Philadelphia Department of Public Health
Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
DPH.EHS.SpecialEvent@phila.gov

Special Event Temporary Food Service Application (TFSA)

1. Event & Sponsor Information

Name of Event:	Event Location:
Old City Fest	00 - 200 N 3rd Street / 200 - 400 Arch Street

Date(s) of Event:	Set-up Time:	Time food handling begins:	Event start time:	Event end time:
October 9, 2022	9:30A	10:30A	11:00A	6:00P

Sponsor Agency Name:
Old City District

Sponsor Contact Name:	Space/Booth #:	Booth Dimensions (length & width):
Brett Mapp	est. 10 F&B vendors	10'x10'

Sponsor Phone #:	Sponsor Cell #:	Sponsor Email:
215-592-7929	Mark: 267-847-2673	info@festivalsignup.com

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2. Operator Information

Trade Name:	Licensee/Owner Name:

Mailing Address (Number & Street, Box or Route):

City, State, Zip:	Phone#:	Cell#:

Email#:	Fax#:	Circle one, or both, as it applies: -Food is sold- -Food is given out-

Name of Food Establishment Person-In-Charge of Food Handling (A person-in-charge must be present at all times):	Phone #:

3. REQUIRED HAND WASHING FACILITIES

- Food handlers must wash their hands prior to handling food. A hand wash station must include: a water dispenser w/ **stay-on spigot**, 10 gallons of warm water (100-115ºF), soap, single use paper towels, a waste water container & a trash container. Additional water may be needed.

A. Where will you get your water from? How will you heat the water to 100ºF for hand washing?

B. Describe your hand wash station (Provide a detailed description, photo, or drawing.

C. How many food handlers will be there?	D. How many gallons of water are you bringing?

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4. APPROVED SOURCE & HANDLING FOR WATER / ICE
- Water supplied at the site must conform to all applicable regulations - All ice must come from approved sources. Ice for consumption shall be kept in original packaging with the manufacturer's label.
A. How much water are you bringing and what are you using it for?
B. Where will you be getting the ice from? (Provide address of ice provider)
C. How much ice are you bringing, what are you using it for and what are you storing it in?
5. PROTECTING FOOD FROM CONTAMINATION
- All fruits & vegetables must be cut and cleaned at an approved facility prior to service. - Unwrapped, displayed food requires approved sneeze guards, to minimize contamination.
A. How will unpackaged, ready-to-eat foods be distributed and protected from contamination? Describe the Sneeze Protection devices that will be used. (Provide cut-sheets or photos.)
B. How will condiments be dispensed?
C. Are you serving any fruit or vegetables? Where & how will foods be cleaned?
6. FOOD STORAGE TEMPERATURE
- Refrigeration & cold units must maintain 41º F or below & have an accurate thermometer. - All foods requiring temperature control must be delivered to the event below 41º F or above 135º F. Temperatures must be maintained during the event. - Out of temperature foods are subject to immediate disposal and may prevent participation
H. At what temperature are you transporting/storing food? What equipment will be used to maintain these temperatures? (Provide cut-sheets, detailed descriptions or photos.)
I. How much time will it take you to transport the food to the event?
7. COOKING, COOLING, & REHEATING FOODS
- All parts of food that is reheated must reach at least 165º F. Chafing dishes w/ sternos must not be used for reheating. - Foods made with ingredients at room temperature, such as cold sandwiches or salsa, must be properly cooled and stored at 41º F or below.
A. What raw animal products are you cooking at the event? To what temperature and how long are you cooking it? What type of thermometer will you be using?

B. Are you cooking, then cooling, any foods prior to the event? Provide detailed description.

C. What foods are you reheating at the event? What equipment are you using?

8. FOOD EQUIPMENT DETAILS & MAINTENANCE

- All equipment must be clean & in good repair when it arrives at the event.
- Extra utensils must be available. Utensils will require replacement every 4 hrs.

Provide a description & quantity of any food equipment you are bringing

Utensils:	Mixing Bowls:	Food Storage Containers:

Single serve items:	Beverage Dispensing Units:	Condiment Dispensing Units:	Tables:

9. REQUIRED ENCLOSURE

A. What type of overhead structure (tent, canopy) will you use? Provide detailed description, cut-sheets and/or photos.

B. What materials are the ceiling, walls & floor made of? (Indicate fire retardant rating.)

10. WASTE REMOVAL

A. How will waste water be disposed?

B. If frying oil is used, how will it be removed and recycled?

C. Describe your waste receptacle. How will trash be removed?

11. PROPOSED MENU & FOOD HANDLING INFO FOR APPROVAL

- You will only be allowed the food items listed and approved - **NO** other food items will be allowed.
- You are required to keep and provide purchase records, such as receipts or invoices.

Where are you purchasing the food ingredients from? (List addresses of all establishments)

11a. Menu & Prep Description - Foods Prepared On-Site at Event

- Cut melons, tomatoes, & leafy greens **CANNOT** be cut at a special event or temporary facility.
- Food preparation must be kept simple with minimal cutting or handling of food.

Provide a list of all food items and ingredients that will be served. Describe how they will be prepared and transported. This description should contain preparation, cooking and reheating procedures. Food temperatures should be included. Facility contact info must be listed for all food prepared off-site.

Food Item	Ingredients	Off-Site Facility Info	Transportation Description	Preparation Description
Chicken Sandwich **EXAMPLE ONLY**	Boneless breast of chicken Lettuce, Tomato Roll	Blue Moon Rest 12 Harvest Ave Phila, PA 19104	Chicken transported on ice at 40 F. Lettuce and tomato kept on ice at 40 F in separate cooler. Rolls are stored in containers.	Chicken breast is grilled until 165 F at the event. Lettuce and tomato is cleaned and cut offsite. Chicken, lettuce and tomato are placed on roll, wrapped in foil and served.

12. Provide an overhead view drawing of the vending space.

Use the space below or to draw an **overhead view** of your food operation. Please list and label all items and equipment listed on the previous pages. This should include: cooking, cold and hot holding equipment, hand washing facilities, work tables, food storage, waste containers, and self-service items.

FRONT - Street / Guests

- **Cooking is not allowed at the front of vending space.**
- **Photos of set-up including all equipment may be provided in lieu of drawing.**

I hereby certify that the above information is correct. I understand that any deviation from the above, without prior permission, may nullify approval. I understand that incomplete or illegible applications will be returned unprocessed.

Return to Mark @ Festival HQ
info@festivalsignup.com

Vendor Name (Print)_____ Title:_____

MUST SIGN

Vendor Signature: _____ Date:_____

Sponsor Name (Print) Mark Beyerle Title: sponsor agent

Sponsor Signature: _____ Date: _____

Approval of this application by the Health Dept does **not** constitute endorsement or acceptance of the establishment. Pre-approval by the Health Department is required before food handling operations begin.