



## Town of Ashland, *Board of Health*

### APPLICATION FOR TEMPORARY FOOD SERVICE EVENT PERMIT

REQUIRED ACTIONS TO OBTAIN A TEMPORARY FOOD SERVICE PERMIT	
<input type="checkbox"/>	<b>**Completed application received by Health Department at least 7 business days prior to event**</b>
<input type="checkbox"/>	Application fee: - Temporary One Day Event \$40.00, - Food Service Festival (up to 10 days)\$115.00
<input type="checkbox"/>	Certified Food Protection Manager Certificate
<input type="checkbox"/>	Food Allergen Awareness Training Certificate
<input type="checkbox"/>	Floor plan drawing of Temporary Food Event Station's set-up
<input type="checkbox"/>	A copy of a menu or list of food products to be prepared and served
<input type="checkbox"/>	Review and sign the Health Department Temporary Food Event Conditions (attached)
<input type="checkbox"/>	For catering establishments outside of Ashland, a copy of the Base of Operations/Commissary Food Service Permit and a copy of the latest inspection report
<input type="checkbox"/>	A copy of your Ashland Fire Department Propane Permit (if propane is used)

#### **Applicant Information:**

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Business or Organization: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Business or Organization Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Certified Food Manager's Name: \_\_\_\_\_

#### **Event Information:**

Name of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Location Address: \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Estimated number of people to be served: \_\_\_\_\_

#### **Food Information:**

Source of Food: Name: \_\_\_\_\_ Address: \_\_\_\_\_

Food to be served/menu: \_\_\_\_\_

Provide list of ingredients and method of preparation: \_\_\_\_\_


How is food transported to event to ensure food is protected from contamination? \_\_\_\_\_

Type of refrigeration:  Ice  Dry Ice  Gas  Mechanical Refrigeration  Other

Method for cooking/hot holding:  Gas  Other

**Floor plan drawing of Temporary Food Event Station's set-up:**

In the space provided draw area of food service/preparation (hot/cold holding), point of sales area, hand washing station, location of grills, tables layout and trash area.



**ASHLAND HEALTH DEPARTMENT  
TEMPORARY FOOD EVENT CONDITIONS**

In order to ensure that safe and sanitary foods are served to the public, your Temporary Food Permit is issued based on the following conditions:

<b>Check-off</b>	<b>Temporary Food Event Permit Conditions</b>
	Your Temporary Food Permit must be conspicuously displayed on site.
	Only the food stipulated on your temporary food permit may be sold.
	Foods must be obtained from an approved commercial source. Proof of source such as boxes, receipts, etc. must be on site.
	Raw meat, poultry, eggs or fish are prohibited at Temporary Food events, with the exception of foods that require limited preparation, such as hamburgers and hotdogs
	Operations serving hot foods must have suitable equipment that can rapidly heat foods and keep food hot (135°F) until served. Operations serving cold foods must have suitable equipment that can maintain product at 41°F or below. A food grade thermometer must be on-site to verify hot and cold temperatures
	Packaged food and wrapped, ready to eat foods may not be stored directly in ice as it is subject to the entry of water.
	All foods, drinks, and condiments shall be handled and stored in manner that prevents contamination such as using clean covered containers at all times during display, storing equipment and food up off the ground, protected from sunlight to prevent temperature elevation, etc. Trash bags are not to be used for food storage.
	All food items must be individually wrapped/package and labeled.
	Running warm water with liquid soap and disposable towels for hand washing must be available and set-up prior to food preparation. Bottled water with a pull-out spout is acceptable. Check with the Health Department for other acceptable methods.
	Sanitizing solution at the proper concentration in the form of a labeled spray bottle or labeled bucket must be available, monitored, and changed as needed. The solution must be used for cleaning food contact surfaces and utensils. Test strips must be available.
	Single use Non-latex gloves or other approved protective equipment (tongs, deli tissue, other utensils, etc.) must be used when handling ready-to-eat foods.
	Good food handling practices must be observed along with a high level of personal hygiene, clean outer clothing, no nail polish and the use of effective hair restraints. <u>No eating, drinking or smoking when serving Ready to Eat Foods.</u> Have effective hair restraints when preparing and serving Ready to Eat Foods. All wrist jewelry and adornments must be removed.
	Dispose of garbage generated in a sanitary manner, the premises shall be kept clean.
	All food handlers shall wash their hands after utilizing the toilet facilities, smoking, eating, changing tasks, and changing gloves or when hands have become contaminated.
	All equipment, food service carts and displays, utensils, containers, etc. shall be in clean, sanitary condition. Pre-cleaned before set-up at the event.
	No preparing, serving, or handling foods if you are sick with vomiting, diarrhea, a cold, or if you have been sick in the past 48 hours.

I have read and understand the Temporary Food Event Conditions. I agree to abide by them and understand that failure to do so will result in revocation of my Temporary Food Event Permit.

X \_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# ASHLAND HEALTH DEPARTMENT

## HAND WASH DIAGRAM

### Set-Up Required items:

1. A five-gallon or larger insulated container kept supplied with warm water (100°F- 120°F) for hand washing delivered through a continuous-flow spigot or sprout. (No push button spigots)
2. A container for waste water retention (i.e. 5-gallon bucket), which must be disposed of into an approved sewer or wastewater system once full.
3. Hand soap and paper towels (sanitizers DO NOT replace hand washing).

