**Temporary Food Establishment (TFE) Food Vendor Application**

This application must be completed and submitted to the Clay County Health Department to provide information about all food preparation and sales to the public at any public event or exhibition within Clay County. The application along with the $75 fee must be submitted not later than 15 calendar days prior to the event or the application shall be denied.

1. Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date(s) of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Times of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Address of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NC\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Street City State Zip
5. Name of Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Vendor Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Vendor Booth Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Vendor Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City State Zip

1. Event Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\* Please note: food booth must be completely set up prior to permitting and NO food preparation is allowed in the booth until the permit has been issued\*\***

1. Date request for permitting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time for permitting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Will any food and /or drink be prepared at a food service establishment (FSE) prior to the event such as washing vegetables, marinating meats, or cooking at a FSE?

 ⃝ Yes ⃝ No

If you checked “Yes” food will be prepared prior to the event\*, provide the name of the facility where food will be prepared. All food must be prepared in an approved FSE, not a home kitchen. Must include a letter from the FSE owner/operator listing what they will prepare for you, contact information, and a copy of the last inspection by the local health authority, if this FSE is out of state please contact this Department before completing this application.

1. Will ready-to-eat foods such as (produce) be prepared in your food booth?

⃝ Yes (requires a food prep sink) ⃝No

1. **Menu Chart:** Provide a complete list of all food/menu items. A produce sink will be required if produce is not purchased prewashed. Produce includes lemons; oranges, lettuce, tomatoes, onions etc. please include all add-ons items such as lettuce tomato, onion, chili, slaw etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Food/Menu Items(include amount of food) | Food Supplier/Source | Cut, Washed, Assembled? Where? | How’s Food Handled? Cooked? Where? | ThawingYes or No | Where isFood item hot/cold held? | Cooking method |
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**\*Please note: food preparation may not exceed more than 7 days prior to the event\***

1. The vendor/permit holder shall require all food service employees to comply with an approved Employee Health Policy. Do you have an approved Employee Health Policy? ⃝Yes ⃝ No
2. Mark the circle(s) that best describes the source of water for your food booth:

⃝ Public water supplied by organizer (requires food grade hose)

⃝ On-site private well (requires approval and samplings by CCHD prior to use)

⃝ Bottled water supplied by vendor

⃝ Water from a permitted FSE

1. Mark the circle(s) that best describes the disposal method for the following:

Garbage: Wastewater: Grease:

⃝ Waste container taken offsite ⃝ Portable toilet at event ⃝ Grease taken offsite

⃝ Event Dumpster ⃝ Event grey water bin ⃝ Event grease receptacle

⃝ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ ⃝ Take back to approved FSE ⃝ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Mark the circle(s) that best describes your equipment:

Cold Holding: Hot Holding: Utensil Washing: Handwashing:

⃝ Refrigerated Truck ⃝ Chafing Dishes ⃝ 3 utility sinks ⃝ Mechanical sink

⃝ Commercial fridge ⃝ Steam table ⃝ 3 comp sink ⃝ Gravity free flow setup

⃝ Commercial Freezer ⃝ Electric hot box ⃝ 3 basin tubs with lids ⃝ other: \_\_\_\_\_\_\_\_\_\_\_\_\_

⃝ Household freezer ⃝ Grill ⃝ other: \_\_\_\_\_\_\_\_\_\_\_\_\_

⃝ Household fridge ⃝ other: \_\_\_\_\_\_\_\_\_\_\_\_\_

⃝ Ice chest with drainage port

⃝ Other: \_\_\_\_\_\_\_\_\_\_\_

1. Indicate how food temperatures will be maintained during transport to the event: (check all that apply) ⃝ Cooler with ice ⃝ Refrigerated truck ⃝ Cambros ⃝ Insulated Heat Bags ⃝ Other:\_\_\_\_\_\_\_
2. Source of ice: ⃝ Commercial bagged ice ⃝ From approved FSE ⃝ NA
3. List any foods that are cooked and then placed in the refrigerator/freezer? Such as chili or bbq

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

1. If the event is longer than 24 hours, what is done with leftover product? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Will any animal food items such as beef, eggs, fish, shellfish, and poultry be offered raw or under cooked? \*\*\*Consumer Advisory must be posted\*\*\*

⃝ Yes List items:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⃝ No

1. Please indicate which describes the food booth setup: \*\* 10X10 tent setup is only allowed with a very limited menu\*\*

⃝ 3 sided tent (\_\_\_) X (\_\_\_) with front sneeze guards and fans ⃝ Building/Indoor Event

⃝ Tent (\_\_\_) X (\_\_\_) fans, sneeze guards ⃝ Trailer/Self Contained unit (\_\_\_) X (\_\_\_)

⃝ Mobile Food Unit ⃝ Pushcart

1. Lighting in food service/storage area: ⃝ Shielded bulbs ⃝ Shatterproof bulbs
2. Equipment Layout: Draw a diagram showing the food booth set up. Drawing must show front service area, sneeze guards, handwashing station, utensil wash set up with air drying space, produce washing (if applicable), cooking equipment, refrigeration, hot/cold hold equipment, food preparation areas, fan placement (if applicable). Application submitted without completed drawing will be **denied** (see next page).

Sample Booth Layout (3 sided 10’ x 20’)

|  |
| --- |
| FanChest freezerProduce SinkGrillFanWashRefrigeratorPot to heat waterRinseWork TableWork TableDrinkStationSanitizeSingle service storageTable Space for air dryingBuckets for WastewaterHand wash areaTable for Public BarrierCashier’s area Table for Public barrierFan |

Open to the front

Vendor Booth Layout

***Statement: I hereby certify that the above information is complete and accurate. I fully understand that:***

**Statement: I hereby certify that the above information is complete and accurate. I fully understand that:**

* Any deviations from the above without prior permission from Clay County Health
* Department may nullify final approval and prevent issuance of a temporary food establishment permit.
* A pre-opening inspection (with electricity and equipment in place) of my temporary food establishment will be required before a permit will be issued.
* Food/drink that is prepared before permitting (without prior approval from CCHD) may result in disposal or embargo of the food/drink.
* Approval of this application does not indicate compliance with any other code, law, ore regulation that may be required.
* Incomplete applications will be denied and returned.
* All potentially hazardous foods (PHF) that I am serving must be maintained at approved temperatures (41°F or below for cold foods and 135°F or above for hot foods) during transport, holding and/or service.
* Both the TFE Application and required fee must be received by the Clay County Health Department at least 15 calendar days prior to the event, or the application shall be denied.

Applicant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following is a checklist to assist vendors in obtaining and maintaining a permit for a Temporary Food Establishment (TFE). All items on the checklist are necessary to obtain a permit for a TFE; however, additional requirements may be applicable. All applications and required fee must be received by the Clay County Health Department at least 15 calendar days prior to the event.

**Person in Charge**

* Available during all hours of operation.

**Employee Requirements**

* Gloves (no bare hand contact with ready to eat foods
* Employee Health Policy Agreement (will be provided)
* Hat, hair net or other approved hair restraint
* No jewelry on arms and hands except plain wedding band

**Tent/weather proof structure/canopy**

* Canopy over entire operation (smokers are not required

To be under a canopy

**Fly Protection**

* 3 solid or mesh sides
* Fly fans

**Ground Covering**

* Protection from dust/mud (in absence of

Asphalt, concrete or grass)

**Water Supply**

* Approved water source (requires testing by

CCHD if private well)

* Drinking water hose(s) – must be labeled

Backflow preventer required if directly connected

 to water supply

* Must have means to heat water for utensils and handwashing

**Waste Water Disposal**

* Buckets/grey water containers-must be labeled
* Disposal in Approved sewage system or port-a-johns

**Utensil Washing**

* Plumbed 3 comp sink, 3 utility sinks or 3 basins (large enough to fit equipment)
* Drain board or counter space for air drying
* Soapy water, rinse water, sanitizer
* Sanitizer test strips

**Handwashing Station**

* At least 2 gallons of hot/cold water under pressure
* Free flowing faucet/stopcock/turn spout
* Soap and disposable towels
* Waste water catch bucket-must be labeled

**Approved/protected/secured food**

* Approved source/food invoices
* Food storage above ground
* No food or drink preparation is allowed prior to issuance of TFE permit
* All raw meat and poultry must be purchased ready to cook.

**Fresh fruit/vegetable**

* Produce must come in prewashed or a separate produce sink is required
* Produce sink is for produce washing only.

**Lighting**

* Heat lamps protected against breakage
* All lights shatterproof or shielded above food prep or storage

**Food shields/customer barriers**

* No food exposed to customers
* Approved self-service condiments

**Food temperatures**

* Accurate food thermometer (0-220°F)
* Cold holding: refrigeration/freezers/coolers with ice <41°F
* Hot hold equipment >135°F
* Consumer advisory required for foods cooked to order.
* Final cooking temperatures based on products.