



**MAYOR DAHLIA VERTREESE
AND
TOWNSHIP OF HILLSIDE**

**The Hillside Outdoor Music & Entertainment
Festival**

**Saturday, August 2, 2025
1PM-9PM**

RAIN DATE-Saturday, August 9, 2025

Vendor Form

*****Please Print Clearly*****

Company Name: _____ **Phone:** _____

Contact Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____ **Company Website:** _____

Type of Product or Service: _____

Authorized Signature: _____

VENDOR FEE FOR MERCHANDISE ONLY: \$150.00 _____

FOOD VENDOR FEE: \$300.00-10X10 SPACE _____ **\$450-20X20 SPACE** _____

Note: After Vendor Approval and Vending Number Assigned, All Monies Must Be Received by the Township Finance Office no later than Monday, July 21, 2025.

Payment options (Cash Payable to Township of Hillside c/o H.O.M.E., Money Order or Cashier's Check)

No Refund Policy

FOR OFFICE USE ONLY

APPROVED VENDOR #: _____

PAID: CASH _____ **CASHIER'S CHECK:** _____

MO: _____ **DATE:** _____

Approved Vendors Receive:

- A reserved space to sell product or offer services (vendor is responsible for supplying table and other selling supplies).
- Vendor times during festival are 12pm – 9:30 pm
- Mandatory set-up time between (7am-10am). All vehicles will be prohibited on site after 9:00 am (**no exceptions**).
- Mandatory break-down time (9:30pm -10:30pm) **VEHICLES ONLY ALLOWED AFTER BREAKDOWN**
- **Vendor form** must be submitted in advance and receive approval number **before payment is submitted to the Township Of Hillside Finance Office (1409 Liberty Avenue, Hillside, NJ.**

FOOD/MOBILE FOOD VENDOR:

- MUST FILL OUT THIS APPLICATION ALONG WITH A TEMPORARY FOOD LICENSE APPLICATION.
- MUST APPLY FOR INSPECTION FROM THE HILLSIDE FIRE DEPARTMENT, FILL OUT APPLICATION AND BE APPROVED.
- ALL PAPERWORK MUST BE SUBMITTED PRIOR TO PAYMENT AND/OR APPROVAL.
- YOU MUST HAVE ALL PAPERWORK ONSITE THE DAY OF THE EVENT TO PRESENT TO THE INSPECTOR. NO EXCEPTIONS

Please be advised that the Mayor of Hillside nor the Township shall be held liable for any damages to any vendors merchandise or vehicle while on the premises.

For more information or official press statements contact: Lisa McDuffie at 973-926-4535 ext. 342 between the hours of 8am-4pm Monday-Friday.



**TOWNSHIP OF HILLSIDE
HEALTH DEPARTMENT**

Municipal Building
Liberty and Hillside Avenues
Hillside, New Jersey 07205

**Dahlia O. Vertreese
Mayor**

**Hope M. Smith, MPA
Business Administrator**

Mobile Food/ Temporary Application

You must provide the following:

- ✓ Current Retail Food License from Base of Operation
- ✓ Current Inspection Report and/or "Satisfactory Place card"
- ✓ Commissary Agreement if Kitchen is **NOT OWNED**
- ✓ Food Safety Certification

License Number _____

**HOME PREPARED FOODS AND/OR FOOD PREPARED IN AN UNLICENSED AND UNINSPECTED FACILITY
IS NOT PERMITTED TO BE SOLD TO THE PUBLIC (N.J.A.C. 8:24-2.1C & 3.2-A-2)**

Type of Operation: ____ Annual (\$150) late fee (\$187.50) ____ Temporary (\$30)Per day

Name of Business/Organization: _____

Business Address: _____

Business Contact: _____ Phone: _____

Business Contact E-Mail: _____

Date of Application _____

Full name of Applicant _____

Trade name of Business _____

Home Address _____

Location of Business _____

Home phone _____ Business phone _____

VIN# _____ Year _____ Make _____ Plate# _____

Date of Event: _____ (IF APPLICABLE)

Time of Event: _____ (IF APPLICABLE)

Arrival Time for Food Service Set Up: _____

Name and Place of Event (School Fair Park): _____

Name of Business or Organization: _____

Address: _____

Contact Person and Phone Number: _____

All applicants must submit the following documentation:

- ☐ Copy of a current Hillside mobile food vendor's license (if applicable)
- ☐ Copy of formation papers (if the applicant is a corporation)
- ☐ Copy of state registration
- ☐ Proof of motor vehicle insurance in addition to general liability insurance providing a minimum of \$1,000,000 of coverage
- ☐ Proof of ownership or rental of an approved vehicle
- ☐ One (1) form of identification
- ☐ Permit from the Township of Hillside Fire Department (if applicable)

*** A COPY OF THE 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 FACILITIES 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.IC & 3.2-A-2) ****

TYPE OF PRODUCTS SOLD:

FOOD ITEMS TO BE PREPARED ON SITE:

ADDITIONAL FOOD ITEMS TO BE SERVED:

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 CLEANED AND SANITIZED:

TYPE OF HAND WASHING FACILITY USED:

HOW WILL TRASH AND WASTEWATER BE KEPT:

LOCATION OF REST ROOM
FACILITIES _____

Permits are non-transferable, non-refundable and are granted for the period designated on the license and may be revoked upon violation of any pertinent requirements of the Board of Health and/or the laws of the State of New Jersey.

AFFIDAVIT

State of New Jersey
County of Union
Twp of Hillside

_____ Being duly sworn deposes and says that he/she is the individual making the foregoing application for a _____ license and that the answers to the questions contained therein are true.

Subscribed and sworn before me this _____ day of _____, 20_____

Notary Signature _____ **Applicant Signature** _____

MAKE CHECK OR MONEY ORDER PAYABLE TO: TOWNSHIP OF HILLSIDE

I understand that if the permit is granted, I must comply with all applicable requirements of the Hillside Board of Health and the State of New Jersey, and that this application must be received no later than 10 (TEN) business days prior to the event.

FOR PROFIT= \$30 PER DAY FOR TEMPORARY EVENTS ONLY

NON -PROFIT= NO FEE-MUST PROVIDE EIN#: _____

DATE RECEIVED: _____ PAMENT: (CASH OR CHECK) _____ APPROVED BY: _____

Fee: _____ License # _____ Date issued: _____

Check/Money Order # _____ Cash _____ Entered By: _____ Date _____

ANY MOBILE FOOD APPLICATION RECEIVED AFTER JULY 31ST WILL BE ASSESSED A \$37.50 LATE FEE.

Signature of Inspector/Reviewed and Approved by: _____



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Requirements by Health Authority: For Mobile food Establishments.

1. The person in charge must demonstrate food safety principles pertaining to the operation by having a current food managers certification, unless deemed not required by said authority.
2. If food preparation (pre-cook, seasoning or marinating, storing food) is done elsewhere such as a commissary, provide the most recent inspection report of the facility and a copy of their license. **A home kitchen is NOT an approved establishment.**
3. Barehand contact with ready-to-eat food 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
4. The handwash station must be supplied with running water, soap, and acceptable hand-drying method. Handwashing must be conducted in a timely manner, prior to work, after using the restroom, etc.
 5. Perishable foods must be maintained at refrigeration temperature (41 degrees Fahrenheit or below).
 6. Hot Potentially Hazardous Food (PHFs) must be held at 135 degrees Fahrenheit or above the appropriate equipment.

7. A metal-stem thermometer must be available and used to check internal food. A thin tipped probe thermometer is required for thin foods like hamburgers.
8. Use of a 3-compartment system manual washing, rinsing, and sanitizing of utensils must be in place and labelled.
9. All refrigerators must have indicating thermometers with the temperature maintained at or below 41 degrees Fahrenheit.
10. Food items are to be stored at least 6 inches above the ground.
11. All ready-to-eat foods must be protected from contamination.
12. Fruits and vegetables shall be washed prior to cutting.
13. Leftovers may not be used. No leftovers are to be served or sold.
14. All ice must be from an approved source.
15. A refuse container with a tight-fitting lid should be available for garbage.
16. A person engaged in the preparation of food shall use effective hair restraints. (ie, hats, hairnets, etc.)
17. Smoking, eating, and drinking in mobile food establishments while working is not permitted.
18. All non-working unauthorized persons are to be kept out of the mobile food establishment.
19. If you are utilizing a commercial kitchen or commissary, ensure to provide the most recent inspection report from the Department of Health, as well as a copy of the business license. **Residential kitchens are not permitted.**
20. The grounds must be left clean of trash and litter when finished.

TEMPORARY EVENT RETAIL FOOD GUIDELINES

FOOD LICENSE REQUIREMENTS

If the 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 the Hillside Board of Health. Applications will be available at our website www.hillsidenj.us under Health Department or can be picked up at the Hillside Health Department 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 Hillside Health Department 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 the event.*

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, 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. The person in Charge must demonstrate food safety principles pertaining to the operation.
2. Barehand contact with ready-to-eat food is not allowed.
3. The following are acceptable methods for handling ready-to-eat foods: **a) Single-use gloves, b) Deli Tissue, c) Spatulas, d) Tongs.**
4. Perishable food must be maintained at refrigeration temperature (**41° Fahrenheit or below**).
5. Hot Potentially Hazardous Food (PHFs) must be held at **135° Fahrenheit or above** the appropriate equipment.
6. A metal-stem thermometer must be available and used to check internal food. A thin-tipped probe thermometer is required for thin foods like hamburgers.
7. Internal temperature for raw meat must be cooked to safe cooking temperatures. **145° Fahrenheit** to 15 seconds for beef, pork, and fish. **155° Fahrenheit** for 15 seconds for ground meat, eggs, and seafood. **165° Fahrenheit** for 15 seconds for poultry and reheating PHFs.
8. Use of a 3-compartment system manual washing, rinsing, and sanitizing of utensils must be in place.

9. **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.
10. All refrigerators must have indicating thermometers with the temperature maintained below 41° Fahrenheit.
11. Food items are to be stored at least 6 inches above ground.
12. All ready-to-eat foods must be protected from contamination.
13. Fruits and vegetables shall be washed prior to cutting.
14. Leftovers may not be used. No leftovers are to be served or sold.
15. Cans of soda stored in ice must have 50 ppm of bleach.
16. All ice must be from an approved source.
17. A refuse container with a tight-fitting lid should be available for garbage.
18. Towels used for wiping down counters or tabletops shall be kept clean and stored in a container with an approved sanitizer solution (i.e., 50 ppm of Chlorine solution)
19. A person engaged in the preparation of food shall use effective hair restraints. (i.e., hats, hairnets, etc.)
20. Roofing/canopy is required over all food preparation areas, excluding grills, fryers, and pre-packaged items.
21. All preparation and cooking of food must be done towards the back of the booth, away from the customers.
22. Smoking, eating, and drinking in the booth while working is not permitted.
23. All non-working unauthorized people are to be kept out of the booth.
24. If you are utilizing a commercial kitchen, ensure to provide an inspection report from the Department of Health, as well as a business license. ***Residential kitchens are not permitted.***
25. The grounds must be left clean when finished.
26. Each operator must be at the booth for an initial inspection.
27. A list of all food suppliers and food handlers must be submitted and approved prior to opening.
28. No pets are permitted on the grounds.



FOOD VENDOR GUIDELINES

The Health Department works to keep Hillside residents and guests healthy by regulating the food sold at Community Events and ensuring that all foods are handled in a safe manner. Through the use of risk-based food inspection, we work with you to reduce the risk of foodborne illness among event participants.

Guidelines were developed to uphold state law and allow vendors to prepare food in a non-traditional food preparation setting. The following points follow New Jersey N.J.A.C. 8:24 "Sanitation in Retail Food Establishment and Food and Beverage Vending Machines." You are responsible for compliance with all Code requirements.

APPROVED SOURCES (8:24-3.2)

Food must be obtained from a source that is in compliance with applicable State and local laws and regulations. Food stored, handled or prepared at home is prohibited from being used or offered for sale at a Temporary Food Event. All food must be prepared in a licensed food facility.

FOOD PREPARATION AT COMMUNITY EVENTS (8:24-3.3)

- All food preparation must be conducted within the Temporary Food Facility (TFF) or other approved facility.
- BBQs, grills, or other equipment approved for outdoor cooking may be located adjacent to the TFF, and must be separated from public access by using ropes or other methods suitable to protect food from contamination and the public from injury.
- Contact the fire and building departments for other restrictions/requirements on types of cooking equipment allowed.

HOLDING TEMPERATURES FOR POTENTIALLY HAZARDOUS FOODS (8:24-3.4)

Potentially Hazardous Foods (PHF) consist of animal products containing milk products, eggs, meat, poultry, fish or shellfish, cooked vegetables, soups, salads (macaroni, potato, egg, tuna, chicken, etc.), cut melon, cream pies, etc.

- Cold foods must be kept at 41° F or less – Hot foods must be kept at 135°F or above.

CONSUMER UTENSILS (8:24-3.30)

- Provide only single-use utensils for customer use.

EQUIPMENT (8:24-3.3)

- All food and utensils related equipment must be approved by the Health Department.
- Provide adequate cold and hot holding equipment to ensure proper temperatures are

maintained during transportation to the event, storage, and during the operation of the event. You must have enough space to properly store all food items.

-Equipment must be situated in a manner to prevent food contamination.

ICE (8:24-3.3)

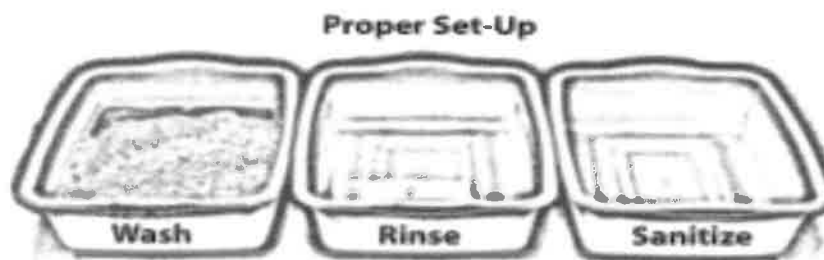
-Ice used for refrigeration purposes cannot be used for consumption in food or beverages.

WAREWASHING FACILITIES (8:24-4.7)

-TFFs that prepare open foods must have available a method for sanitizing and drain boards for storing cleaned equipment and utensils. The first compartment shall hold soapy water, the second shall hold rinse water, and the third shall hold a sanitizing solution (bleach/water). Test strips must be available in order to check sanitizer concentration.

-A ware washing area must be conveniently located.

Wash, Rinse, and Sanitize



CLEANING AND SERVING

-If your TFF is operating for more than one day, it must be adequately cleaned and serviced.

CONDIMENTS

Condiment containers (ketchup, mustard, onions, relish) shall be a pump type, squeeze container, or have covers/lids to protect contents. Single service packets are recommended.

STORAGE and DISPLAY OF FOOD, UTENSILS, and RELATED ITEMS (8:24-3.3)

-Store all foods and utensils at least 6 inches off the ground.

-When on display, food must be protected from contamination, exposure to the elements, rodents, and other vermin.

FOOD HANDLING

-Bare hand contact must be eliminated at all times when handling ready-to-eat foods. Gloves, tongs, and deli tissue are acceptable barriers.

-Eating, drinking, and a cell phone use within a food preparation area is not allowed. A food handler may drink from a closed beverage container if the container has a lid and straw to prevent contamination of the employee's hands, the container, open food, and food contact surfaces.

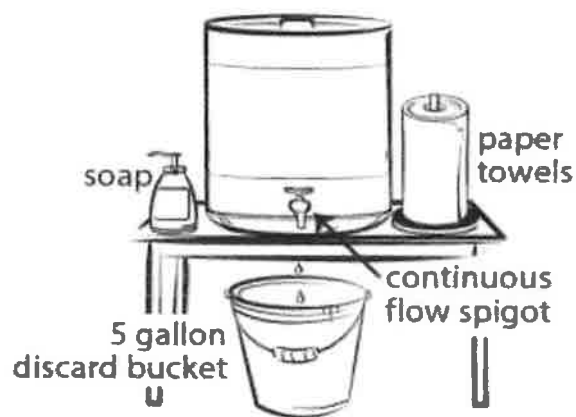
-Smoking is prohibited

-Safe food handling methods must be followed at all times.

ALTERNATE HANDWASHING FACILITIES

-Handwashing facilities must be provided at eat TFF stocked with the following:

- A minimum of five (5) gallon insulated container capable of providing a continuous stream of warm water that leaves both hands free to allow vigorous rubbing with soap and warm water or 20 seconds.
- Provide a catch basin to collect wastewater, and properly dispose of all wastewaters.
- Provide soap and single-use paper towels.
- Provide a trash can for towel waste.



WATER SUPPLY AND WASTE DISPOSAL (8:24-5.4)

- The water supply to all sinks for food preparation and utensil washing must be from an approved, potable source provided under pressure via a mixing faucet. Each sink must have running water.

- The liquid waste must drain to a sewer or by means approved by the Health Department. No wastewater may be discharged to the ground or storm drains.

-If waste tanks are used; tanks shall have a minimum capacity that is 15% greater than the potable water tank.

POTENTIALLY HAZARDOUS FOOD – DEFINITION

Potentially hazardous food is defined as any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, raw seed sprouts, heat treated vegetables and vegetable products, or other ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms, or the slower growth of *C. botulinum*. The term does not include foods, which have a pH level of 4.6 at 75 degrees, or a water activity (aw) value of 0.85 or less. The Department of Health may augment or prohibit the sale of certain potentially hazardous food when needed to ensure the service of safe food.

TIME-TEMPERATURE CONTROL

All potentially hazardous foods must be stored below 41 degrees Fahrenheit or above 135 degrees Fahrenheit. The food operator must obtain and utilize a thermometer at all times, to monitor food temperatures.

Cold storage of potentially hazardous foods must be in refrigeration units supplied by either a gas or electric generator. If the refrigeration unit requires electric service a diagram must be submitted with the application noting the source of electric service. **Storage of potentially hazardous foods on ice is strictly prohibited.**

All refrigeration units must be provided with thermometers easily visible to the food operator.

All hamburgers must be cooked to 155 degrees Fahrenheit for 15 seconds to ensure that E Coli 157:H7 bacteria are killed. Hamburgers with pink centers are prohibited. Chicken must be cooked to 165 degrees Fahrenheit for 15 seconds.

CROSS CONTAMINATION

Raw or partially cooked potentially hazardous foods must be covered during refrigerated storage, and must not be stored above cooked food items, or other foods that may be subject to contamination.

When grilling hot dogs, hamburgers and/or other items on a grill, it is essential that cooked items do not come into contact with uncooked items. Raw hamburgers cannot be placed on the grill with a utensil that comes into contact with cooked food items. Failure to follow these precautionary measures could result in hazardous bacteria, such as E Coli 157:H7 contamination.

All food items must be protected from contact with vermin at all times.

UTENSILS

Food vendors are required to use single service utensils and serving containers unless specific approval is granted from the Health Department.

HAND WASHING/FOOD PROTECTION

Food vendors may not contact exposed, ready-to-eat foods with their bare hands and shall use suitable utensils (i.e.- deli tissue, spatulas, tongs, single-use gloves or dispensing equipment) to handle these foods. When single-service gloves are used, they must be changed each time the employee handles money, eats, touches their hair or face, etc. The use of gloves does not excuse the vendor from maintaining available soap, water, disposable towels and instant sanitizer to maintain proper hand-washing procedures.

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Business Administrator**

GARBAGE

The applicant must provide or be provided with suitable and sufficient containers to hold all garbage, food waste, and litter between periods of garbage removal on the day(s) of the event.

The above precautionary guidelines are general and may not cover every situation. As such, all food vendors are required to contact the Hillside Health Department at (973) 926-4535 for specific information and approval, prior to attempting to secure a Temporary Food License.

NOTE: A MINIMUM OF TEN (10) BUSINESS DAYS ADVANCE NOTICE IS REQUIRED FOR SUBMISSION, REVIEW AND APPROVAL OF ALL COMPLETED

NOTE: APPLICATIONS – ABSOLUTELY NO EXCEPTIONS WILL BE MADE. NO LICENSES WILL BE ISSUED PRIOR TO APPROVAL BY HEALTH DEPARTMENT.

NOTE: FOOD OPERATORS ISSUED LICENSES WILL BE SUBJECT TO RANDOM INSPECTIONS CONDUCTED BY THE HEALTH DEPARTMENT ON THE DAY OF THE EVENT. ANY VENDOR FOUND NOT IN COMPLIANCE WITH REQUIREMENTS OF THE HEALTH DEPARTMENT MAY BE SUBJECT TO REVOCATION OR SUSPENSION OF THEIR LICENSE (S) TO SELL FOOD.

*******PLEASE HAVE ALL DOCUMENTATION AVAILABLE UPON REQUEST*******

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COMMISSARY AGREEMENT

Section 1 – To be completed by the APPLICANT

Business Name: _____

Owner / Operator Name: _____

Business Address: _____

Mailing Address: _____

Best contact phone number: _____

Email address: _____

I hereby certify that I am familiar with the N.J.A.C. 8:24- CHAPTER 24 "Sanitation in Retail Food Establishments, Food and Beverage Vending Machines and Cottage Food Operations" requiring that all temporary mobile retail food establishments operate from an approved base location (otherwise known as a "Commissary kitchen") and that all temporary mobile retail food establishments (trucks, table set-ups, trailers, and others) return daily to such location for vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food.

AND

I hereby certify that the above-listed information is correct. I also understand that the home preparation and storage of food, or the cleaning of equipment and utensils used in that mobile operation is prohibited as per N.J.A.C. 8:24 and is subject to penalties, fines, and possible license forfeiture. If any changes in my operation occur, I agree to notify the Hillside Health Department immediately.

Mobile Establishment Owner's name (print): _____

Mobile Establishment Owner's signature: _____

Date: _____

Section 2- To be completed by COMMISSARY OWNER / OPERATOR

Commissary Name: _____

Address: _____

Business phone number: _____

Owner / Operator Name: _____

End date of this contract _____

Check out all appropriate services provided:

____ Wastewater disposal Refrigeration equipment, ____ Portable water, ____ Food,
____ preparation area, ____ Electrical hookups, ____ Food storage facilities,
____ Disposal of rubbish & garbage, ____ Toilet & handwashing facilities, ____ Mop sink,
____ Hot / cold water for vehicle, ____ 3-Compartment sink, ____ vehicle storage Grease/oil disposal,
____ Utensils/Equipment Storage services ____ Over night vehicle storage.

Other services _____.

I hereby certify that the information I have provided is current, true, and correct to the best of my knowledge and meets the N.J.A.C 8:24 CHAPTER 24 "Sanitation in Retail Food Establishments, Food and Beverage Vending Machines and Cottage Food Operations" requirements.

If the food facility operator fails to comply with the conditions of this contract, or if this contract is modified or canceled, the commissary owner shall notify the Hillside Health Department immediately.

Commissary Kitchen Owner's name(print): _____

Commissary Kitchen Owner's Signature: _____

Date: _____

If the commissary kitchen is not inspected by the Hillside Health Department, you shall provide the commissary's last Inspection Report along with this agreement. Note: If this Commissary Agreement is modified or canceled, and a new Commissary Agreement is not provided to this office, your permit to operate a food facility will be subject to suspension or revocation.

***This Commissary Agreement shall be effective for no longer than one year.**