



Guidelines for Temporary Events

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Off-Premise Temporary Events:

- A. Application for Temporary Food Establishment Permits must be made with the City of The Colony Health Department at 6800 Main Street. Applications must be made a minimum of **thirty (30) days** in advance of the event.
- B. A list of all foods to be served shall accompany the application for the permit and must be approved in advance by the Health Authority. Only those food items requiring minimum of handling, mixing of preparation (including but not limited to foods such as hot dogs or proportioned hamburgers) are allowed to be prepared during the temporary event. **(ONLY FOODS APPROVED BY THE DEPARTMENT WILL BE ALLOWED AT THE EVENT. ALL OTHER FOOD ITEMS MUST BE DISCARDED).**
- C. Events consisting of 5 or more booths shall have a designated representative to coordinate the affair with the Health Department. It is recommended the representative should be a Certified Food Manager.
- D. All applicants that are not routinely inspected by The Colony Health Authority must provide the past inspection report, and copies of permits/licenses from the appropriate Health Authority of jurisdiction. Supplemental documents may be required and will need to be submitted along with the application.
- E. Home preparation or storage is not permitted unless approved Cottage Food items.
- F. Establishment Requirements:
 1. All temporary food establishments are required to have approved flooring, which includes concrete, asphalt, or tight-fitting plywood. If a booth is located on grass, a four-inch high platform will be required to elevate the floor to allow the proper runoff of rain water.
 2. All stands shall have suitable covering over food preparation, cooking, washing, storage and serving areas. Such cover shall meet Fire Code Requirements.
 3. All tents over 10X10 require a separate permit. No open flames allowed inside or under a tent at any time, which includes cooking. Propane tanks must be a reasonable distance from all cooking appliances.
- G. Food Care in Temporary Establishment:
 1. All food products while being stored, prepared, displayed and transported shall be kept at the following safe temperatures:
 - a. Cold foods shall be maintained at 41°F or below.
 - b. Hot foods shall be maintained at 135°F or above.
 - c. Hamburger patties shall be cooked to an internal temperature of 155°F during preparation (Reheat PHF'S to 165°F or above).
 2. A metal stemmed thermometer with alcohol preps shall be provided for checking food temperatures during preparation and storage.
 3. All condiments, including onions, relish, peppers, catsup, mustard, etc. shall be in individual single service packets or be dispensed from sanitary automatic dispenser.
 4. All foods, food containers, utensils, napkins, straws, etc. shall be stored well above the floor. No open displays of food products will be permitted.

5. Ice used for human consumption shall be stored separately from ice used to refrigerate food and drinks.

H. Sanitation in Temporary Establishments:

1. All stands will be required to have convenient hand washing, utensil, and equipment washing facilities.
2. Food handling personnel shall wash hands frequently as necessary, even though disposable gloves shall be used.
3. Those facilities which are in operation for more than 96 hours, and that sell non-packed, TCS (Time and Temperature Control) foods must provide both hot and cold running water in quantities sufficient for hand washing by employees and for cleaning and sanitizing utensils and equipment.
4. Those establishments which are in operation for 96 hours or less, and that sell non-packed, TCS foods must furnish the following.
 - a. At least five gallons of potable water in a sturdy plastic dispensing container to be used for hand washing, utensil/equipment cleaning and sanitizing. If potable water replenishment is not readily available, additional containers of potable water may be required.
 - b. One empty sturdy pail or tub to collect wastewater from washing hands.
 - c. An adequate size container of household liquid chlorine bleach and chlorine test strips for verifying a chlorine concentration of at least 100 parts per million (ppm) or Quaternary Ammonia (QA) at 200-400 ppm and test strips.
 - d. Disposable paper towels and pump hand soap.
 - e. Three sturdy plastic pails or tubs at least two gallons capacity, one for washing (fill with water and dish soap), one with plain water (for rinsing off soap), and one with water and sanitizer.
 - f. A sturdy five gallon plastic container with a small opening and funnel to receive and store liquid wastes until proper disposal can be made to a sanitary sewer system.
 - g. Convenient trash containers, preferably with plastic liners.
5. Wastewater shall be drained into the city sanitary sewer system or disposed of in accordance with liquid waste disposal ordinances and regulation.

Temporary Food Permit Application

A menu must be attached.

Permit # _____ (office use only)

To qualify for a temporary permit, please read this fact sheet, complete the application, sign, and detach at the perforated line. Return to the Development Services Department but **retain the fact sheet** for you to use as a guide at your event. **MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT. APPLICANT MUST BE SET UP 30 MINUTES PRIOR TO START TIME FOR INSPECTION.**

Applicant Name: _____ Applicant Address: _____

Phone: _____ Email: _____

Date of Event: _____ Time of Event: _____

Vendor Name: _____

Event Name: _____ Event Location: _____

FEE: (circle one) ****Temporary Health Permit Use: Max 14 days**** \$50 per event/vendor \$25 per event/vendor Nonprofit*

***NOTE: To be charged as a nonprofit organization, a copy of your 501(c)(3) must be submitted with this application.* Supplemental documents may be required for food vendors not in city limits.**

As a responsible food service manager or operator, I have received the temporary event guidelines and read this pamphlet distributed by the City of The Colony. I understand that pursuant to Sec. 6-139 of the Code of Ordinances, temporary food service events must comply with the provisions set forth therein. Hence, I hereby agree to abide, as reasonably as possible, to these rules. Furthermore, I realize that failure to follow the same may result in serious adverse effects in persons consuming food at my establishment. I understand that by signing this I agree to follow the guidelines listed for Temporary Events. I also understand that if the application is filed, the permit fee will not be refunded, regardless of approval or denial of permit.

Signed _____

Date _____



14 Steps to... "SAFE" and Sanitary Food Service Events

Church suppers, street fairs, civic celebrations and other similar events call for food service vendors to be set up outdoors or in locations where keeping food safe becomes a challenge. This 14 step guide will help your temporary event reduce the risk of foodborne illness.

1. PERMITS.

Obtain a temporary health permit from the City of The Colony Development Services Department at 6800 Main Street.

2. BOOTH.

Design your booth with food safety in mind. Include an overhead covering. Only food workers are allowed inside the food preparation area. Animals must be excluded. *Exposure of food may lead to contamination.*

3. MENU.

Simple is key. Keep time/temp control for safety foods to a minimum. Use only foods from approved sources. *Preparation of food at home is prohibited, unless it is an approved Cottage Food.*

4. COOKING.

Use a food thermometer to measure temperatures. Use an alcohol swab to sanitize probe before each temperature.

Cook:

Hamburgers... 155°F (or until juices run clear) **Poultry/Pork...** 165°F

Other Foods... 165°F

Hold all hot foods internal temperature at 135°F after cooking.



5. COOLING & COLD STORAGE.

Foods that require refrigeration shall be maintained at or below 41°F.

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6. TRANSPORTATION.

To safely transport food, keep it well covered with adequate temperature controls. Examples of such would be refrigerated trucks or insulated containers to **keep hot foods above 135°F and cold foods below 41°F.**

7. FOOD HANDLING.

Shall wash hands frequently including before using gloves, tongs, or napkins to handle ready-to-eat foods. Hands shall be washed to prevent contaminating outside of all gloves in box.

9. HANDWASHING.

A large clean water bucket with spigot, a soap dispenser, a roll of paper towels, and another bucket to collect waste water is acceptable as an adequate temporary hand washing facility. Liquid hand sanitizer does not take the place of hand-washing. *The use of disposable gloves is required. Hand washing remains the first line of defense and must be used regardless of gloves.*



10. HEALTH & HYGIENE.

Workers should not smoke or eat inside food area. All drinks shall have a lid and straw. No screw, flip, or pull tops shall be used to prevent touching where mouth has been.

11. DISHWASHING.

Disposable utensils should be used for food service.

Wash procedure:

1. **Wash** in soapy water
2. **Rinse** in cool water
3. **Sanitize** using a solution of 100 ppm chlorine or 200-400 ppm QA.

Use test strips to verify 100 ppm concentration or Quaternary Ammonia (QA) at 200 ppm – 400 ppm. Test strips can be purchased at restaurant supply stores.

12. WIPING CLOTHS.

Rinse and store wiping cloths in a sanitizer bucket. Change water often. *Keep all wiping cloths in sanitizer water when not in use, the actual disinfectant dissipates and becomes ineffective.*

13. ICE.

Use a clean scoop to dispense ice, **never use a drinking cup or bare hands.** Ice for consumption must be kept separately from ice used to store food and drinks.

14. TENTS/PROPANE TANKS.

All tents over 10X10 require a separate permit. No open flames allowed inside or under a tent at any time, which includes cooking. Propane tanks must be a reasonable distance from all cooking appliances.

QUESTIONS??
Please contact Lisa Pomroy, R.S. at
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