

**Application for a License to Conduct a Temporary:** (check only one)

**Instruction:**

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: **MIDDLETOWN CITY HEALTH DEPARTMENT**
4. Return check and signed application to: **MIDDLETOWN CITY HEALTH DISTRICT**

- Food Service Operation**  
 **Retail Food Establishment**

**ONE DONHAM PLAZA  
MIDDLETOWN, OH 45042**

Before the license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of Temporary food facility:			
Location of event:			
Address of event			
City	State	Zip	Email
Start date: / /	End date: / /	Operation time(s):	
Name of license holder:			Phone number:
Address of License holder			
City	State	Zip	Email
List all foods being served/sold  _____			

<i>I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:</i>	
Signature	Date

**Licensors to complete below**

Valid date(s):	License fee:
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

As Per AGR 1271 (Rev. 11/00) CHC Software, Inc.  
As Per HEA 5331 (Rev. 11/00) CHC Software, Inc.

# TEMPORARY FOOD LICENSE INFORMATION SHEET

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Name and Address of Event:

Date(s) of Event:

Applicant Name:

Daytime Telephone:

Evening/Weekend Telephone:

Address:

Sponsoring Group:

What time will you begin operation each day?

Contact Person for Food Booth?

Telephone:

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1. List all foods and beverages to be sold. Include condiments, toppings, ice, etc.

**All items must be prepared on site or purchased commercially.**

**Food can not be prepared in a residential kitchen**

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2. Where will the food be prepared?

**If it will not be prepared on site, the other option is a licensed facility such as a restaurant or school . If a license facility is used a letter that is signed by the licensee must be provided to this office prior to the event.**

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3. How will hot foods be heated or kept hot? Grills, stoves and microwaves are acceptable for heating. Crockpots and steam tables are not acceptable. After rapid heating, hot food (135 degrees F or greater) can be placed in a crockpot or steam table for **hot holding only**. **Hot Food must be brought to the site in an insulated container to maintain a temperature of 135 degrees or above.**
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4. How will cold foods be kept cold (below 41degrees F) or frozen? If ice chests are used, the ice must be drained. **Cold food must be brought to the site in an insulated container with ice to maintain temperature of 41 degrees or below.**
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5. Every temporary operation must have hand washing facilities. How will this be accomplished? Gloves must be used in addition to hand washing and must be changed when required. **Bare hand contact with ready to eat food is not permitted.**
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6. You must have the ability to clean and sanitize any equipment, tongs, spoons, spatulas you use. Describe the way you will accomplish this.

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7. How will hot water for hand washing and clean-up be provided? When other facilities are not available, a coffee pot can be used to heat water.

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8. Please draw a layout of your operation below, to include your hand washing stations, utensil wash area, service area, and equipment. Also make note of any landmarks to help us locate your operation.

**A pop-up canopy tent is required over the concession area**



**DRAW TEMPORARY SETUP IN BOX BELOW**

**Time arranged for Health Department inspection: \_\_\_\_\_**

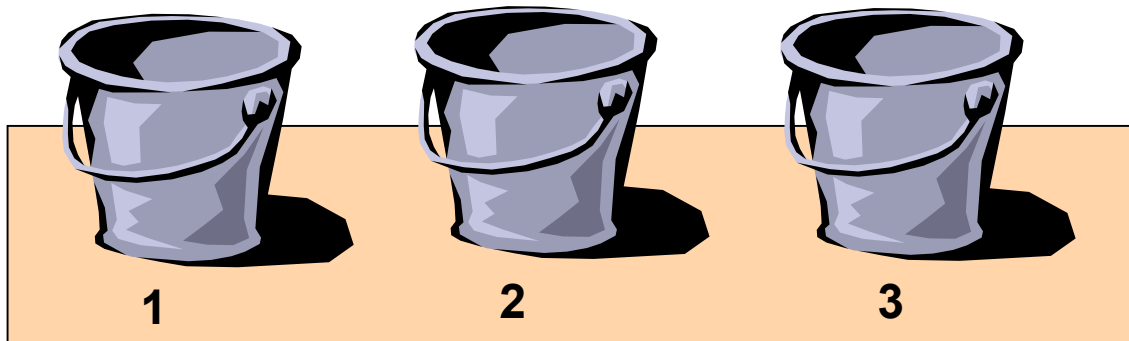
**\*\*YOU MUST BE COMPLETELY SET UP, AND READY TO OPERATE AT THE ABOVE INSPECTION TIME WITH ALL EQUIPMENT, FOOD, SUPPLIES AT THE SITE**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date:

# SANITIZING METHODS



1<sup>st</sup> WASH -  
With a detergent  
in warm water

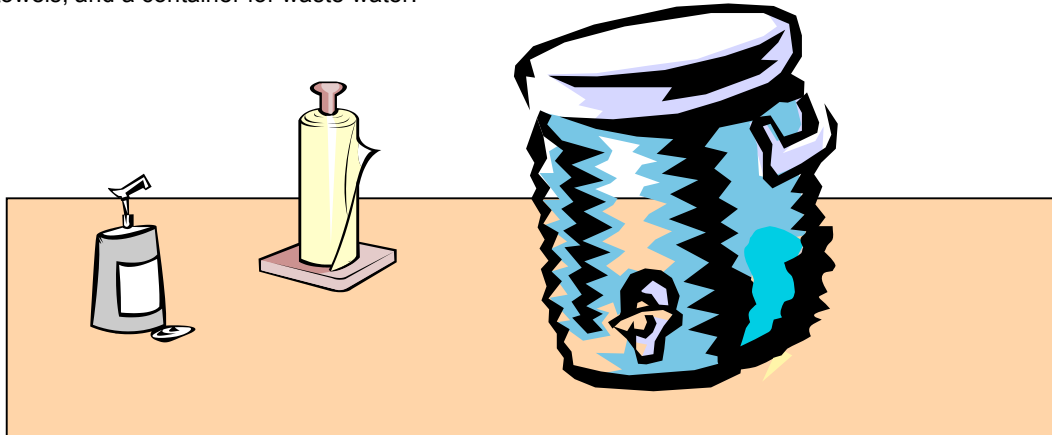
2<sup>nd</sup> RINSE -  
in clean warm water

3<sup>rd</sup> SANITIZE -  
1 minute in solution of  
1/2 Tbs. bleach per gal. Water,  
then allow utensils to air dry

## HANDWASHING TEMPORARY FOOD BOOTHS

Every Food Booth must have a hand washing station that includes:

A portable water container filled with warm water (for example a water cooler or coffee urn) that must be clean and have a valve or spigot that remains open to allow for adequate hand washing, liquid soap in a dispenser, paper towels, and a container for waste water.



### OTHERS SUPPLIES NEEDED:

- Single use gloves
- Metal stem food thermometer (reading 0-220 degrees Fahrenheit)
- Test papers (used to measure the concentration of the sanitizer; Can be purchased at a restaurant supply company such as Gordon Food Service)
- Hair restraint
- Liquid Bleach or other approved sanitizer
- A pop-up canopy tent