

Philadelphia Health Department
Special Event Temporary Food Service Application
INSTRUCTIONS NOTES

PAYMENT

You can pay for your application processing directly on the event web site and not need to get that dreaded Money Order. We'll pay the fee for you! **Pricing includes all service fees.**
www.FestivalSignUp.com/eats registration section.

SECTION 1

Event and Sponsor Information

Leave this section blank for Event Management to fill in

SECTION 2

Operator Information

Fill out your restaurant information

Trade Name

Not your official "corporate name" but your business name as it is known 'on the street.'

Licensee/Owner

List the owner or the name of the person that has the business license

Address

fill in the mailing address and business phone

Email

For phone and email, use CONTACT PERSON's details

Check All That Apply

Check the appropriate SOLD or FREE SAMPLING

Are YOU preparing the food/beverage either in-restaurant in advance or at the event – OR – is everything commercially pre-packaged?

Person-In-Charge

Who will be in-charge of the event on-site?

This person needs to be food safety certified (all other food handlers do not need to be certified, but one person must be)

SECTION 3

A) A: Restaurant hot water supply

B) A: Restaurant hot water tap

C) A: thermal container with stay-on spigot, waste water collection bucket, paper towels, liquid soap and trash can

D) A: This is usually 2-4 people based on your operation

E) A: 10 gallons – replenish as necessary from restaurant

SECTION 4

A) A: 10 gallons for handwashing – NOTE: If you need water for any other reason (e.g. filling chafing dishes) please use a higher gallon count and note other reason(s) for which you are using water

B) A: If you are bringing ice to keep cold food at the proper temperature or to **CHILL** soda/beer or to **PUT INTO** mixed drinks, please list the ice vendor you will use (OR note that ice will come from your restaurant ice-maker)

C) A: estimate 200 lbs / used for _____
(for example: coolers to keep perishables at less than 41 degrees ... chilling sealed bottles/cans ... served with drinks)

How will you store it? A: Either your own containers **with lid** or thermal coolers (NOTE: these can be rented from the Festival rental vendor)

SECTION 5

A) The most suitable answer and operation is ...

A: **No foods will be within public reach or access**

B) If at all possible, it is best to use single-serve packets of ketchup, mustard, mayonnaise, etc. If you can use packets, note that. It's best to keep condiment needs to a minimum so guests don't have to handle them and you don't have to protect them from contamination. If you plan to use squeeze bottles, be prepared to keep them on ice in hotel pans or buckets.

C-D) If YES, fruit/vegetables should be cleaned in your own approved kitchen – so do that and notate: A: **off-site in restaurant kitchen**

Used for Garnishes?

It is recommended that you DO NOT offer fruit garnish with cocktails.

A: No

SECTION 6

A) NOTE that hot foods need to be kept **above** 135 degrees or hotter and cold foods must be kept at a **minimum** of 41 degrees or cooler

In most cases:

Transported in **insulated containers** maintained by **chafing dish with sterno** or on top of grill (for hot) OR **insulated thermal cooler** (for cold)

B) Less than 5 minutes

SECTION 7

A) In many cases you will be preparing food on-site at the festival. Please list all of the **RAW** meat products such as beef, fish, chicken, pork.

To what temperature: Your chef should answer this; for example, 6 minutes or until internal temperature reaches 145 degrees – or whatever the true answer is.

Type of thermometer: in most cases, your answer will be **digital** OR **chef insta-read**

Your answer might be **N/A** (not applicable) if you are only serving cold food or if you are pre-cooking in the restaurant and only re-heating OR keeping hot to serve.

B) in many cases, the answer will be **No**

You either will be cooking everything **on site at the festival** or you will not need to re-heat if you **keep it hot** in transit from restaurant to event site and then use warming trays or chafing dish/sterno to keep it hot.

OR – your answer may be: **N/A** (not applicable) if you are only serving cold food or if you are cooking all on-site.

C) Answer options:

None – food will be kept hot from the kitchen through transport

OR **N/A** (not applicable) if you are only serving cold food

OR **N/A** (not applicable) if you are cooking everything on-site

If you are re-heating partially cooked items, the answer might be something like “grill”

SECTION 8

Utensils – in most cases, you simply will note **Stainless Steel**

Mixing Bowls – if using any on-site, most likely you will note **Stainless**

Food Storage Containers – in most cases this will be plastic tubs with lids or hotel pans with lid or foil lid

Single Serve Items – note any portion control condiments

Beverage Dispensing – **N/A** (not applicable) unless you are using beer taps or dispenser containers for pre-made drinks

Condiment Dispensing – try to use single-serving and not need bulk condiments on-site. If using some container, note that (for example: plastic squeeze bottle etc.).

Tables: rented wooden or note your own table type

SECTION 9

- A) Tent - Rented from Festival Organizers (or note if your own)
- B) Vinyl / Fire Rating: **F 419.01**

SECTION 10

- A) Returned to restaurant and disposed of in mop bucket drain
- B) IF you choose to fry on-site, please list your approved frying oil removal process from your restaurant

NOTE: Due to Fire Dept. regulations frying foods is highly discouraged

- C) Cardboard disposable trash boxes supplied and removed by festival management

SECTION 11

NOTE: You will only be allowed to serve and/or handle food **and beverage** on-site at the event that has been pre-listed on this form. Our recommendation is no more than 3 food items. **NOTE:** All beverages need to be listed included bottled water, canned soda or beer, margaritas, wine/sangria, etc. **BEVERAGES ARE CONSIDERED FOOD**

Please list your suppliers, for example: US Foods, Sysco, Restaurant Depot, etc.

SECTION 11A

Pages 4-5

All Food & Beverage Items – prepackaged, prepared at the restaurant or prepared on site at the event

It is best to follow the example shown for all foods that will be prepared raw/from scratch on-site.

Food Item – List the dish or food item OR beverage item

Ingredients – List all elements, protein type, bread, topping, etc.

Off-Site Facility – Note your restaurant and address (unless prepackaged elsewhere)

Transportation Description – follow the example listed

Preparation Description – follow example / have chef describe

SECTION 12

Time for your 'inner artist!'

Consider this box to be a birds eye view of your 10' x 10' tent area

Consider the bottom of the square as the front of your serving space where we HIGHLY recommend a 'transaction table' (and in front of the table is where the guests are – outside of your tent/this box).
NO FOOD PREP on the 'transaction table' – just collect money and serve here (non-sellable displays and décor are great for here also!)

Draw a table size rectangle near the front and label it **TRANSACTION TABLE**

- By having this table for transactions only, all of your food is safe from public contamination and you don't need sneeze guard

Draw a rectangle ½ way back and label it **PREP TABLE**

- Your staff stand behind there to assemble, cook and serve

Draw a small 2-top table in the back corner & label it **HAND WASHING**

SIGNATURE

Print YOUR name and TITLE
Sign and date the form

SPONSOR:

Leave this area blank for Event Managers to fill out

RETURN:

Return by the noted due date with on-time or late payment fee

NOTE: You should **NOT** submit this directly to Health Department. Event Management needs to review and sign the application as an official participant of the festival.

Return to Event Operations BY SCANNED EMAIL:
info@festivalsignup.com

QUESTIONS?

Call or e-mail Mark Beyerle
267-847-2673 info@festivalsignup.com