



WHEN A TEMPORARY FOOD LICENSE IS NEEDED

Guidelines for Temporary Events

This guideline for temporary events was developed from Chapter 24 of the NJ State Sanitary Code and Denville Municipal Ordinances.

WHAT IS A TEMPORARY FOOD EVENT?

A temporary food service event is an event of less than one week duration where food is prepared, served or sold to the public and is advertised or recognized in the community. The event may be advertised via flyers, banners, signs, newspaper articles, Facebook pages or any other means.

A temporary food vendor is a participant at a temporary food service event. The sponsor of the event and each individual vendor must obtain a license from the Denville Health Department. The requirements do not change if food is being sold for profit or provided at no charge.

Examples of Temporary Food Events may include, but are not limited to:

- A fair, carnival, musical event or circus
- Community celebrations
- Public exhibitions
- Sports events
- Church events (where the public is invited)
- Fundraisers
- Craft fairs
- Open houses

ARE THERE ANY EVENTS THAT DO NOT REQUIRE TEMPORARY FOOD LICENSES?

Your event is not considered a temporary food service event if the food is prepared or provided by **members of a group for members of the group and their invited guests**, such as:

- A meeting or an event for a private or charitable organization, association, a fraternal group or club
- An activity in a church or other religious congregation for members only
- A private gathering such as a party, picnic or potluck for invited guests where food is shared
- Private weddings that arrange for their own food service

WHAT ABOUT A BAKE SALE?

A bake sale is not considered a temporary event as long as only non-potentially hazardous baked goods such as cookies, brownies and cake are offered. A license is not required if the group running the activity posts a sign that states: “These baked goods were not produced in a facility regulated or inspected by the health department”. If you are offering potentially hazardous baked goods such as custard pies, cheesecakes, meringue pies, pumpkin pies, cream-filled cupcakes or doughnuts or real cream cheese frostings and fillings, a temporary food license is required.

WHY DO I NEED TO OBTAIN A TEMPORARY FOOD LICENSE?

A license is required by Township Ordinance for both sponsors and vendors. Licensing is a measure that helps promote food safety for the public. A foodborne illness can occur as a result of poor food preparation and serving practices.

HOW DO I OBTAIN A TEMPORARY FOOD LICENSE?

Contact the Denville Health Department for an application, instructions, fees and food safety information. You may obtain this information and application from our web site at <http://www.denvillenj.org> or call us at 973-625-8300, extension 261 to have information mailed or faxed to you.

WHEN SHOULD I SUBMIT AN APPLICATION?

A temporary sponsor or vendor application must be submitted at least ten (10) days prior to your event to allow time for review and processing of the application. The cost of the sponsor and vendor license is \$20. Licensing fees apply to all sponsors and vendors including not-for-profit organizations and/or groups.