

TEMPORARY EVENT PERMIT APPLICATION
INSTRUCTIONS FOR COMPLETING FORM

1. Name of Organization: name of organization that is providing (preparing, cooking, etc.) the food
2. Address of Organization and/or Vendor
3. Contact phone numbers, fax and email (required)
4. Name of Site for Temporary Event: provide name of site where the Temporary event will be held.
5. Location: where the Temporary event will physically be held (location)
6. Dates of Event: list ALL dates (if over 3 consecutive dates you must apply for a food permit “before” you have your event – application, pre-approval & inspection can take up to 3 weeks to process – PLEASE CONTACT US AT ONCE if this is the case – you will need an application package)
7. List the types of food to be served (include any beverages)
Note: NO COOKED AT HOME FOOD IS PERMITTED
8. Where is food prepared? Indicate “WHERE” the food is being prepared. All food must be prepared at a permitted facility with commissary. All food must be cooked to proper temperatures and hot and cold holding temperatures must be maintained to keep food safe.
9. What method will be used to keep hot food safe? List equipment you will use. Hot holding units should have an external temperature gauge. You should also have a means of reheating food if it goes below 140 degrees in the proper time period. Note: Crockpots cannot be used for cooking.
10. What method will be used to keep cold food safe? 41 degrees or below. Food may not come in direct contact with ice (must be from approved source-no ice from home). When thawing food the best method is to plan in advance and thaw in refrigerator a day or two before.
11. Closest restroom? Should be approximately 20 feet.

12. Closest handwash sink? Must have hot & cold running water. Portable sink at booth will suffice. You may use hand sanitizer but it DOES NOT TAKE THE PLACE of proper handwashing. Gloves should also be worn when preparing or serving food. MANDATORY GLOVES are required if nailpolish is used/or you have artificial nails

ICE:

Must be from approved source (no ice from home).

Ice meltwater must be drained from cooler/ice machine

Canned/bottled (commercial) beverages may be stored in ice – THIS ICE MAY NOT BE USED for consumption.

TRANSPORTING FOOD: Provide equipment that will maintain proper temperatures.

FOOD TEMPERATURES:

Hot Food – cooked to 165 degrees and held at a temperature of at least 140 degrees

Cold Foods – held at 41 degrees or below (includes milk, dairy products, PHF food)

FOODBORNE ILLNESS

Proper cooking and proper hold/cold holding temperatures decrease the possibility of foodborne illness. Subjecting hot and cold food to “out-of-range” temperatures subject food to possible bacterial growth resulting in foodborne illness (some not noticed when the food is eaten).

Proper food handling procedures should be utilized at all times. We can't say “Wash Your Hands” enough times. This includes washing hands when switching tasks (handling raw potentially hazardous foods and then going to produce or vegetables; throwing items in the garbage, etc.). Washing dishware/utensils THOROUGHLY using the proper method (wash, rinse & sanitize) should be followed as well. Our best advice is to use: Single-service disposable dishware & utensils at temporary events.

No person, if they are ill, should handle food EVER. Includes receiving, storing, preparing, cooking and serving.

STATE OF FLORIDA FOOD HYGIENE CODE IS AVAILABLE ON REQUEST including

Food Safety Brochures and Handouts

Please contact Lea_Williams@doh.state.fl.us

Environmental Specialist II, C.E.H.P. – Food Coordinator

Foodborne/Waterborne Illness Disease Coordinator

407-383-2881



Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
State Surgeon General

Temporary Event Permit

Please complete the following and return to the Health Department at least 10 days before your event.

Name of organization: _____

Address of organization: _____

Phone:() _____ Fax:() _____ E-mail: _____

Events with Potentially Hazardous Foods are subject to \$50.00 Inspection Fee

Name of site for Temporary event: _____

Location of event: _____

Dates of event: From: _____ to _____

Please provide the following information and a menu to expedite the permit.

Types of food served: _____

Where is the food that will be served being prepared? _____

The food will be kept hot by what method? _____

The food will be kept cold by what method? _____

The closest restroom to the site of the event is? _____

The closest hand wash sink to the site of the event is? _____

Please send this completed form back to the Health Department by one of the methods below so that your temporary event permit can be processed. **A COPY OF YOUR DBPR OR DACS Permit MUST BE SUBMITTED WITH THIS FORM.** Fax to (407) 445-7494 Attn: Lea Williams (Note: A copy of this completed form and DBPR/DACS Permit must be posted at the temporary event site).

Sincerely,

Lea Williams (407) 383-2881
Environmental Specialist II-Food Coordinator

