

Central Racine County Health Department

10005 Northwestern Ave., Suite A
 Franksville, WI 53126
 Phone: (262) 898-4460 FAX: (262) 898-4490
 www.crchd.com

VENDOR APPLICATION FOR TEMPORARY FOOD EVENTS & FARMERS MARKETS

ALL APPLICATIONS MUST BE RETURNED AT LEAST TWO (2) WEEKS BEFORE THE EVENT OR THE PERMIT FEE MAY BE DOUBLED.

YES NO

NAME OF EVENT OR FARMERS MARKET _____

NON-PROFIT

VENDOR NAME & CONTACT PERSON _____

CONTACT PERSON'S PHONE NUMBER _____

VENDORS ADDRESS _____

VENDOR EMAIL ADDRESS _____

YES NO

AGENCY: WI DHS
 WI DATCP
 LOCAL HEALTH DEPT: _____

LICENSE TYPE: TEMPORARY RESTAURANT
 MOBILE RESTAURANT
 MOBILE RETAIL
 OTHER:

LICENSED BY OTHER? IF YES, CHECK REGULATORY AGENCY AND TYPE OF LICENSE (MUST PROVIDE COPY WITH APPLICATION)

DATE(S) OF EVENT _____

TIME FOOD WILL BE SERVED _____

1. LIST FOOD ITEMS BELOW AND CHECK PREPARATION PROCEDURE (CHECK ALL THAT APPLY)

| FOOD ITEM | READY TO EAT | COOK | REHEAT | COLD HOLD | HOT HOLD | COOL | CUT/SLICE |
|-----------|--------------|------|--------|-----------|----------|------|-----------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

NOTE: NO FOOD PREPARATION MAY BE DONE AT HOME.

2. HAVE YOU READ THE TEMPORARY FOOD SERVICE GUIDELINES? YES NO

3. PLEASE DESCRIBE THE SOURCE OF WATER FOR HANDWASHING AND FOOD PREPARATION AND HOW WASTE-WATER WILL BE DISPOSED OF:

4. NAME OF PERSON ATTENDING THE TEMPORARY FOOD SAFETY CLASS: _____

FOOD SAFETY CLASSES ARE BY APPOINTMENT ONLY. PLEASE CALL 262-898-4460 TO MAKE A RESERVATION.

5. SEE BACK FOR FEE LIST

I UNDERSTAND THAT IF NO ONE ATTENDS THE FOOD SAFETY CLASS, AND/OR REQUIREMENTS ARE NOT MET AT TIME OF INSPECTION, A PERMIT MAY NOT BE ISSUED.

SIGN NAME _____

PRINT NAME _____

DATE _____

FOR HEALTH DEPARTMENT USE ONLY:

- VENDOR IS NOT REQUIRED TO BE LICENSED
- VENDOR IS LICENSED BY OTHER AND REQUIRES NO ADDITIONAL LICENSING BY CRCHD
- VENDOR IS LICENSED BY OTHER, BUT REQUIRES A ONE TIME INSPECTION BY CRCHD
- VENDOR IS NOT CURRENTLY LICENSED AND REQUIRES FURTHER ACTION FROM VENDOR PRIOR TO APPROVAL

Sanitarian Signature _____

Date _____

Temporary Food Establishment Permit Fees

| Not For Profit Organizations | Permit Fee |
|---|----------------------|
| Temporary Food Establishment ¹ serving meals operated by an exempt group ³ for 1-3 days per year | Exempt ⁴ |
| Temporary Food Establishment ¹ serving retail food operated by an exempt group ³ for 1-12 days per year | Exempt ⁴ |
| Temporary Food Establishment ¹ serving meals and operated by an exempt group ³ for 4+ days per year-annual permit ² | \$185.00 |
| Temporary Food Establishment ¹ serving retail food with processing and operated by an exempt group ³ for 13+ days per year-annual permit ² | \$185.00 |
| Temporary Food Establishment ¹ serving retail food without processing and operated by an exempt group ³ for 13+ days per year-annual permit ² | \$103.00 |
| For Profit Organizations | Permit Fee |
| Temporary Food Establishment ¹ with Processing 1-3 days per event | \$77.00 |
| Temporary Food Establishment ¹ without Processing 1-3 days per event | \$52.00 |
| Temporary Food Establishment serving meals for 4+ days per year-annual permit ² | \$185.00 |
| Temporary Food Establishment ¹ serving retail food with processing for 4+ days per year-annual permit ² | \$185.00 |
| Temporary Food Establishment ¹ serving retail food without Processing 4+ days per year-annual permit ² | \$103.00 |
| Temporary Food Establishment ¹ or Mobile Food Establishment permitted by other organization ⁵ | \$40.00 ⁶ |

1. Facility temporarily selling meals or retail food in conjunction with an event.
2. 14 consecutive days or 20 non-consecutive days per event. Unlimited number of events per year.
3. Exempt groups must be approved by CRCHD and include but are not limited to: Registered 501C groups, Church groups, charitable fundraisers for hardships and youth organizations.
4. Exempt from fee and inspection. Free food safety class attendance recommended.
5. Wisconsin Department of Agriculture, Trade and Consumer Protection, Wisconsin Department of Health Services, or other competent local Health Department.
6. Inspection fee only. The Temporary Food Establishment will not be issued a permit by the Central Racine County Health Department.

Event is defined as a celebration such as an anniversary sale, carnival, circus, fair, festival, public exhibition, or an occasional sales promotion.

Hand Washing Station

A hand washing station must be available at the food stand and shall include:

- Water container with a non-self closing spigot
- Soap
- Paper towels
- Discard bucket to collect wastewater



A non-self closing spigot is a valve that will remain open. This will allow both hands to be available for hand washing and in turn provide effective cleaning.



Clean Hands For Clean Foods

Staff working at a temporary food stand must know how to wash hands properly.

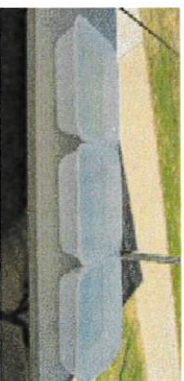
Train your staff to use the following steps to wash their hands.

1. Use soap, not a hand sanitizer, to work up a soapy lather.
2. Rub hands together for at least 20 seconds. Remember to wash back of hands, wrists and between fingers.
3. Rinse off soap under running water.

On-site Dishwashing

Wash dishware using a 3-step method:

- Wash in warm soap water
- Rinse in clear water
- Sanitize (1 tablespoon of bleach in 1 gallon of water)
- Air dry dishware after washing



Temporary Food Stand Basics

Keep all foods covered to prevent contamination.



A thin stem thermometer with a range of 0°F - 220°F must be present to monitor temperatures.

An insulated cooler with plenty of ice will keep foods cold.



Tips to Prevent Foodborne Illness

- Separate Raw Foods
- Clean and Sanitize Surfaces
- Cook Foods to Proper Temperatures
- Keep Cold Foods Cold
- Keep Hot Foods Hot

Central Racine County
Health Department
10005 Northwestern Avenue
US Bank, 2nd Floor
Franksville, WI 53126
Phone: (262) 898-4460
Fax: (262) 898-4490

Office Hours:
Monday - Friday
8 AM – 4:30 PM



Find CRCHD on
Facebook and Twitter

www.crchd.com

02/02/2018

TEMPORARY FOOD SERVICE GUIDELINES



Are you Ready to
Serve Food at Your
Event?



Central Racine County Health Department

Serving Caledonia, Dover,
Mount Pleasant, North Bay, Norway,
Raymond, Rochester, Sturtevant,
Union Grove, Yorkville,
Town and Village of Watertown,
Town and City of Burlington

Are You Ready to Serve Food at Your Event?

Keeping food safe at a temporary food stand can be a real challenge due to its unique conditions. The following guidelines will help you serve safe food and help prevent a foodborne illness.

Food Booth

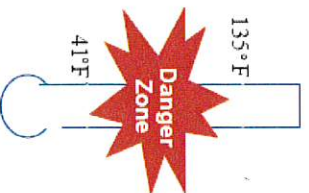
Food booth floors shall be a material that prevents dust and dirt from contaminating the food and food equipment. Dirt floors shall be covered with plywood, cardboard or other similar materials. A roof and sidewalls may be required. All extensive food preparation shall be effectively enclosed or screened.

Equipment

- Adequate facilities shall be provided to maintain all perishable cold foods at 41°F or less. For example, mechanical refrigeration or coolers with ice. Raw animal foods must be separated by species and from ready-to eat foods.
- Adequate equipment shall be provided to cook foods to the proper temperatures. For example, grills and hot plates.
- Adequate facilities shall be provided to maintain all hot foods at 135°F or more. For example, grills, steam tables, hot plates and Nesco's.
- A metal stem thermometer capable of reading temperatures from 0°F to 220°F must be available to monitor temperatures. Meat thermometers are not acceptable.

Important Temperatures

- Cold foods must be held at 41°F or less.
- Hot foods must be held at 135°F or above.
- Cook foods to the following temperatures for each food item.
- 135°F – precooked food items
- 145°F – whole roasts, fish, and shelled eggs
- 155°F – ground meats like sausage or hamburgers
- 165°F – poultry, wild game, stuffed meats, and stuffing containing meats



Cooling

Plan your event accordingly to have minimal food leftover at the end of the day. Cooling and reusing foods is not recommended.

Glove Use

Use gloves or utensils to prevent direct hand contact with ready-to-eat foods (hamburger buns, potato chips). Cooks handling raw meat are not required to wear gloves. However, they are expected to wash hands frequently to prevent cross-contamination.

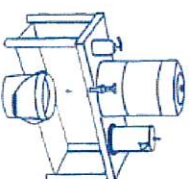
FACT:
Touching food with bare hands can transfer germs to the food.

Food Protection

Keep foods and condiments covered to provide protection from insects and contamination by your customers.

Hand washing

Hand washing must take place upon entering the food booth, after handling raw food, soiled utensils, garbage, coughing or using the restroom and as necessary during service.



A hand washing station must be available at the food stand and shall include:

- Water container with a non-self closing spigot
- Adequate supply of warm water
- Hand soap
- Paper towels
- A container to catch the wastewater

FACT:

Frequent and thorough hand washing remains the first line of defense in preventing a foodborne illness.

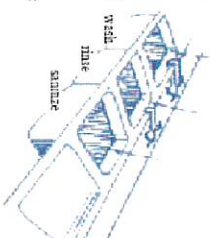
Health and Hygiene

Only healthy volunteers or employees should serve food. Anyone showing symptoms of disease (diarrhea, fever, vomiting) or having open sores cannot be allowed to work in the food booth. Clean clothing must be worn. Eating or drinking should take place outside of the food booth.

Dishwashing

On-site dishwashing facilities shall be provided unless the food equipment can be returned to an approved facility at the end of the day for dishwashing.

Wash equipment and utensils using a 3-step method: wash in warm soapy water, rinse in clear warm water, and sanitize. (1 tsp. of bleach in 1 gallon of water).



Wiping Cloths

Provide a sanitizing solution (1 tsp. of bleach in one gallon of water) to help clean surfaces.



Garbage

Provide an adequate number of containers for garbage disposal.

Wastewater

Wastewater must be properly collected and discarded. Do not discard liquid waste into streets, storm drains or onto

FACT:
Flies and other insects may carry be carriers of disease.

the grass.