



DENVILLE DIVISION OF HEALTH
1 St. Mary's Place
Denville, NJ 07834
(973) 625-8300, Ext. 261

**TEMPORARY FOOD
ESTABLISHMENT
APPLICATION FOR
VENDORS**

A complete application packet must be received at least 10 days prior to the event. Incomplete applications will be returned. The fee for each vendor is \$20 payable to the Denville Division of Health. Payment is accepted via cash, check or money order. License fees are not refundable.

Event Name: _____

Date(s)/Time/Rain Date of Event: _____

Event Street Address: _____

Name/Phone # of Event Coordinator: _____

Vendor: _____ **Phone:** _____

Vendor Mailing Address: _____

Person in Charge: _____ **Phone:** _____

Email: _____ **Fax:** _____

Food service begins at _____ **AM/PM & ends at** _____ **AM/PM**

Commissary Name & Address (All food preparation including cooking, reheating, storage, holding and assembly must be done on the premises of the event or at an approved facility.

FOOD PREPARATION/STORAGE IS NOT PERMITTED IN A PRIVATE HOME):

Checklist for Temporary Events:

- Completed Temporary Food Establishment Application
- Copy of Commissary Health Department License & Inspection Cover Sheet or Placard
- List of all Food Handlers
- Drawing of booth/stand layout (if applicable) including all equipment, work tables, food storage and hand washing facilities
- Commissary Agreement (see last page for directions – licensed restaurants excluded)

NOTE: Any farmer's market participant wishing to participate in a Township temporary food event must have an approved Farmer's Market Vendor application on file.

For Health Department Use Only

Health Department Approval: Yes _____ No _____ Date: _____

REHS/Health Officer Signature: _____

FOOD PREPARATION & MENU (ATTACH SHEETS IF NECESSARY)

- Menu: **Only food items listed below will be approved to serve. Approval for any changes must be requested prior to the event.**
- Cooling of food must be done at an approved kitchen. Cooling is not permitted at the temporary event. Menu items that require cooling will not be approved unless a completed Commissary Agreement is submitted with the application.
- Transportation/Holding: Any food found in the Danger Zone between 41° F and 135° F the day of the event will be discarded.
- Electrical or propane devices are recommended for hot holding. A thermometer is required for monitoring food temperatures

Food Item	Where Purchased	Prep in Booth or Approved Kitchen?	Transport Hot or Cold? Equipment for Transport?	Cold Holding Equipment Used?	Cooking/Reheating Equipment Used? Final Cook/Reheat Temperature?	Hot Holding Equipment Used?
EXAMPLE: Hamburger Patties	Sussex Meat Packing	Booth	Cold: Ice Chest below 41° F	Ice Chest below 41° F	Grill 155° F	Grill/Steam Table >135° F
EXAMPLE: Chili	All ingredients purchased at Costco	Sally's Diner	Hot: Cambro at >135° F	Walk-in at Diner	<u>Cooking:</u> Stove at Sally's Diner to 165° F Cool to 41° F in 2 hours using shallow containers and ice wands and hold in walk-in. <u>Reheating:</u> Stove at Sally's Diner to 165° F.	Steam Table at >135° F

Where will food be stored prior to the event?

- Approved Kitchen
- Trailer
- Purchased day of the Event
- Other: _____

How will food be served/dispensed? SELF SERVICE BY CUSTOMERS IS NOT PERMITTED.

How will food be protected from the public and insects?

- Sneeze guards
- Wrapped
- Covered

Describe the source of water and ice:

NOTE: Ice must be from an approved commercial source only and in single service plastic bags filled and sealed at the point of manufacture.

Describe the hand washing facilities:

NOTE: At a minimum vendors selling unwrapped products/engaging in food preparation must supply a temporary hand wash station consisting of a 5 gallon thermal (insulated) container with a spigot that provides a continuous flow of warm (90-110° F) running water, soap, paper towels and a 5 gallon bucket to collect the dirty water.

Restroom Facilities

- Within 200 Feet
- Same building as the event
- Portable toilets with hand wash stations

Garbage:

- Covered garbage receptacles provided by the event coordinator or vendor
- Dumpster located on-site
- Will collect and haul away

I WILL ABIDE BY THE ENCLOSED TEMPORARY FOOD STAND REQUIREMENTS AND THE NJ STATE SANITARY CODE.

Signature (Person in Charge)/Date

