



The Township of Hillside Presents
PRAISE IN THE PARK & HILLSIDE OUTDOOR MUSIC EXPLOSION
Aug 1st - 2pm-6pm & Aug 2nd - 12pm-10pm
274 Hillside Avenue, Hillside, NJ 07205

FOOD TRUCK/FOOD VENDOR APPLICATION

Company Name: _____ Phone: _____

Contact Name: _____ Email: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Company Website: _____

Type of Product or Service: _____

Authorized Signature: _____

VENDOR OPERATIONS & LOGISTICS

- A reserved space to sell products or offer services (vendor is responsible for supplying tables and all other selling supplies)
- Vendor hours:
 - Saturday Aug 1st: 2:00pm – 6:00 pm
 - Sunday Aug 2nd: 12:00pm – 10:00pm
- Mandatory set-up times:
 - Saturday Aug 1st: 7:30am – 11:30am
 - Sunday Aug 2nd: 6:00am – 9:00am *All vehicles must exit the park no later than 10:00am.*
- Mandatory breakdown times:
 - Saturday Aug 1st: 6pm
 - Sunday Aug 2nd: 9:30pm
- Vehicles are only allowed into the park after breakdown begins.

VENDOR GUIDELINES

1. Vendor is responsible for supplying all tables, tents, chairs, and display materials.
2. All vendor areas must remain clean and free from debris at all times.
3. Applications and payment must be submitted prior to approval deadlines.
4. Vendor form must be submitted in advance and approved before payment is submitted.
5. Permits are non-transferable and non-refundable.
6. Permits may be revoked for violations of Township of Hillside regulations.
7. Vendor agrees to comply with all local, state, and federal requirements.



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FOOD VENDOR GUIDELINES

If the event is to be held where food is to be served, and the 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 the 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 before the event. Late applications may be rejected.

- Must fill out this application along with a temporary food license application.
- Must apply for inspection from the hillside fire department, fill out the application, and be approved.
- All paperwork must be submitted before payment and/or approval.
- You must have all paperwork on-site the day of the event to present to the inspector. No exceptions.

You must provide the following:

- Current Retail Food License from the Base of Operation
- Current Inspection Report and/or "Satisfactory Placard."
- Commissary Agreement if the Kitchen is not owned
- Food Safety Certification
- Copy of formation papers (if the applicant is a corporation)
- Permit from the Township of Hillside Fire Department (if applicable)
- Copy of prior event(s) placard or Hillside Township Events you have attended.

NOTE: Home-prepared foods and food prepared in an unlicensed and uninspected facility may not be permitted, depending on the nature of food prepared (i.e., perishable and potentially hazardous). For bake sales, a placard must be posted at the sales location informing all that the food has been prepared in a kitchen that is not subject to regulation/inspection by the health authorities. (NJ.A.C. 8:24-Z.IC & 3.2-A-2)



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***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.**

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 are from 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 (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. If using a commercial kitchen, provide an inspection report from the Department of Health as well as a valid business license. Residential kitchens are not permitted.

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

- All food preparation must be conducted in the Temporary Food Facility (TFF) or other approved facilities.
- 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 allowable cooking equipment.
- Roofing/canopy is required over all food preparation areas, excluding grills, fryers, and pre-packaged items.
- All preparation and cooking of food must be conducted toward the back of the booth, away from customers.
- All non-working unauthorized people must be kept out of the booth.
- Each operator must be present at the booth for the initial inspection.
- A list of all food suppliers and food handlers must be submitted and approved prior to opening.
- No pets are permitted on the grounds.

PERSON IN CHARGE / FOOD SAFETY

- The person in charge must demonstrate food safety principles pertaining to the operation.



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- The person in charge must demonstrate food safety principles about the operation by having a current food manager's certification, unless deemed not required by said authority.

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° or less. Hot foods must be kept at 135°F or above.
- Leftovers may not be used. No leftovers are to be served or sold.

CONSUMER UTENSILS (8:24-3.30)

- Provide only single-use utensils for customer use.

EQUIPMENT (8:24-3.3)

- All food and utensil-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.
- All ice must be obtained from an approved source.
- Cans of soda stored in ice must have 50 ppm of bleach.

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 to check sanitizer concentration.
- A ware washing area must be conveniently located.
- The 3-compartment warewashing system must be clearly labeled "Wash," "Rinse," and "Sanitize."

Set-Up:





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CLEANING AND SERVING

- If your TFF is operating for more than one day, it must be adequately cleaned and serviced.
- 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 Chlorine solution).
- The grounds must be left clean of trash and litter when finished.

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 always eliminated when handling ready-to-eat foods. Gloves, tongs, and deli tissue are acceptable barriers. Spatulas are also acceptable barriers.
- Eating, drinking, and 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 a straw to prevent contamination of the employee's hands, the container, open food, and food contact surfaces.
- Smoking is prohibited. Smoking, eating, and drinking in mobile food establishments while working is not allowed.
- A person engaged in the preparation of food shall use effective hair restraints (i.e., hats, hairnets, etc.).
- Safe food handling methods must be followed at all times.

ALTERNATE HANDWASHING FACILITIES

- Handwashing facilities must be provided at each 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 for 20 seconds.
 - Provide a catch basin to collect wastewater and properly dispose of all wastewaters.
 - Provide soap and an acceptable hand-drying method.



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- Provide soap and single-use paper towels.
- Provide a trash can for towel waste.
- Handwashing must be conducted in a timely manner, prior to work, after using the restroom, etc.

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 FOODS DEFINITION

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 always obtain and utilize a thermometer, to monitor food temperatures.
- A metal-stem thermometer must be available and used to check internal food temperatures. A thin-tipped probe thermometer is required for thin foods like hamburgers.
- 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.
- Beef, pork, and fish must be cooked to 145° Fahrenheit for 15 seconds.
- Ground meat, eggs, and seafood must be cooked to 155° Fahrenheit for 15 seconds.



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- Poultry and reheating PHFs must be cooked to 165° 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.
- All ready-to-eat foods must be protected from contamination.
- Fruits and vegetables must be washed before cutting.

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.

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.
- A refuse container with a tight-fitting lid should be available for garbage.**NOTE: A MINIMUM OF TEN (10) BUSINESS DAYS ADVANCE NOTICE IS REQUIRED FOR SUBMISSION, REVIEW AND APPROVAL OF ALL COMPLETED**

NOTE: 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



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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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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 temporary event license and that the answers to the questions contained therein are true. I, the undersigned vendor, acknowledge and agree that I am solely responsible for the preparation, handling, storage, and service of all food and beverages provided at the event.

I further affirm that all food items will be prepared and served in compliance with all applicable local, state, and federal health and safety regulations.

The Township, its officials, employees, agents, and representatives shall not be held liable or responsible for any illness, injury, or damage arising from the consumption of food or beverages provided by my vendor operation, including but not limited to cases of foodborne illness, contamination, or improper handling.

I further acknowledge and agree that the Township, its officials, employees, agents, and representatives shall not be responsible or liable for any loss, theft, or damage to any vehicles, equipment, machinery, supplies, or food products brought onto the premises or left therein by the vendor at any time before, during, or after the event.

I agree to assume full liability for any claims, damages, or legal actions resulting from the consumption of food or beverages supplied by my business, as well as for any loss or damage to my property, and to indemnify and hold harmless the Township from any such claims.

By signing below, I certify that I understand and accept full responsibility for my operations and any related risks.

Vendor Name: _____

Business Name: _____

Signature: _____

Date: _____

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

Notary Signature: _____ Applicant Signature: _____



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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: _____



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Section 2 – To be completed by COMMISSARY OWNER/ OPERATOR

Commissary Name: _____

Address: _____

Business phone number: _____

Owner/ Operator Name: _____

End date of this contract: _____

Check all appropriate services provided:

- Wastewater disposal
- Toilet & handwashing facilities
- Mop sink
- Refrigeration equipment
- Hot/cold water for vehicle
- Portable water
- 3-Compartment sink
- Food
- Vehicle storage
- Preparation Area
- Grease/oil disposal
- Electrical hookups
- Utensils/Equipment Storage services
- Food storage facilities
- Overnight vehicle storage
- Disposal of rubbish & garbage

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 Rahway 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



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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.**

VENDOR DETAILS

Trade Name of Business/Organization: _____

Business Address: _____

Business Contact Name: _____

Phone: _____

Business Contact E-Mail: _____

Full name of Applicant: _____

Home Address: _____

Home phone: _____

VEHICLE INFORMATION REQUIRED:

Must provide the following information:

1. Copy of state registration
2. Proof of motor vehicle insurance
3. General liability insurance provides \$1,000,000 in coverage.
4. Proof of ownership or rental of an approved vehicle
5. Driver's license

VIN: _____ Year: _____

Make: _____ Plate #: _____

Name of Business or Organization: _____

Address: _____

Contact Person and Phone Number: _____



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Products Sold:

Food Products Prepared Onsite:

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.

VENDOR FEES, SET UP AND BREAKDOWN TIMES

SATURDAY, AUGUST 1ST ONLY: SETUP: 7:30am – 11:30 am BREAKDOWN 6:00pm

FOOD - 10 x 10 - \$175.00

FOOD - 10 x 20 - \$225.00

Novelty Vendors: Italian Ice & Ice Cream Trucks - \$100.00

Wrapped Candy and Desserts (10X10): \$75.00 Each additional 5ft will cost \$50.00.

SUNDAY, AUGUST 2ND ONLY: SETUP: 6:00am – 9:00 am BREAKDOWN 9:30pm

FOOD - 10 x 10 - \$350.00

FOOD - 10 x 20 - \$450.00

Novelty Vendors: Italian Ice & Ice Cream Trucks - \$200.00

Wrapped Candy and Desserts (10X10): \$150.00 Each additional 5ft will cost \$50.00.

BOTH DAYS: SETUP AND BREAKDOWN AS SHOWN ABOVE

FOOD - 10 x 10 - \$525.00

FOOD - 10 x 20 - \$675.00

Novelty Vendors: Italian Ice & Ice Cream Trucks - \$300.00

Wrapped Candy and Desserts (10X10): \$225.00 Each additional 5ft will cost \$50.00.



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TEMPORARY EVENT FEES (Health Dept. Fee)

For Profit Entities: \$30.00 PER DAY

Nonprofit Entities: NO FEE

PAYMENT INFORMATION

MAKE CHECKS AND MONEY ORDERS 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.

Nonprofit EIN: _____ Date EIN was received: _____

PAYMENT: CASH CHECK MONEY ORDER

AMOUNT \$ _____

CHECK / MONEY ORDER # _____

AUTHORIZED BY: _____ DATE: _____

LICENSE # _____ DATE ISSUED: _____

INSPECTED BY: _____ DATE: _____

SIGNATURE OF INSPECTOR _____

NO REFUND POLICY

(FOR OFFICE USE ONLY) APPROVED: YES: ____ NO: ____ DATE: _____

PAYMENT METHOD: CHECK / MONEY ORDER #: _____

CASHIERS CHECK: _____ INITIALS: _____