



**TEMPORARY FOOD SERVICE APPLICATION**  
**PLEASE TYPE OR PRINT CLEARLY**

**\*\*APPLICATION MUST BE RECEIVED 10 DAYS PRIOR TO EVENT \*\***

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Arrival Time For Food Service Set Up: \_\_\_\_\_

Name and Place of Event(School, Fair Park) \_\_\_\_\_

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

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

Contact Person and Phone Number: \_\_\_\_\_

**\* A COPY OF CURRENT LICENSE AND INSPECTION REPORT AS WELL AS ANY FOOD SAFETY CERTIFICATIONS, MUST BE INCLUDED WITH APPLICATION\*\***

**\*\*NOTE: HOME-PREPARED FOODS AND OR FOOD PREPARED IN AN UNLICENSED AND UNINSPECTED FACILITY MAY NOT BE PERMITTED, DEPENDING ON NATURE OF FOOD PREPARED (I.E. PERISHABLE AND POTENTIALLY HAZARDOUS). FOR BAKE SALES, A PLACARD MUST BE POSTED AT THE SALES LOCATION INFORMING THAT THE FOOD HAS BEEN PREPARED IN A KITCHEN THAT IS NOT SUBJECT TO REGULATION/INSPECTION BY THE HEALTH AUTHORITY. (N.J.A.C. 8:24-2.1C & 3.2-A-2) \*\***

FOOD ITEMS TO BE PREPARED ON SITE: \_\_\_\_\_

ADDITIONAL FOOD ITEMS TO BE SERVED: \_\_\_\_\_

WHERE WILL FOOD BE PURCHASED: \_\_\_\_\_

HOW WILL FOOD BE TRANSPORTED? \_\_\_\_\_

HOW WILL PERISHABLE FOOD BE KEPT BELOW 41 DEGREES: \_\_\_\_\_

HOW WILL HOT FOOD BE KEPT ABOVE 135: \_\_\_\_\_

HOW WILL SERVICE UTENSILS BE CLEAN AND SANITIZED: \_\_\_\_\_

TYPE OF HAND WASHING FACILITY USED: \_\_\_\_\_

HOW WILL TRASH AND WASTE WATER BE KEPT: \_\_\_\_\_

LOCATION OF RESTROOM FACILITIES: \_\_\_\_\_

**CHECK OR MONEY ORDER PAYABLE TO: TOWNSHIP OF HILLSIDE**

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**FOR OFFICIAL USE:**                      **FOR PROFIT= \$30 PER DAY**    **NON -PROFIT= NO FEE**

DATE RECEIVED: \_\_\_\_\_ PAYMENT: CHECK \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

## Temporary Event Retail Food Guidelines

### Food License Requirements:

If an event is to be held where food is to be served, and the general public can attend (whether a fee is charged or not), a Temporary Food License will be required to be submitted to Hillside Board of Health. Applications will be made available and picked up at the Hillside Board of Health Office.

**If your establishment is from out of town, you must submit proof of food license issued by your municipality, county, or State licensing agency.**

Those establishments currently licensed and inspected by the Hillside Board of Health will not be required to submit license and inspection documentation or pay any additional fee. However, a Temporary Food Service Application will be required to be submitted for events.

**All mobile units that are serving food must submit a copy of their current mobile food license issued by the Municipality, County, or State in which they are licensed in, and a current "Satisfactory" placard must be displayed.**

**Important: Applications must be submitted 10 days prior to the event. Late applications may be rejected.**

### Inspection requirements by Health Authority:

1. Person In Charge must demonstrate food safety principles pertaining to the operation.
2. Bare hand contact with ready-to-eat foods is not allowed.  
The following are acceptable methods for handling ready-to-eat foods: a) Single use gloves, b) Deli tissue, c) Spatulas, d) Tongs
3. Handwash station must be supplied with running water, soap and acceptable hand-drying method. Handwashing must be conducted in timely manner; prior to work, after using restroom, etc.
4. Perishable foods must be maintained at refrigeration temperature (41 degrees Fahrenheit or below).
5. Hot PHFs must be held at 135 degrees Fahrenheit or above in appropriate equipment.
6. Internal temperatures for raw meat must be cooked to safe cooking temperatures. 145F for 15 seconds for beef, pork and fish. 155F for 15 seconds for ground beef, pork and fish. 165F for 15 seconds for poultry and reheating of PHF.
7. Use 3 compartment system for manual washing, rinsing and sanitizing of utensils must be in place. A set of back-up utensils must be provided on site.
8. Food on display must be covered, and the public is not allowed to help themselves to open containers. Condiments such as ketchup, mustard, sugar, coffee creamers and so forth shall be served in individual packets or from squeeze containers.
9. Food items are to be stored at least 6 inches above the ground.
10. All ready to eat foods must be protected from contamination.
11. Fruits and vegetables shall be washed prior to cutting.
12. All ice must be from an approved source.
13. A refuse container with a tight fitting lid should be available for garbage.
14. Towels used for wiping down counters or table tops shall be kept clean and stored in a container with approved sanitizer solution (ie, 50 ppm of chlorine solution)

15. Persons engaged in the preparation of food shall use effective hair restraints. (i.e. hats, hairnets, etc.)
16. Roofing/canopy is required over all food preparation areas, excluding grills, fryers, and pre-packaged items.
17. All preparation and cooking of foods must be done towards the back of the booth away from the customer.
18. Smoking, eating, or drinking in the booth while working is not permitted.
19. All non-working, unauthorized persons are to be kept out of the booth.

**Please note: If you are unwilling or unable to comply with these provisions you will be asked to leave the event.**