

Weber-Morgan Health Dept.
477 23rd St. Ogden, UT 84401 Phone (801)399-7160

Application for Temporary Event Food Sampling

FEE DUE: _____ FEE PAID: _____

Permit fees are not refundable. Permits are non transferable.

Food Booth Name: _____ **Application Date:** _____

Event Name: _____ Event date(s): _____

Hours of Booth Operation (including setup): _____

Event Location: _____

Event Coordinator: _____ Coordinator's contact number: _____

Permit Holder's (Applicant's) Name: _____ Phone Number: _____

Mailing Address: _____

Person(s) in Charge of Booth: _____

Person(s) with current food handler permit: _____

Where was permit obtained: _____ Expiration date of permit: _____

NOTE: One person with a current food handler permit must be present at the booth at all times during booth operation. Permit(s) must be available at the booth at time of inspection.

Have you ever set up and served food at a temporary event in Weber or Morgan County before? Yes No

What food(s) will you be sampling? _____

NOTE: Maximum 4 potentially hazardous foods will be permitted per booth at temporary events.

What is the purpose of sampling this product?

- _____ To highlight the product/food being sampled
- _____ To demonstrate cooking products, equipment and/or techniques
- _____ Contest such as a cookoff
- _____ Other; explain _____

Sampling methods; check all that apply.

- _____ Product is a commercially pre-packaged product (from a regulated facility) and will not be opened or will only be opened by the consumer.
- _____ Serve and eat: Sample requires no cutting, cooking or other preparation prior to service to consumer.
- _____ Food product will be cut, portioned or divided into pieces prior to sampling (ex. fruits, bread, cheese, jerky, etc.)
- _____ Food is in powder form that may require mixing with water or other food (ex. drink mixes, dressing mixes, etc.)
- _____ Samples will involve dipping one food into another (ex. chips into dips or salsas)
- _____ Food offered for sampling will require cooking prior to service to consumer.

If sampling fruits and vegetables; how will foods and utensils be washed prior to sampling?

Explain how will food be presented to consumer. Describe how food will be dispensed and displayed.

Will consumer be allowed to select their own sample(s)? YES NO

How will food be protected, and consumer contamination prevented?

Will foods to be served require temperature control (will foods be required to be kept hot or cold)? YES NO

Food prepared or stored in a private home or unlicensed kitchen CANNOT be served to the public.

Food will be prepared (you may check both boxes):

- In advance at a licensed kitchen

Name of facility: _____ Contact person at facility: _____

Address of facility: _____

Phone number of facility: _____

Date and time that food will be prepared at facility: _____

How will food be transported to event? _____

What amount of time will be required for food transportation? _____

What means of temperature control will be used during transport? _____

- On-site at event

What preparation and cooking equipment will be used? _____

Preparation of foods using multiple step or complex processes (i.e. de-boning or shredding of meats, extensive vegetable preparation, cutting, etc.) may be allowed only if additional requirements can be met or are prepared in advance at a licensed facility.

Leftover foods can not be saved and served the next day at a temporary food event. Leftover food must be discarded at the end of each event day.

Potentially hazardous foods must be maintained under proper temperature control at all times during transportation to the event and during operation of the booth. Food(s) found to be out of temperature will be subject to immediate disposal.

What equipment will be used to reheat food to 165 F or higher? _____

What equipment will be used to maintain hot food at 135 F or higher? _____

What equipment will be used to keep food at 41 F or lower? _____

What equipment will be used to ensure proper cooking, hot holding and cold holding temperatures are met? _____

A hand washing station must be set up prior to beginning any food preparations. Lack of a complete hand washing station will result in immediate closure of booth. Sharing of hand washing stations with another booth is not allowed. NOTE: A complete hand washing station requires the following: a 5 gallon (or larger) container of water with a continuous flow spigot (no push buttons allowed), soap, paper towels and a catch bucket that are conveniently located for easy use. (Refer to example on page 5).

Describe the number, location and set up of hand washing facilities to be used: _____

No bare hand contact with ready-to-eat foods is allowed.

How will contact with ready-to-eat foods be prevented? _____

Cross Contamination

All food preparation surfaces must be sanitized prior to food preparation and during operation as needed to prevent cross contamination.

How will food preparation and service surfaces be sanitized? _____

Washing of equipment and utensils must be done in a four step process:

Step #1, wash in hot soapy water

Step #2, rinse in hot water

Step #3, sanitize with an approved sanitizer (use a sanitizer check strip for proper concentration)

Step #4, then allow dishes to air dry - do not towel dry dishes

Describe the number, location and set up of utensil washing facilities to be used:

Water must be from an approved source. Connecting to an approved water system must be made through a food-grade hose. A garden hose is NOT acceptable.

Where will potable water for hand washing, utensil washing and other activities be obtained? _____

Wastewater must be collected and disposed of in a sanitary sewer, it cannot be disposed of on the ground or in storm drains/gutters.

Where will you dispose of wastewater? _____

Solid waste must be disposed of properly.

How will you dispose of your garbage? _____

Health and Hygiene

- **Only authorized food workers may be in the booth.** During the event, people unnecessary to booth operation are not permitted to be in the booth; including babies, animals and others not involved in food preparation or service.
- **Only healthy workers shall prepare and serve food.** Workers displaying signs of illness or open wounds or sores shall not be in the food preparation or service area(s).
- **Workers must wear clean clothes and shoes.**
- **Workers must have proper hair restraints.** All booth attendants (unless completely bald) must wear hair restraints consisting of hats, hairnets, scarves or other means of head coverage. Persons with long hair must also confine hair by pulling it back off of the shoulders.
- **Smoking, eating or drinking in the booths while working is not allowed.**

Booth Construction: Design your booth with food safety in mind. Your booth must have an overhead cover and be designed in such a way that the food is protected from the natural elements and so that unauthorized individuals cannot enter the booth. Floors and additional protection may be required by the Department if deemed necessary.

Provide a drawing of the layout your food booth in the space provided on page 6.

The following conditions will warrant immediate closure of a temporary event booth:

- **Lack of a current event permit**
- **Lack of a complete hand washing station (sharing with another booth is not allowed)**
- **Service of foods prepared at or brought from home or unregulated facility**
- **Lack of equipment or capacity to hold potentially hazardous foods at required temperatures (Foods not held at appropriate temperatures are subject to immediate disposal).**
- **Critical violations and/or imminent health hazards**

I (the applicant) understand that my booth is subject to immediate closure if any of the above conditions exist while operating a temporary food establishment:

Signature: _____, Date: _____

I (the applicant) am aware that this application does not authorize conducting a business until final approval is given by this Department. A person shall not operate a temporary food establishment within Weber or Morgan Counties without a valid permit issued by the Weber-Morgan Health Department. Permits are not transferable to another individual, business or location. Permit fees are not refundable. I understand that a permit issued by the Department must be posted during the operation of the business in order to be valid.

Signature: _____, Date: _____

I (the applicant) agree that all food handlers (partners, employees, volunteers and other persons associated with the booth) shall comply with these and other items deemed necessary by the Department or Department representative. I am aware that temporary event food permits are issued with the understanding that all above procedures will be followed as outlined in the application and that retention of the permit is contingent upon satisfactory compliance with the requirements outlined. I understand that temporary event food permits and food handler permits issued by Weber-Morgan Health Department remain property of the Department and may be revoked.

Signature: _____, Date: _____

Hand Washing and the Hand Wash Station

All workers must wash their hands:

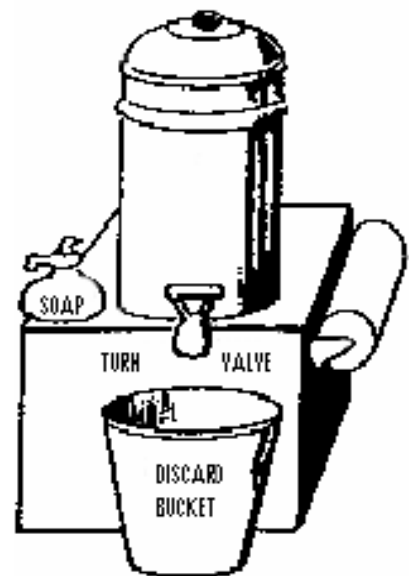
- before any food preparation begins
- after using the restroom
- after smoking, using tobacco, eating, handling garbage, animals or children
- after touching bare human body parts other than clean hands
- after coughing, sneezing, using handkerchief or tissues
- after handling soiled equipment or utensils
- when switching between working with raw food and ready-to-eat food
- during food preparation, as necessary, to remove soil and contamination
- after engaging in other activities that contaminate the hands

One or more hand washing station(s) are required in the food preparation area of each event booth. A permanently plumbed sink is not needed for temporary events, but at minimum there must be:

- A. Flowing water from a container with a handled spigot that allows continuous flow until manually turned off (a push button is not allowed).
- B. A catch bucket or basin for waste water.
- C. Soap
- D. Paper (disposable towels)

There should be enough water available for the day's needs without running out - 5 gallons minimum.

An establishment will be subject to immediate closure if a hand washing station is not set up and operational PRIOR to beginning food handling and preparation.



Food Booth Layout Sketch Sheet - Provide a drawing of the layout of your food booth.

Identify and describe all equipment including:

- location of customer service area
- location of work tables
- type and location of equipment for cooking, hot holding and cold holding
- location of all hand washing stations
- location of dishwashing facilities
- type and location of food and single service storage
- location of garbage storage

For Department Use Only

Approval: _____ Date: _____

Permit Restrictions: _____

Comments: _____

Disapproval: _____ Date: _____

Reason(s) for disapproval: _____
