

Off-Premise Temporary Events:

- A. Application for Temporary Food Establishment Permits must be made with the City of The Colony Health Department at 6800 Main Street. Applications must be made a minimum of **thirty (30) days** in advance of the event.
- B. A list of all foods to be served must accompany the application for the permit and must be approved in advance by the Health Authority. Only those food items requiring minimum of handling, mixing or preparation (including but not limited to foods such as hot dogs or proportioned hamburgers) are allowed to be prepared inside the temporary facility. **(ONLY FOODS APPROVED BY THE DEPARTMENT WILL BE ALLOWED FOR SALE AT THE EVENT. ALL OTHER FOOD ITEMS MUST BE DISCARDED).**
- C. Events consisting of 10 or more booths should have a designated representative to coordinate the affair with the Health Department. This representative should be a Certified Food Manager.
- D. Permitted Food items:
 1. Home preparation or storage is not permitted.
 2. All applicants that are not routinely inspected by The Colony Health Authority must provide past inspection records, temperature logs, food purchase receipts, certifications, and/or copies of permits/licenses from the appropriate Health Authority of jurisdiction. Supplemental documents may be required and will need to be submitted along with the application.
- E. Establishment Requirements:
 1. All temporary food establishments are required to have approved flooring, which includes concrete, asphalt, or tight-fitting plywood. If a booth is located on grass, a four-inch high platform will be required to elevate the floor to allow the proper runoff of rain water.
 2. All stands must have suitable covering over food preparation, cooking, washing, and serving areas. Such cover must meet Fire Code Requirements.
- F. Food Care in Temporary Establishment:
 1. All food products while being stored, prepared, displayed and transported must be kept at the following safe temperatures:
 - a. Cold foods must be maintained at 41°F or below.
 - b. Hot foods must be maintained at 135°F or above.
 - c. Hamburger patties must be cooked to an internal temperature of 155°F during preparation (Reheat PHF'S to 165°F or above).
 2. A metal stemmed thermometer with alcohol preps must be provided for checking food temperatures during preparation and storage.
 3. All condiments, including onions, relish, peppers, catsup, mustard, etc. must be in individual single service packets or should be dispensed from sanitary automatic dispenser.
 4. All foods, food containers, utensils, napkins, straws, etc. must be stored well above the floor. No open displays of food products will be permitted. Baked goods such as cakes,

cookies, pies, etc. should be sold wrapped as a whole or provided as wrapped, individual servings.

5. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans, or cartons. Ice storage units must have open drains to prevent submergence of chilled drink cartons, cans or bottles in melted ice water.

G. Sanitation in Temporary Establishments:

1. All stands will be required to have convenient hand washing and utensil washing facilities.
2. Food handling personnel must wash hands as frequently as necessary, even though disposable gloves shall be used.
3. Those facilities which are in operation for more than 96 hours, and that sell non-packed, TCS (Time and Temperature Control) foods must provide both hot and cold running water in quantities sufficient for hand washing by employees and for cleaning and sanitizing utensils and equipment.
4. Those establishments which are in operation for 96 hours or less, and that sell non-packed, TCS foods must furnish the following.
 - a. At least five gallons of potable water in a sturdy plastic dispensing container to be used for hand washing, utensil cleaning and sanitizing. If potable water replenishment is not readily available, additional containers of potable water may be required.
 - b. One empty sturdy pail or tub to collect wastewater from washing hands.
 - c. An adequate size container of household liquid chlorine bleach and chlorine test strips for verifying a chlorine concentration of at least 50 parts per million (ppm).
 - d. Disposable paper towels and hand cleaning soap.
 - e. Three sturdy plastic pails or tubs at least two gallons capacity, one for washing) fill with water and dish soap), one with plain water (for rinsing off soap), and one with water and liquid chlorine bleach solution of 100 parts per million or greater (for sanitizing).
 - f. A sturdy five gallon plastic container with a small opening and funnel to receive and store liquid wastes until proper disposal can be made to a sanitary sewer system.
 - g. Convenient solid waste containers, preferably with plastic liners.
5. Wastewater must be drained into the city sanitary sewer system or disposed of in accordance with liquid waste disposal ordinances and regulation.

Temporary Food Permit Application

A menu must be attached.

Permit # _____ (office use only)

To qualify for a temporary permit, please read this fact sheet, complete the application, sign, and detach at the perforated line. Return to the Development Services Department but **retain the fact sheet** for you to use as a guide at your event. **MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT. APPLICANT MUST BE ON TIME FOR SPECIFIED INSPECTION OR PERMIT MAY NOT BE ISSUED.**

Applicant Name: _____ Applicant Address: _____

Phone: _____ Email: _____

Date of Event: _____ Time of Event: _____

Vendor Name: _____

Event Name: _____ Event Location: _____

FEE: (circle one) ****Temporary Health Permit Use: Max 14 days**** \$50 per event/vendor \$25 per event/vendor Nonprofit*

***NOTE: To be charged as a nonprofit organization, a copy of your 501(c)(3) must be submitted with this application.* Supplemental documents may be required for food vendors not in city limits.**

As a responsible food service manager or operator, I have received the temporary event guidelines and read this pamphlet distributed by the City of The Colony. I understand that pursuant to Sec. 6-139 of the Code of Ordinances, temporary food service events must comply with the provisions set forth therein. Hence, I hereby agree to abide, as reasonably as possible, to these rules. Furthermore, I realize that failure to follow the same may result in serious adverse effects in persons consuming food at my establishment. **I understand that if the application is filed, the permit fee will not be refunded, regardless of approval or denial of permit.**

Signed _____

Date _____



14 Steps to... "SAFE" and Sanitary Food Service Events

Church suppers, street fairs, civic celebrations and other similar events call for food service vendors to be set up outdoors or in locations where keeping food sanitary becomes a challenge. This 14 step guide will help your temporary event stay free of the risk of foodborne illness.

1. PERMITS.

Obtain a temporary health permit from the City of The Colony Development Services Department at 6800 Main Street.

2. BOOTH.

Design your booth with food safety in mind. Include an overhead covering. Only food workers are allowed inside the food preparation area. Animals must be excluded. *Exposure of food may lead to contamination.*

3. MENU.

Simple is key. Keep time/temp control for safety foods to a minimum. Use only foods from approved sources. *Preparation of food at home is prohibited.*

4. COOKING.

Use a food thermometer to measure temperatures.

Cook:

Hamburgers... 155°F (or until juices run clear) Poultry/Pork... 165°F

Other Foods... 165°F

Hold all hot foods internal temperature at 135°F after cooking.



5. COOLING & COLD STORAGE.

Foods that require refrigeration shall be maintained at or below 41°F.

6. TRANSPORTATION.

To safely transport food, keep it well covered with adequate temperature controls. Examples of such would be refrigerated trucks or insulated containers to **keep hot foods above 135°F and cold foods below 41°F.**

7. FOOD HANDLING.

Shall wash hands frequently including before using gloves, tongs, or napkins to handle ready-to-eat foods.

9. HANDWASHING.

A large clean water bucket with spigot, a soap dispenser, a roll of paper towels, and another bucket to collect waste water is acceptable as an adequate temporary hand washing facility. Liquid hand sanitizer does not take the place of hand-washing, but should be used immediately afterwards. *The use of disposable gloves is strongly encouraged because they provide an additional barrier against contamination. Hand washing remains the first line of defense and must be used regardless of gloves.*



10. HEALTH & HYGIENE.

Workers should not smoke or eat inside food area.

11. DISHWASHING.

Disposable utensils should be used for food service.

Wash procedure:

1. **Wash** in hot soapy water

2. **Rinse** in cool water

3. **Sanitize** using a solution of one (1) capful of bleach in two (2) gallons of water.

Use chlorine test strips to verify 50 to 100 ppm concentration or Quaternary Ammonia (QA) at 200 ppm – 400 ppm and appropriate test strips. Chlorine test strips can be purchased at restaurant supply stores.

12. WIPING CLOTHS.

Rinse and store wiping cloths in a sanitizer bucket (one (1) tablespoon of bleach per one (1) gallon of water). Change water often. *Keep all wiping cloths in bleach-water when not in use, the actual disinfectant dissipates and becomes ineffective.*

13. ICE.

Use a clean scoop to dispense ice, *never use a drinking cup or bare hands.* Ice for consumption must be kept separately from ice used to store bottles and cans.

QUESTIONS??

**Please contact Lisa Pomroy, R.S. at
214-457-0494.**