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## TEMPORARY EVENT APPLICATION

Dear Special Event Participant:

Enclosed is a copy of the *Requirements for Temporary Food Service Operation* and *Special Event Fact Sheet*. To obtain approval for your operation:

- Complete the attached *Special Event Fact Sheet*. Describe your specific menu and provide the source, preparation, transport and serving details for each item. Provide a detailed sketch or drawing of your layout, equipment and handwash facilities. ***No bare-hand contact is allowed for ready-to-eat foods. Single use gloves and/or sanitized utensils must be used.*** An enclosed retention tank is required for the storage of all used water, condensate and melting ice. All pre-packaged foods must be properly labeled. Your application will be rejected unless you supply this information.
- Home preparation and storage of food for public consumption is prohibited by NJAC 8:24.
- Food Establishments that are **not** in Camden County must provide a copy of the last inspection report conducted by their Health Department. This must include the detailed data sheets (the inspector's narrative, list of violations, comments, evaluation and date/time of inspection). **NO EXCEPTIONS!**
- If you are not a permanent retail food establishment, please check with this Department prior to submitting your application. Your permanent food establishment must be able to support your proposed menu safely. We reserved the right to restrict your menu and serving methods.
- Return at least **five** days before the scheduled event.
- Enclose a check or money order for \$75 (for each separate concession you will be operating) payable to ***Camden County Treasurer***.

A **Special Event Approval** letter will be mailed to you. If you require assistance in completing the application, please call (856) 374-6052. *Final approval to participate in temporary events is at the discretion of the event promoter and local authorities.*

On the day(s) of the event:

- Present your **Special Event APPROVAL** Letter. Display this letter during the entire event.
- An on-site inspection will be conducted to determine if your menu and food preparation procedures meet all regulatory standards.

***Failure to meet proper food temperatures, food protection and liquid waste retention requirements throughout the event will result in the revocation of your permit. You will be asked to leave the event.***



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## **REQUIREMENTS FOR TEMPORARY FOOD SERVICE OPERATIONS**

### ***Food Protection - all food items must be properly protected from contamination at all times:***

1. All booths/food service areas must have over head protection (canopy, tarp, tent, trailer, etc). If the wind presents a contamination hazard, then side protection or barriers will be required.
2. All cooking, heating and hot-holding equipment must be located away from the public for safety.
3. No food may be displayed without being wrapped or enclosed by a properly designed sneeze guard.
4. Condiments for patron self-service must be dispensed from an approved dispensing unit or be single service portions.
5. Equipment must be provided for proper storage of all food, ice and food related items off the ground at all times.
6. Limited on-site food preparation must be done away from the patrons to prevent contamination and patron injury.
7. All food items must be transported, stored and served using food-grade, approved containers. Containers must be of sufficient size to accommodate all foods to be brought to the event.
8. No bare hand contact permitted for exposed ready to eat foods. Use tongs, deli tissue or single-use gloves.

### ***Cleanliness – all equipment, utensils, personnel, and work areas must be kept clean at all times:***

1. Refuse containers must be provided for the operation and for patrons.
2. Hand washing facilities/equipment must be provided. Pre-packaged alcohol towelettes are acceptable when food handling is limited to non-potentially hazardous foods. Hand washing facilities must provide a continuous stream of water which is at least 90 °F. Used water must be collected in a container which can be covered to be taken to your commissary for disposal.
3. Extra food handling utensils must be provided if a three compartment sink set-up is not on site.

### ***Temperature requirements – all food items must be cooked and/or held at a proper temperature at all times during operation, handling, storage, and display:***

1. 41°F or below for refrigerated (cold) perishable food items. Mechanical refrigeration is required for most food products.
2. 0°F or below for frozen foods. Mechanical refrigeration is required for most foods.
3. 135°F or above for hot food items. Reheat pre-cooked foods to 165°F. Cook chicken to over 165°F and pork to 150°F. *Sterno not permitted for cooking or hot-holding.*
4. Provide appropriate temperature measuring devices to ensure attainment and maintenance of hot and cold foods.

### ***Ice – all ice must be from an approved source and properly stored and used:***

1. Foods may not be stored in ice in such a manner that the food becomes contaminated by the ice or melted ice.
2. Ice used in drinks and beverages must be dispensed using scoops. Ice used for cooling foods may not be re-used for human consumption.

### ***Liquid waste- liquid waste generated from utensil cleaning, hand washing, and related food preparation must be drained to a retention tank that is at least 15% larger in capacity than your water supply.***

1. All waste disposal must be to a sanitary sewer at your commissary.
2. Liquid waste cannot discharge directly on the ground. Disposal must be into a waste retention tank which can be covered and removed from the premises without spillage.



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## **CHECKLIST FOR TEMPORARY EVENT PARTICIPANTS**

- Liquid soap, paper towels and 90 degree warm water for hand washing**
- Bleach**
- Covered container with spigot for clean water**
- 3 plastic tubs for dishwashing, rinsing and sanitizing as needed**
- Single-use gloves**
- Wiping cloths**
- Aprons**
- Hairnets, caps, or other hair restraints**
- Mechanical refrigeration or dry ice as needed**
- Serving spoons, spatulas, tongs etc.**
- Cutting boards**
- Roll of plastic wrap or foil for food storage**
- Washable containers for food storage**
- Platforms for elevating food and paper goods six inches off the ground**
- Adequate number of tables with washable surfaces**
- Garbage containers and plastic bags**
- Matches**
- Propane or charcoal for cooking (sterno not permitted)**
- Appropriate temperature measuring device for temperature checks**
- Retention tank for liquid waste**

Camden County Division of Environmental & Consumer Health Services

**MOBILE FOOD-COMMISSARY CERTIFICATION**

*(this form must be submitted yearly)*

**Part 1. To be completed by mobile food vendor.**

TRADING NAME OF MOBILE UNIT _____	TAX ID# _____
OWNER/CORPORATE NAME _____	VIN # _____
MAILING ADDRESS _____	LIC. PLATE # _____
ZIP CODE _____ PHONE# _____	STATE _____

**Description of your mobile food unit. (check all that apply)**

PUSHCART	TABLETOP/TENT	FOOD PREPARATION VEHICLE
TRAILER	REFRIGERATED VEHICLE	OTHER _____

List all equipment on your mobile food unit (i.e. hand sink, hot water, retention tank, 2 pan steam table, refrigeration)

\_\_\_\_\_

\_\_\_\_\_

**Description of food operation. (check an that apply)**

PRE-PACKAGED FOOD	COLD/FROZEN FOODS	BEVERAGES
FOOD PREPARATION	HOT FOODS	NON-HAZARDOUS FOODS

List your full menu: (attach additional sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_

**Part 2. To be completed by Commissary Owner/Manager.**

TRADING NAME OF COMMISSARY _____	TAX ID # _____
OWNER/CORPORATE NAME _____	DATE OF LAST INSPECTION: _____
MAILING ADDRESS _____	
ZIP CODE _____ PHONE# _____	Attach copy of last inspection report if establishment is NOT inspected by Camden County Division of Health.
Email: _____	

**Commissary continued:**

Classification of your commissary for this mobile unit: (check all that apply)

FOOD SOURCE COMMISSARY	FOOD STORAGE COMMISSARY	CLEAN-UP/WASTE DISCHARGE COMMISSARY
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I provide the following foods for the above listed mobile unit:

Prepared hot foods	Packaged foods	Beverages	Raw fruits/vegetables
Prepared cold foods	Ice for consumption	Water supply	Other _____

I provide the following services and supplies for the above listed mobile unit:

Refrigerated storage of perishable foods (fruits, vegetables, shellfish etc.)	Storage of non-hazardous foods	Trash and garbage disposal
Refrigerated storage of hazardous foods	3 compartment sink for wash, rinse, and sanitizing of food contact surfaces	Waste water disposal

The mobile operator reports to my facility:

Beginning of the day time:	End of the day: time:	Other
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I hereby certify that the above listed information provided to the Camden County Division of Health correct. I understand that private residence(s) cannot be used as a retail food establishment. This includes the preparation and storage of food as well as the cleaning of equipment/utensils or anything else related to the food used in this mobile operation. This is prohibited as per NJAC 8:24-2.1 (b) and is subject to penalties, fines, and possible license forfeiture. If any changes in my operation occur, I agree to notify the Health Department immediately.

Commissary Owner/Operator (print) _____  Commissary Owner/Operator (signature) _____  Date: _____	Mobile Owner/Operator (print) _____  Mobile Owner/Operator (signature) _____  Date: _____
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<b>Name of Event:</b>	<b>Date(s):</b>	<b>Time:</b>	<b>Location:</b>	<b>Event Sponsor:</b>
<b>Business Name:</b>	<b>Person in Charge:</b>	<b>Address:</b>	<b>Town and Zip Code:</b>	<b>Phone # (daytime):</b>
<b>Describe handwashing facilities:</b>	<b>Indicate number, size, and location of trash containers you will provide:</b>	<b>Describe liquid waste retention and disposal:</b>	<b>Describe overhead protection and barriers between food and customers on <i>reverse</i> side. Sketch a diagram showing location of all equipment and food/drink items.</b>	

<b>List all food and drink menu items separately. Copy this form if more space is needed.</b>	<b>Number of servings per day</b>	<b>Raw ingredients need advance preparation. List location and method of preparation.</b>	<b>If commercially prepared food (ready to cook and/or serve) list supplier, phone #, and address</b>	<b>Hot or cold transport from supplier or commissary. Describe equipment.</b>	<b>Cooking and hot-holding on site. Describe equipment and method. No sterno permitted!</b>	<b>Refrigeration and cold-holding on site: describe equipment. Ice not permitted for hazardous foods</b>	<b>List utensils for cooking and dispensing food. Describe how utensils will be cleaned throughout the event.</b>