

## Temporary Food Facility Packet

A temporary food license is required at any temporary site, location, or separate area where food is stored, processed, manufactured, or otherwise held or handled for sale.

### General Information

- **The application must be submitted no less than 7 days prior to the event. Failure to do so will result in denial of the application.**
- The application must be completely filled out or it cannot be processed. This includes the diagram on the back page. The Diagram must display the hand sink, three compartment sink set-up, cold holding equipment, hot holding equipment, and cooking equipment.
- The license fee must be submitted at the time of application.
- Temporary Food Licenses are issued for a maximum of five (5) consecutive days.
- The Environmental Health Specialist will deliver the license on the first day of the event after an approved inspection.
- The temporary food license must be made available during operation.

Please review pages 6-8 for helpful tips and what will be checked during inspection.

### Exemptions from licensing

The following types of events are commonly exempt from licensing;

- Selling food that is **not** TCS (time/temperature controlled for safety food), such as whole fresh fruits or vegetables, bags of chips, candy bars, cans/bottles of pop or water, and in an area less than two hundred (200) cubic feet.
- Serving for “donations only”; the following specific guidelines must be met;
  - 1) A sign must be posted stating “Donations Only” or “Donations Accepted”.
  - 2) No “Suggested” price or amount is permitted.
  - 3) All advertising must state the wording and requirements as listed above.
  - 4) No patron may be denied food based on the amount of or lack of a donation.

The current price for a Temporary Food license is: **\$55.00**

***Please complete this application and return to Marion Public Health at least 7 days prior to the date of the event.***

Name of the Temporary Operation: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Event Address: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_

Date(s) of Event setup: \_\_\_\_\_ Time of setup: \_\_\_\_\_

For any of the following items, if additional space is needed, you may attach additional information.

Name and Address of licensed location where food is to be prepared (if different than event site):

\_\_\_\_\_

COMPLETE listing of every food/beverage to be offered for sale (include ice if using for human consumption):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List source(s) of food (Must be from a licensed grocery store or restaurant):

\_\_\_\_\_

\_\_\_\_\_

Explain how each menu item will be prepared (**Do not prepare, cook, or bake food at home**):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain how HOT FOODS will be kept at 135°F or above: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how COLD FOODS will be kept at 41°F or below: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Time/temperature controlled for safety (TCS) foods are NOT allowed to remain in the 42°-134°F range. **A stem type thermometer (0-220°F±2°F) is required to measure internal food temperatures. You must monitor temperatures with the thermometer. Once cooked, the minimal holding temperature is 135°F.**

List all equipment and utensils that will be used at the event site for preparation, display, storage, and serving of food items (Examples: grill, roaster, tongs, spoons, cooler, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how all food will be protected from possible contamination by dust, insects, the public (accidental sneezing, coughing) and other possible contaminants. (Example: wrapping items individually in saran wrap, stored away from customers): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how workers will protect ready-to-eat foods from bare-hand contact (Examples: gloves, tongs, deli-tissue paper, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how workers will provide hair control (Example: Hats, Hair nets, Visors): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the method that workers at the event site will use to wash their hands: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how all utensils, equipment, or food contact surfaces will be washed, rinsed, and sanitized during the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of sanitizer used (note: if bleach is used, it must be unscented): \_\_\_\_\_  
**Note: Test strips are required for chemical sanitizers to measure sanitizer concentration.**

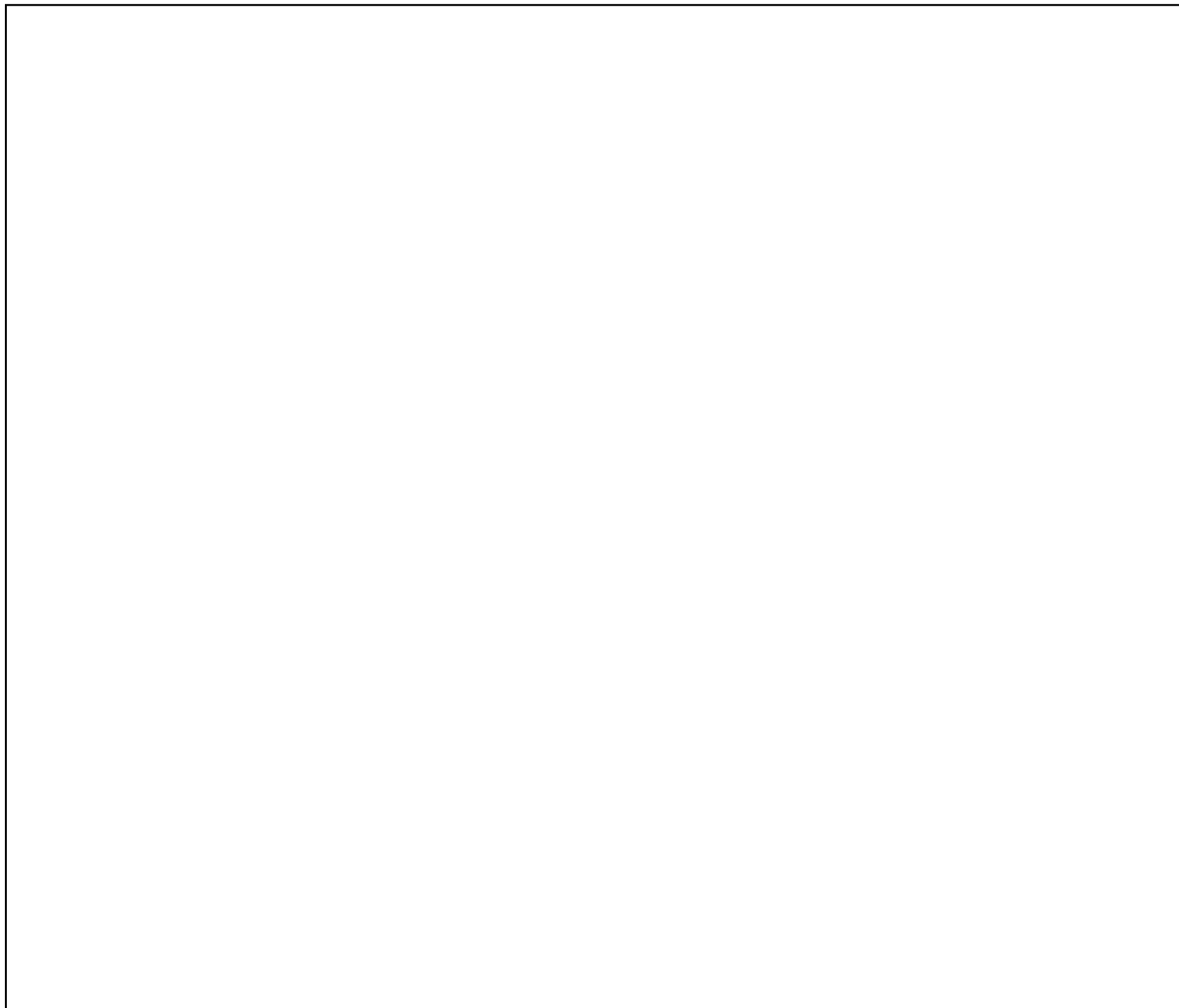
Explain where food and equipment will be stored and protected from contamination during the event: (Note that everything must be stored at least 6 inches above the floor): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Water source (check one): Public \_\_\_\_\_ Private (well) \_\_\_\_\_ **Note: if private, MPH will require a test of the water supply at our current fee at least one week prior to event. If unable to obtain a safe sample, an alternate water supply will be required or event will not be licensable.**

Explain how all garbage/trash will be stored and removed from the event site: \_\_\_\_\_

List the surface finishes of floors, walls, and ceilings at the location where the food will be prepared/sold (note: outdoor locations typically require at least a canopy for overhead protection):

In the space below, provide a floor sketch of the operation showing where the equipment will be placed, food stored, preparation areas, serving area, dishwashing area, handwashing location:



**Application for a License to Conduct a Temporary:** (check only one)

**Instruction:**

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: **Marion Public Health**
4. Return check and signed application to: **Marion Public Health**

- Food Service Operation  
 Retail Food Establishment

**181 S. Main St  
 Marion, OH 43302**

Before the license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of Temporary food faculty:				
Location of event:				
Address of event				
City		State	Zip	Email
Start date:	End date:		Operation time(s):	
Name of license holder.				Phone number:
Address of License holder				
City		State	Zip	Email
List all foods being served/sold				

*I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:*

Signature	Date
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**Licensors to complete below**

Valid date(s):	License fee:
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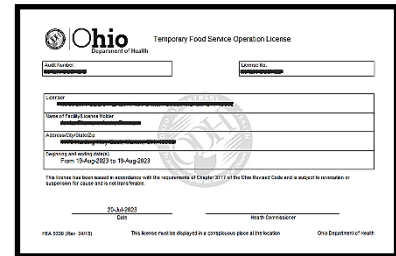
Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

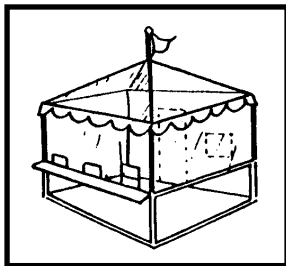
## Temporary Food Event Requirements & Helpful Tips

### 1. Food License

You must fill out and return the Temporary Food application with payment to Marion Public Health. This will let the health department know where the event will be held, what you plan to serve, where the food will come from, and how you will prepare and transport the food. The application for a Temporary Food License must be submitted to Marion Public Health at least 7 days prior to the date of the event. On the day of the event, an Environmental Health Specialist from Marion Public Health will do an inspection of your set up and issue you a license after an approved inspection. The license must be displayed in plain view for your customers.



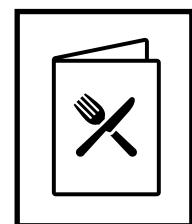
### 2. Booth



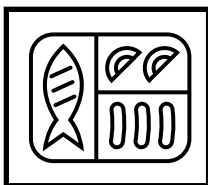
Design your booth with food safety in mind. The ideal booth will have an overhead covering, be entirely enclosed except for the serving window and have only one door flap for entry. Clear plastic or light colored screening on side walls will aid visibility. The flooring must be of approved surfaces. When the temporary operation is on dirt or gravel, the ground should be covered with mats, removable platforms, temporary flooring, or other suitable material to control dust and mud and allow for easy cleaning. Only food workers may be permitted inside the food preparation area...no animals or children.

### 3. Menu

Keep your menu simple and keep time/temperature controlled for safety foods (meats, eggs, dairy products, salads, cut melons, cut tomatoes, raw seed sprouts, already cooked meats and vegetables, etc.) to a minimum. Cook to order, so as to avoid the potential for contamination. Use only foods from approved sources. Keep raw foods away from ready-to-eat foods.



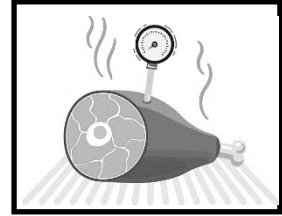
### 4. Food and Water Sources



All food must be prepared on-site or in a food service or retail establishment licensed to do so. Milk and milk products must be from a licensed source. Only government inspected meats are to be served. Do not use food that has been prepared at home. The water supply must be adequate and from an approved source. A private water source will require a test of the water supply at least one week prior to the event.

## 5. Cooking

Use a food thermometer to check cooking temperatures of all food. Vegetables are to be cooked to 135°F; whole pork, whole beef, eggs, and seafood to 145°F; hamburgers and other ground beef should be cooked to 155°F; and poultry to 165°F. Foods that are cooked in a microwave should be cooked to a minimum internal temperature of 165°F.



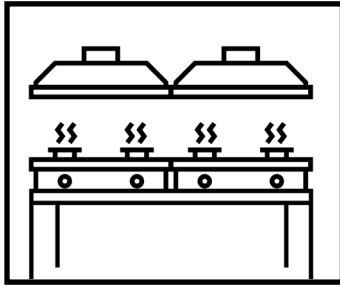
## 6. Hot and Cold Storage

### Hot Foods:

Ensure all time/temperature controlled for safety foods are hot held at 135°F or more. Frequent temperature checks, with a probe thermometer, are necessary to ensure proper food safety.

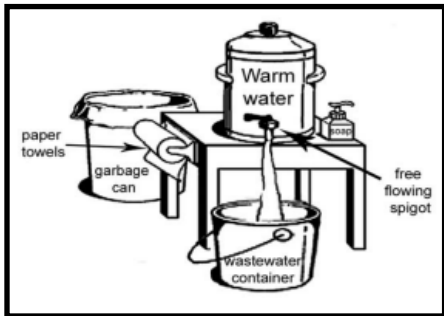
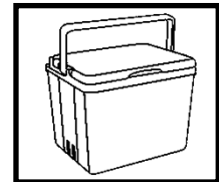
### Cold Foods:

Foods that need refrigeration must be held at 41°F. If using ice to maintain temperatures, ensure the ice covers the food completely. Ice will need to be replaced throughout the entire event. Frequent temperature checks, with a probe thermometer, is necessary to ensure proper food safety.



## 7. Transportation

Food may only be transported from an approved source (currently licensed food establishment). If food needs to be transported, use insulated containers to keep hot foods hot (above 135°F) and cold foods cold (below 41°F).



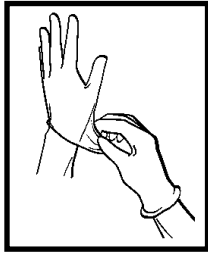
## 8. Hand Washing

You must have a hand washing facility available at all times. It must have warm running water under pressure, or gravity flow (such as a large urn full of water) for hand washing. Soap dispenser, a roll of paper towels and a bucket to collect waste water must also be provided. Wash your hands frequently. This includes before starting work, before engaging in food preparation, after handling raw meat, after eating, smoking, coughing, sneezing or using a tissue, after handling soiled items or garbage, after touching phones, and after using the restroom.

## 9. Health and Hygiene

Only healthy workers can prepare and serve food. Anyone who show symptoms of disease – nausea, vomiting, fever, fever with sore throat, diarrhea, jaundice - or who have open sores or infected cuts on the hands are not allowed in the food booth. Workers must wear clean outer garments and must not smoke in the booth.



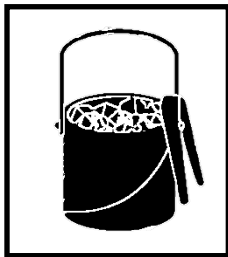
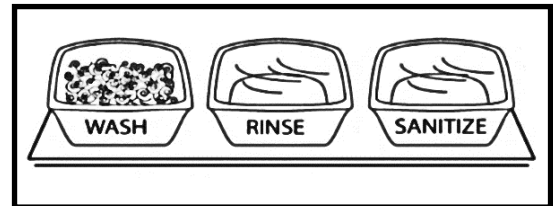


### **10. Food Handling**

Food employees must not touch ready-to-eat food with their bare hands. Use disposable gloves, tongs, napkins or other tools to handle food.

### **11. Dish Washing**

Use disposable utensils when practical for food service. Wash equipment and utensils in large bins in a 3-step process: 1) wash in hot, soapy water; 2) rinse in hot water; 3) rinse in an approved chemical sanitizer\* and always air dry. \*Common household bleach may be used as a sanitizer. Sanitizer strips must be on hand and used to determine proper sanitizer concentration.

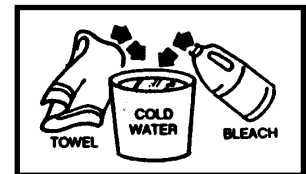


### **12. Ice**

Ice used to cool beverage cans and bottles should not be used for drink cups. Ice used for drinks should be stored separately in a food grade container. Use a scoop to serve ice, never your hands or a drink cup.

### **13. Wiping Cloths**

Rinse and store your wiping cloths in a bucket of sanitizer. Change the solution as needed. Use sanitizer test strips to ensure proper concentration.

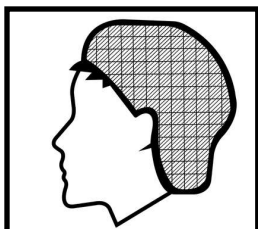


### **14. Insect Control and Trash**

Keep food covered to protect them from insects. Place garbage in a trash can with a tight fitting lid.

### **15. Liquid Waste**

Absolutely no liquid waste should be poured onto the ground or into storm drains. Liquid wastes should be held in a water tight container until proper disposal can be made. Grease and hazardous chemicals must not be disposed of down the drain into the sanitary sewer.



### **16. Hair Restraints**

Individuals working with unpackaged food, food equipment, or utensils should wear hair restraints such as hats, hairnets, and beard restraints.