

# Philadelphia Health Department

## Special Event Temporary Food Service Application

### INSTRUCTIONS NOTES

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#### PAYMENT

You can pay for your application processing directly on our web site and not need to get that dreaded Money Order. We'll do it for you! [www.FestivalSignUp.com/eats](http://www.FestivalSignUp.com/eats) section.

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#### SECTION 1

This has already been filled in by Festival Management

#### SECTION 2

Fill out your restaurant information

#### Trade Name

Not your official "corporate name" but your business name as it is known 'on the street.'

#### Licensee/Owner Address

List the owner or the name of the person that has the business license fill in the mailing address, business phone, owner cell #, owner e-mail business fax #

#### "Circle One"

Circle "Food is Sold" (unless you are only sampling for free)

#### Person-In-Charge

Who will be in-charge of the event on-site?

**This person needs to be food safety certified** (all other food handlers do not need to be certified, but one person must be)

#### SECTION 3

**A)** Restaurant hot water supply

**B)** 10 gallon thermal container with stay-on spigot, waste water collection bucket, paper towels, liquid soap and trash can

**C)** This is usually 2-4 people based on your operation

**D)** 10 gallons – replenish as necessary from restaurant

#### SECTION 4

**A)** 10 gallons for handwashing – NOTE: If you need water for any other reason (e.g. filling chafing dishes) please use a higher gallon count and note other reason(s) for which you are using water

**B)** If you are bringing ice to keep cold food at the proper temperature or to **CHILL** soda/beer or to **PUT INTO** mixed drinks, please list the ice vendor you will use (OR note that ice will come from your restaurant ice-maker)

**C)** estimate 200 lbs / used for \_\_\_\_\_  
(for example: coolers to keep perishables at less than 41° ... chilling sealed bottles/cans ... served with drinks)

**What are you storing it in?** Either your own containers with lid or thermal coolers (NOTE: these can be rented from the Festival rental vendor)

## SECTION 5

**A) The most suitable answer and operation is: No foods will be within public reach or access**

**B) If at all possible, it is best to use single-serve packets of ketchup, mustard, mayonnaise, etc. If you can use packets, note that. It's best to keep condiment needs to a minimum so guests don't have to handle them and you don't have to protect them from contamination. If you plan to use squeeze bottles, be prepared to keep them on ice in hotel pans or buckets.**

**C) If YES, fruit/vegetables should be cleaned in your own approved kitchen – so do that and notate: off-site in restaurant kitchen**

## SECTION 6

NOTE that hot foods need to be kept above 135° and cold foods must be kept at a minimum of 41°.

**H) In most cases:**

transported in **insulated containers** maintained by **chafing dish with sterno** or on top of grill (for hot) OR **insulated thermal cooler** (for cold)

**I) Less than 5 minutes**

## SECTION 7

**A) In many cases you will be preparing food on-site at the festival. Please list all of the **RAW** meat products such as beef, fish, chicken, pork.**

**To what temperature:** Your chef should answer this; for example, 6 minutes or until internal temperature reaches 145 degrees – or whatever the true answer is.

**Type of thermometer:** in most cases, your answer will be **digital** OR **chef insta-read**

Your answer might be **N/A** (not applicable) if you are only serving cold food or if you are pre-cooking in the restaurant and only re-heating OR keeping hot to serve.

**B) in many cases, the answer will be No**

You either will be cooking everything on site at the festival or you will not need to re-heat if you keep it hot in transit from restaurant to event site and then use warming trays or chafing dish/sterno to keep it hot.

OR – your answer may be: **N/A** (not applicable) if you are only serving cold food or if you are cooking all on-site.

**C) Answer options:**

**None – food will be kept hot from the kitchen through transport**

**OR N/A (not applicable) if you are only serving cold food**

**OR N/A (not applicable) if you are cooking everything on-site**

**SECTION 8**

**Utensils** – in most cases, you simply will note **Stainless Steel**

**Mixing Bowls** – if using any on-site, most likely you will note **Stainless**

**Beverage Dispensing** – N/A (not applicable) unless you are using

beer taps or dispenser/thermal containers for pre-made drinks

**Condiment Dispensing** – try to use single-serving and not need bulk condiments on-site. If using some container, note that (for example: plastic squeeze bottle etc.)

**Food Storage:** in most cases this will be plastic tubs with lids or hotel pans with lid or foil lid.

**Tables:** rented wooden or note your own table type

**SECTION 9**

**A) Tent - Rented from Festival Organizers (or note if your own)**

**B) Vinyl / Fire Rating: F 419.01**

**SECTION 10**

**A) Returned to restaurant and disposed of in mop bucket drain**

**B) IF you choose to fry on-site, please list your approved frying oil removal process from your restaurant**

**NOTE: Due to Fire Dept. regulations frying foods is highly discouraged**

**C) Cardboard disposable trash boxes supplied and removed by festival management**

**SECTION 11**

**NOTE: You will only be allowed to serve and/or handle food and beverage on-site at the event that has been pre-listed on this form. Our recommendation is no more than 3 food items. **NOTE: All beverages need to be listed included bottled water, canned soda or beer, margaritas, wine/sangria, etc. BEVERAGES ARE CONSIDERED FOOD****

Please list your suppliers, for example: US Foods, Sysco, Restaurant Depot, etc.

**SECTION 11A**

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**Foods Prepared ON-SITE**

**It is best to follow the example shown** for all foods that will be prepared raw/from scratch on-site.

**Food Item** – List the dish or food item

**Ingredients** – List all elements, protein type, bread, topping, etc.

**Off-Site Facility** – Note your restaurant and address

**Transportation Description** – follow the example listed

**Preparation Description** – follow example / have chef describe

## SECTION 12

Time for your 'inner artist!'

Consider this box to be your 10' x 10' tent area

Consider the bottom of the square as the front of your serving space where we HIGHLY recommend a 'transaction table' (and in front of the table is where the guests are – outside of your tent/this box).  
NO FOOD PREP on the 'transaction table' – just collect money and serve here (non-sellable displays and décor are great for here also!)

Draw a table size rectangle near the front and label it **TRANSACTION TABLE**

- By having this table for transactions only, all of your food is safe from public contamination and you don't need sneeze guard

Draw a rectangle ½ way back and label it **PREP TABLE**

- Your staff stand behind there to assemble, cook and serve

Draw a small 2-top table in the back corner & label it **HAND WASHING**

**SIGNATURE**

Print YOUR name and TITLE  
Sign and date the form

**RETURN:**

By May 9 with "on time" payment  
**NO LATER THAN MAY 16 (with late fees)**

**NOTE:** You should **NOT** submit this directly to Health Department. Festival Management needs to review and sign the application as an official participant of the festival.

Return to Festival Operations  
BY SCANNED EMAIL: [info@festivalsignup.com](mailto:info@festivalsignup.com)

**QUESTIONS?**

Call or e-mail Mark Beyerle at Uniquely Philadelphia  
267-847-2673 [info@festivalsignup.com](mailto:info@festivalsignup.com)