

**Philadelphia Department of Public Health
Office of Food Protection
7801 Essington Avenue
Philadelphia, PA 19153
(215) 685-7494**

DPH.EHS.SpecialEvent@Phila.gov

Special Event Temporary Food and Beverage Vendor Guide and Application

Dear Temporary Food and Beverage Vendor:

- All Health Department applications must be **satisfactorily** completed for each participant and/or location. **Incomplete applications will not be accepted.**
- Food operations can apply and participate in three (3) events a year. **PARTICIPANTS ARE REQUIRED TO REAPPLY AND PAY ALL APPLICABLE FEES FOR EACH EVENT.** If you wish to operate at more than three (3) events within a year, please refer to *the Permanent Special Events Application*.
- You will only be allowed to handle or prepare the food items that have been listed (on the menu page of the application) and approved. Notice of changes must be given at least five (5) days prior to an event. **NO other food items will be allowed.**
- Deep frying operations will NOT be approved without approval from the Sponsor and submission and approval of an Oil Recycling Plan.
- Applications should be submitted 30 days prior to your event and must be signed by the sponsor. Any applications received less than 15 business days prior to an event will be charged a **\$65 late fee** and may **NOT** be approved.
- Fees are based on the square footage of the space to be occupied for food service during the event.
- Application payment invoices will be sent via email. **CASH AND CHECKS (BUSINESS, CASHIER'S, AND PERSONAL) ARE NOT ACCEPTED.**
- The fee schedule is as follows:

<u>Food Service Operation Size</u>	<u>Fee</u>
200 square feet or less	\$ 48.00
201-350 square feet	\$ 90.00
351-500 square feet	\$150.00
Above 500 square feet	\$150.00 plus \$42.00 for each additional 200 square feet

- Food prepared off-site must be done at a licensed and approved establishment. The establishment must have a compliant inspection at least 14 months before an event. If not, **they will require inspection prior to the event and may NOT be approved.** For establishments outside of Philadelphia, a copy of the food license and most recent inspection report must be submitted with the application.
- Incomplete submissions will result in processing delays or disapproval of your application.
- Upon approval, an Operation Eligibility Certificate (OEC) and a License Eligibility Report (LER) will be issued. The LER is required to obtain a food license from the Department of Licenses and Inspections (L+I). The **food vendor is required to submit all associated license fees** to L+I to obtain a food license.
- **CANNABIS INFUSED (CBD, THC, DELTA 8, ETC.) FOOD OR BEVERAGE PRODUCTS ARE STRICTLY PROHIBITED AND WILL NOT BE APPROVED.**

SPECIAL EVENT TEMPORARY FOOD AND BEVERAGE HANDLING GUIDELINES

The City of Philadelphia Food Code defines food as “an article used, or intended to be used, for food or drink by humans, including chewing gum and articles used for components of any articles.”

- 1. A PERSON-IN-CHARGE (PIC) MUST DEMONSTRATE KNOWLEDGE:**
 - A PIC must be present and have knowledge of food safety and the Food Code 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.
- 3. WATER AND ICE MUST BE APPROVED AND PROTECTED FROM CONTAMINATION:**
 - Water supplied at the site must conform to all applicable regulations. Connection to fire hydrants for food preparation and hand washing purposes is **prohibited**.
 - Store water in clean, covered containers with dispensing spouts. Containers shall not leak or drip.
 - All ice must come from an approved source. Ice for consumption shall be kept in original packaging with the manufacturer’s 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 (protected from contamination).
 - Ice used for food/beverage storage must not be used as drink ice or consumable ice.
- 4. FOOD/BEVERAGE HANDLERS MUST HAVE GOOD HYGIENIC PRACTICES:**
 - Food/beverage handlers may **NOT** eat, drink, or use tobacco while handling food/beverage or while in the food/beverage preparation area.
 - Individuals with persistent sneezing, coughing, or runny nose may not work with exposed food.
 - Suitable hair coverings should be worn during food/beverage handling.
 - **No bare hand contact of ready to eat foods.** Gloves or utensils must be used.
- 5. ALL FOOD/BEVERAGE MUST BE PROTECTED FROM CONTAMINATION:**
 - Unwrapped/uncovered, displayed food/beverage requires approved covers or sneeze guards.
 - Self-service condiments must be dispensed from a closed containment system or in pre-packaged single serve portions.
 - 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.
 - The reuse of original food packaging for food storage is not permitted.
 - Food, beverages, related containers, and service items must be stored at least six (6) inches above the ground.
 - All equipment must be clean when it arrives at the event.
 - Provide extra utensils to be replaced after four (4) hours of operation.
 - Events lasting longer than one day may require a pre-approved cleaning site.
 - Clean and prepare all fruits and vegetables at an approved facility **prior** to event.
- 6. FOOD/BEVERAGE HANDLERS MUST WASH THEIR HANDS:**
 - All facilities handling open food/beverage must provide warm (100°F - 120°F) running water.
 - Food/beverage 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 an insulated dispenser with 'stay-on' spigot, warm water (100°F - 120°F), soap, single use paper towels, wastewater container, hand washing reminder sign, and solid waste receptacle.



7. FOODS MUST BE COOKED TO THE PROPER TEMPERATURE:

- Raw meat and 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 preparation and cooling must be identified on the menu and pre-approved. Hot foods prepared in advance must be properly cooled from 135°F to 70°F within two (2) hours, and to 40°F within six (6) hours in shallow pans.
- Foods actively cooling are required to have a time-temperature log from the point of preparation to the point of service. These logs must be available during the inspection. Logs that are not initially available upon request will not be accepted.
- 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 food to their proper temperature and hot holding units must be capable of holding foods at 135°F or above.
- **Chafing dishes with chafing fuel cans may NOT be used for reheating.**

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

- All foods requiring temperature control must be transported at or 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.
- **Cut melons, tomatoes, and leafy greens must be stored at a temperature of 41°F or below. These items CANNOT be cut at an event or temporary facility.**
- A time-temperature log from the point of preparation to the point of service must be available during the inspection. Logs that are not initially available upon request will not be accepted.
- **Out of temperature foods are subject to immediate disposal and may prevent participation in the event.**

12. AN ENCLOSURE IS REQUIRED:

- Overhead protection is required in storage, food preparation, cooking, grilling, and serving areas.
- Enclosure materials must meet Fire Code Requirements. Any equipment with an open flame or fryers must have a metal awning/overhead coverage.
- 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, AND 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.
- Extra utensils must be available. Utensils will require replacement every four (4) hours.

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

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

If you need additional information or assistance, please contact us at (215) 685-7494 or at DPH.EHS.SpecialEvent@Phila.gov.

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Special Event Temporary Food and Beverage Service Application

1. Event and Sponsor Information				
<u>Name of Event:</u>		<u>Event Location:</u>		
<u>Date(s) of Event:</u>	<u>Set-up Time:</u>	<u>Event start time:</u>	<u>Event end time:</u>	<u>Time food handling begins:</u>
<u>Sponsor Agency Name:</u>				
<u>Sponsor Contact Name:</u>		<u>Sponsor Phone Number:</u>		
<u>Sponsor Email:</u>				
<u>Space/Booth Number:</u>	<u>Number of Identical Operations:</u>	<u>Vending Area Dimensions (length and width):</u>		
2. Operator Information				
<u>Trade / Operation Name:</u>		<u>Licensee/Owner Name:</u>		
<u>Mailing Address (Number and Street, PO Box, or Route):</u>				
<u>City:</u>	<u>State:</u>	<u>Zip Code:</u>		
<u>Phone Number:</u>		<u>Email:</u>		
<u>Check all that apply:</u> <input type="checkbox"/> Food/Beverage is sold. <input type="checkbox"/> Food/Beverage is given out (sampling).		<u>Check all that apply:</u> <input type="checkbox"/> Food is prepared. <input type="checkbox"/> Beverage is prepared. <input type="checkbox"/> All food/beverage is commercially prepackaged.		
<u>Name of the Person-In-Charge of Food Handling (A person-in-charge must be present during all times of operation):</u>			<u>Phone Number:</u>	

3. Required Hand Washing Facilities

A. Where will you get your water?

B. How will you heat the water to 100°F for hand washing?

C. Describe your hand wash station. Provide a detailed description, photo, or drawing.

D. How many food handlers will you have on-site?

E. How many gallons of water are you bringing?

4. Approved Source and Handling for Water / Ice

A. How much water are you bringing and how will you be using it?

B. Where will you be getting the ice? Provide the address of ice provider.

C. How much ice are you bringing, what are you using it for, and how will you store it?

5. Protecting Food / Beverages from Contamination

A. How will unpackaged, ready-to-eat foods/beverages be distributed and protected from contamination? Describe the sneeze protection devices that will be used. Provide cut-sheets or photos.

B. How will condiments be dispensed?

C. Are you serving any fruit or vegetables? Are fruits or vegetables used as garnishes?

D. Where and how will foods be cleaned?

6. Food Storage Temperature

A. At what temperature are you transporting/storing food? What equipment will be used to maintain these temperatures? Provide cut-sheets, detailed descriptions, or photos.

B. How much time will it take you to transport the food to the event?

7. Cooking, Cooling, and Reheating Foods

A. What raw animal products are you cooking at the event? To what temperature and how long are you cooking it? What type of thermometer will you be using?

B. Are you cooking then cooling any foods prior to the event? Provide detailed description.

C. What foods are you reheating at the event? What equipment are you using?

8. Food Equipment Details and Maintenance

Provide a description and quantity of any food equipment you are bringing.

Utensils:		Mixing Bowls:		Food Storage Containers:	
Single-serve Items:	Beverage Dispensing Units:	Condiment Dispensing Units:	Tables:		

9. Required Enclosure

A. What type of overhead structure (tent, canopy) will you use? Provide detailed description, cut-sheets, and/or photos.

B. What materials are the ceiling, walls, and floor? Indicate fire retardant rating.

10. Waste Removal

A. How will wastewater be disposed?

B. If frying oil is used, how will it be removed and recycled?

C. Describe your waste receptacle. How will trash be removed?

11. Proposed Menu and Food Handling Information for Approval

Where are you purchasing the food ingredients? Provide name and address of all establishments.

11a. Menu and Preparation Description

Provide a list of all pre-packaged and prepared food and beverage items. Include ingredients that will be used and served. Describe how they will be prepared and transported. This description should contain preparation, cooking, and reheating procedures. Food temperatures should be included. Facility contact information must be listed for all food prepared off-site.

Food Item	Ingredients	Off-Site Facility Information	Transportation Description	Preparation Description
<p>EXAMPLE ONLY</p> <p>Chicken sandwich</p>	<p>Boneless breast of chicken, lettuce, tomato, roll</p>	<p>Blue Moon Restaurant 12 Harvest Avenue Philadelphia, PA 19104</p>	<p>Chicken transported on ice at 40°F. Lettuce and tomato kept on ice at 40°F in separate cooler. Rolls are stored in food storage containers.</p>	<p>Chicken breast is grilled at the event until an internal temperature of 165°F is achieved. Lettuce and tomato are cleaned and cut offsite. Chicken, lettuce, and tomato are placed on roll, wrapped in foil and served.</p>

11a. Menu and Preparation Description (continued)

Food Item	Ingredients	Off-Site Facility Information	Transportation Description	Preparation Description

12. Provide an Overhead View / Drawing of the Vending Space

Use the space below to draw an overhead view of your food operation. Please list and label all equipment. This should include, but is not limited to, cooking equipment, cold and hot holding equipment, hand washing facilities, worktables, food storage, waste containers, and self-service items.



- Cooking, preparation, and display is NOT allowed at the front of the vending unit without Health Department approval.
- Photos of set-up including all equipment may be provided in lieu of drawing.

I hereby certify that the above information is correct. I understand that any deviation from the above, without prior permission, may nullify approval. I understand that incomplete or illegible applications will be returned unprocessed.

Vendor Name (Print): _____

Title: _____

Vendor Signature: _____ Date: _____

Sponsor Name (Print): _____

Title: _____

Sponsor Signature: _____ Date: _____

Approval of this application by the Health Department does **not** constitute endorsement or acceptance of the establishment. Pre-approval by the Health Department is required before food handling operations begin.

Special Event Temporary Food and Beverage Vendor Application Submission Checklist

Complete and submit the checklist below along with your application.

- Reviewed Temporary Special Event Food and Beverage Guidelines.
- Completed Temporary Special Event Food and Beverage Application.
- Submitted food license for support / off-site facility (required only for facilities outside of Philadelphia).
- Submitted most recent health inspection for support / off-site facility (required only for facilities outside of Philadelphia).

OFFICE USE ONLY

Application Received Date: _____

Invoice Payment Date: _____

Approval Documents Emailed Date: _____