

**Temporary Food Event Application**

1-3 day event = \$10

Brown County Fair Permit =\$50

Seasonal Permit (4-14 events) =\$60

*This application and fee must be turned in PRIOR to the event. Money will not be accepted on site. If application and fee are not received, you will not be allowed to serve.*Tax exempt organization – no fee. **Must** provide tax exempt # \_\_\_\_\_

Name of Organization/Person: \_\_\_\_\_

| Event Name | Event Date | Event Location |
|------------|------------|----------------|
|            |            |                |
|            |            |                |
|            |            |                |

Person in Charge: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Certified Personnel: \_\_\_\_\_ Certification Number: \_\_\_\_\_

***If potentially hazardous foods are being prepared and your event is lasting more than four hours, you must have a licensed food handler on site or on call during the food service.***

Menu items and their source:

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**\*Food Vendor Checklist\*****In order to serve, you must have these items available and set up during the entire event. Any of these items missing will result in a temporary shutdown of your stand, until the item is attained.**

- Handwashing facilities: A hand washing station, as illustrated, will be provided in the food prep area. It must have running water, soap from a dispenser, and paper towels. It must have a FREE FLOWING spout. Using ONLY the restroom sink isn't allowed.
- All food is to be prepared ON SITE or at a pre-approved location. FOOD CANNOT BE PREPARED IN A RESIDENTIAL KITCHEN.
- Three pans will be provided (or a three-compartment sink) to wash, rinse, and sanitize food handling utensils. Utensils will be air dried. Type of sanitizer to be used: \_\_\_\_\_
- All food preparation, cooking, service, and grills will be under a tent or a roof. All mobile units will have screens and/or working air curtains (fans) at all open windows and doors.
- A bucket or spray bottles containing sanitizer solution will be provided to clean food preparation counters.
- Gloves will be worn by all people handling ready-to-eat food.
- A stem thermometer will be available for checking the temperature of hot food and a thermometer will be placed in all cold holding equipment.



I certify that the above information is true and correct, and that I have read and agree to abide by the local Health Department's Temporary Food Service Regulations.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_