

## TEMPORARY EVENT APPLICATION

Name of Event: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Spokesperson: \_\_\_\_\_ Rain Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

1. List all foods and beverages that will be served, including condiments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Where and when will food be purchased? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. List where food will be stored and/or prepared prior to the event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How and when will food be delivered to the event? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. How will foods be kept cold (**below 45 degrees F**)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. How will foods be kept hot (**above 140 degrees F**)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. Describe cooking procedures: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. How will food be stored during the event?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Describe hand washing set up: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Location of employee toilets: \_\_\_\_\_  
\_\_\_\_\_

11. How will cutting boards, utensils, etc., be sanitized? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*You must keep on file a list of employees who worked at the food booth.**

The undersigned agrees to abide by all State and Local Ordinances in regard to the dispensing of food and beverages with the understanding that failure to comply with the before-mentioned may result in revocation or the suspension of your food license. The undersigned has received a copy of the Temporary Food Service Guide and will have all food workers read the guide prior to working at the food booth.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application reviewed by: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Approved: \_\_\_\_\_ Fee paid: \_\_\_\_\_