



Profit  Non-Profit

# Temporary / Temp 501(c) / Seasonal Food Establishment Application

OFFICE USE ONLY	
Health:	_____
Fire:	_____
Permit #:	_____
Amt. Received:	_____

*A separate application and permit is required for each stand, booth, cart, etc.*

Special Event \_\_\_\_\_

Vendor/booth name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Location of event: \_\_\_\_\_

Dates of event: From \_\_\_\_\_ to \_\_\_\_\_

Time of operation: \_\_\_\_\_ Responsible person: \_\_\_\_\_

Copy of Food Handler / Food Manager certificate

*Menu: List all items. Any changes must be submitted and approved by Health Services prior to the event.*

Food items to be served (*only listed foods and beverages may be authorized.)	Source * (foods purchased from:)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

**Note:** *No home preparation or storage of foods allowed. Any food items served without approval may result in the temporary/seasonal food establishment being suspended or revoked for non-compliance with City Ordinance.*

\* Food prepared on-site:  Yes  No. If no, where?

Cooking equipment:  Electrical  Charcoal  Propane  Other

Describe hot holding equipment: \_\_\_\_\_

Describe cold holding equipment: \_\_\_\_\_

Describe handwash equipment: \_\_\_\_\_

Describe utensil washing equipment: \_\_\_\_\_

Describe overhead protection used: \_\_\_\_\_ Size \_\_\_\_\_

Floor covering used:  Asphalt  Concrete  Plywood

***Each temporary permit is valid for up to 14 consecutive days.  
Each seasonal permit is valid for up to 180 consecutive days.***

I acknowledge receipt of a copy of Guidelines for Temporary/Seasonal Food Establishments and understand that failure to comply with the City of Arlington Rules on Food Service Sanitation may result in citations for violations and/or closure of the facility until violations are corrected.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

D.L.#: \_\_\_\_\_ State: \_\_\_\_\_ D.O.B.: \_\_\_\_\_  501(c)

# Temporary Events



- PROVIDE THE ITEMS BELOW FOR HANDWASHING AND DISHWASHING AT EACH BOOTH
- COVER ALL FOODS
- COLD FOODS SHALL BE AT 41 DEGREES F OR BELOW
- HOT FOODS SHALL BE ABOVE 140 DEGREES F
- UTENSILS OR NAPKINS SHALL BE PROVIDED FOR ALL FOODS THAT ARE OPEN AND AVAILABLE AS SAMPLES

Stem Thermometer



Test Strips  
for Bleach



Hand  
Washing  
Station

Dish Washing Station





# Guidelines for Temporary/Seasonal Food Establishments

The purpose of these requirements is to prevent foodborne illness and protect public health by assisting operators of temporary/seasonal food service establishments in meeting minimum construction standards and in using safe techniques when storing, preparing, displaying or serving foods.

## Permits

- **Temporary** food service establishments shall mean any food service establishment which operates at a fixed location for a temporary period of time, not more than 14 consecutive days.
- **Seasonal** food service establishment shall mean any food establishment which operates at a fixed location for a temporary period of time, greater than 14 days but not more than 180 consecutive days
- All events open to the public in which food is conveyed requires a food service permit.
- A complete menu of foods to be conveyed must be provided at the time of application.
- A Temporary Permit fee of one-hundred forty dollars for the first day plus five dollars per each additional day (\$140 first day + \$5 per day) shall be paid by each applicant to operate a temporary food service establishment. A permit fee of one-hundred dollars for the first day plus five dollars per each additional day (\$100 first day + \$5 per day) shall be paid by each non-profit group to operate a temporary food service establishment. If application is made less than 10 days prior to event, an additional fee of twenty-five dollars (\$25) shall be paid by applicant.
- A Seasonal Permit fee of \$200.00 shall be paid by each applicant to operate a seasonal food service establishment

1. Applications for and issuance of Temporary/Seasonal Food Establishment Permits are made at 101 W. Abram St. Application should be made at least 48 hours in advance of the event.
2. Only foods approved on the Temporary/Seasonal Food Service Application may be served. Approved foods will include only those requiring minimal handling. More extensive food preparation should be conducted in a permitted central preparation facility.  
HOME PREPARATION OR STORAGE OF FOOD IS NOT ALLOWED.
3. All potentially hazardous foods such as meat, poultry, fish, or dairy products must be maintained at 41° F or below, or at 135° F or above at all times. This is to prevent the incubation of food-borne bacteria. Mechanical hot holding and refrigeration is required, unless otherwise approved. Canned heat (sterno type) is not allowed at outside events.
4. Open, unprotected displays of food are not allowed.
5. Eating, drinking, and the use of tobacco in all forms is prohibited in food preparation or service areas.
6. Food handling personnel must wash their hands as frequently as necessary to keep them clean. Bare hand contact with ready to eat foods is prohibited.
7. Suitable hair restraints, including hair nets, caps, or hair sprays, are required in food preparation and serving areas.
8. All establishments that handle or prepare unpackaged foods are required to have convenient handwashing and utensil washing facilities. The number, type and size of sinks required will be determined by the type of operation to be conducted.
9. All wastewater from handwashing and utensil washing, ice chests, beverage coolers, steam tables, etc. must be collected and disposed of into the sanitary sewer. Discharging wastewater onto the ground or into the storm drain is strictly prohibited.
10. Covered trash containers must be provided.
11. All foods, food containers, utensils, napkins, straws and single service articles must be stored well above the floor and adequately protected from splash, dust, insects, weather or other contamination.
12. All condiments, including onion, relish, sauces, peppers, catsup, mustard, etc., available for customer self service must be available in single self-service packets or dispensers.
13. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans or cartons. Ice storage units must drain to prevent submergence of chilled drink cartons, cans or bottles from contacting melted ice water.
14. Handling of foods or ice must be minimized. Utensils such as scoops, tongs, forks, or spoons are to be used whenever possible. If direct handling of foods is required, disposable plastic gloves are recommended.
15. All temporary/seasonal establishments are required to have approved flooring, which includes concrete, asphalt, or tight-fitting plywood.
16. All stands must have suitable covering over food preparation, cooking and serving areas. Such cover must meet Fire Code requirements. A skirt is recommended to protect food and utensils.
17. Animals are prohibited from being within 50feet of a temporary food establishment.
18. Employees must have access to adequate rest room facilities.
19. Person in charge of the temporary or seasonal food establishment is required to maintain a current Certified Food Handler or Food Manager card on site during operating hours.

### Water Supply:

- A sufficient quantity of potable water must be available in the immediate area for handwashing, utensil cleaning and sanitizing.

### Handwashing:

- A 2½-gallon container of warm water with a spigot to provide a flow of water and a small basin to contain the wastewater.
- Disposable paper towels, hand cleaning soap or detergent.

### Washing and Sanitizing:

- Three (3) sturdy plastic pails or tubs of at least two gallon capacity; one for washing, one for rinsing and one for sanitizing.
- An adequate quantity of sanitizer, such as household liquid chlorine bleach. A solution of at least 50 ppm chlorine is required for sanitizing. (One teaspoon of bleach per gallon of water.)
- Test strips to verify the concentration of sanitizer.

Health Services may impose additional requirements related to the operation of a temporary/seasonal food service establishment to protect the health of the consumer and may prohibit the sale of some or all potentially hazardous foods.

Failure to comply with these regulations may result in revocation of temporary/seasonal food service permit and/or municipal court citation(s).

For additional information call 817-459-6502.