

Philadelphia Health Department
Special Event Temporary Food Service Application
INSTRUCTIONS NOTES

SECTION 1 COMPLETED – nothing additional to do

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 #

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)

Circle or Highlight – **Food is sold** (or given out of you will only be sampling)

SECTION 3 A) From hot water tap in (restaurant/business)

B) If you plan to rent from the festival organizers, please fill in the following:
10 gallon thermal container with stay-on spigot (and also list the rest supplied by you) paper towels, liquid soap, waste basket and wastewater collection bucket

C) Most likely 2-4 handlers. Health Department want no more than 5 per unit.

D) 10 gallons

SECTION 4 A) 10 gallons – for handwashing unit

B) Either restaurant ice machine or list an ice vendor

C) Most likely between 100 - 2000 lbs. / used for _____
(for example: coolers to keep perishables at less than 41° or used in cocktails, etc.)

Stored in thermal coolers (NOTE: these can be rented from Festival Operations)

SECTION 5 A) **Fill in:** N/A - no food will be within public reach

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 – otherwise:

- 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 or keep them on ice.
- If you plan to use squeeze bottles, you’ll need to keep mayonnaise and other perishables on ice **and note that here.**

C) **IF YES**, fruit/vegetables should be cleaned in your own approved kitchen – then 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°.

There is no section A-G

H) In most cases:

transported in **insulated containers**

maintained by **chafing dish with sterno** (for hot) OR **insulated thermal cooler** (for cold)

I) Less than 10 minutes

SECTION 7

A) In most 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 and have your chef tell you the temp.

B) In most cases the answer will be **N/A** (not applicable) if you are only serving cold food or **N/A** if you're not cooking first then cooling anything

- If you will be cooking everything **on site at the festival**, 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.
- If you plan to partially cook something and 'finish' it on site, please list this. Be prepared to explain how you will keep the food items at safe temperature in between.

C) **N/A** – food will be kept hot from the kitchen through serving with chafing dishes and sterno (or warming ovens ... or whatever your preferred method is).

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**

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

Single Serve Items – If you are using any portion control condiments, note this

Beverage Dispensing – **N/A** (not applicable unless you are serving beer in kegs)

Condiment Dispensing – try to not need bulk condiments on-site (better to use PC packets)

If using some container, note that (for example: plastic squeeze bottle etc.)

Tables: rented wooden

SECTION 9

A) Tent - Rented from Festival Organizers

B) Ceiling: Vinyl / Fire Rating: **F 419.01** / no walls / flooring: street

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

C) temporary trash boxes supplied and collected by Fest operations

SECTION 11

IMPORTANT NOTE: You will only be allowed to serve and/or handle food on-site at the event that has been pre-listed on this form. Our recommendation is no more than 3 food items.

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

SECTION 11A

Page 4

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 (e.g. chicken sandwich)

Ingredients – List all elements, protein, bread, sauce/condiment, let & tomato, etc.

Off Site Facility – you only need to fill in your restaurant name/address IF you are preparing anything in advance and bringing it ready-to-serve. **If not, leave blank.**

Prep & Transport Description – follow examples shown

SECTION 12

Time for your 'inner artist!' This square is an overhead view of your FOOD HANDLING SPACE ONLY (just where any cooking/serving/pouring will occur) – nothing to do with seating areas, etc.

The bottom of the square is considered the "FRONT" – this is where we recommend a 'transaction table' separating the food handling from the guests.

Consider this box to be 10' x 10' tent

Draw a rectangle near the front and label it **TRANSACTION TABLE** (no food items for sale to be stored on this table / it's for display, selling and serving to guests only)

Draw a rectangle ½ way back and label it **PREP TABLE** – here is here you will handle/assemble all foods that come off of grills or out or chafing dishes

Draw a small 1" x 1" table in the back (top of square) and label it **HAND WASHING**

Covered-flame GRIDDLE can be used INSIDE the tent. Open flame PROPANE GRILL should be shown outside the box/tent.

The rental grills we offer are approved for use outside of the tent.

SIGNATURE

Print YOUR name and TITLE

Sign and date the form

RETURN TO:

Mark at Access Philadelphia by scanned email: info@FestivalSignUp.com

- **NO LATER THAN FRIDAY, AUGUST 31**
- You can pay for your **processing fee** online at www.FestivalSignUp.com under the Registration tab
- **DO NOT SEND DIRECTLY TO HEALTH DEPARTMENT – WE MUST SIGN THE FORM!**

QUESTIONS?

Call or e-mail Mark Beyerle at Access Philadelphia
267-847-2673 / info@FestivalSignUp.com