/ Food Source	Thaw How? Where?	Cut/Wash Assemble Where?	Cook How? Where? Final Cook Temperature?	Cold/Hot Holding Equipment?	What will be done with the leftovers at the end of each day> <i>Potentially hazardous food (PHF) that has been heated shall not be sold or held for use on subsequent days**</i>

ATTACH ADDITIONAL MENU SHEETS IF NECESSARY

****Approval may be granted to allow for cooling and reheating of PHF if written procedures are submitted with this application and approved. Written procedures must detail:**

- how the food(s) will be cooled (quantity of food, time parameters cooling methods, equipment used)
- how the food(s) will be stored (ie. refrigerated truck, walk-in)
- how the food(s) will be reheated (method, time parameters, equipment used)



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VENDOR ACKNOWLEDGEMENT AND SIGNATURE SECTION

Statement: I hereby certify that the above information is complete and accurate. I fully understand that:

Any deviation from the above without prior written permission may nullify final approval and prevent issuance of a temporary food establishment permit.

A pre-opening inspection (with electricity and equipment in place) of my temporary food establishment will be required before a permit will be issued.

Food/drink that is prepared before permitting (without prior approval) may result in disposal or embargo of the drink.

Failure to maintain approved temperatures for potentially hazardous foods may result in disposal or embargo of the food.

Menu items are subject to approval and may be restricted.

Approval of this application does not indicate compliance with any other code, law or regulation that may be required. (ie: Fire Marshall, federal, state, and local authorities).

Incomplete applications will be denied and returned.

Both the TFE Application(s) and required fee(s) *must be received at least fifteen (15) calendar days prior to the event*, or the application shall be denied.

Owner/Manager/Designee _____ Date _____

EQUIPMENT LAYOUT AND SIGNATURE MUST BE COMPLETED AFTER APPLICATION IS PRINTED

Regardless of method of delivery, both the TFE Application(s) and required fee(s) *must be received by the Health Department at least fifteen (15) calendar days prior to the event*, or the application(s) shall be denied!

A copy of the North Carolina Rules Governing the Protection and Sanitation of Food Establishments 15A NCAC 18A .2600 and the North Carolina Food Code Manual can be found on the Polk County Website.

Polk County Health and Human Services
Environmental Health
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