



Public Health
Prevent. Promote. Protect.

Henry & Stark County Health Department
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TEMPORARY FOOD ESTABLISHMENT REGISTRATION FORM

Vendors who prepare or serve food up to two consecutive days and/or no more than 12 intermittent days in any one calendar year are required to submit this completed form to Henry & Stark County Health Departments.

Henry County

Stark County

EVENT NAME _____ **DATE(S)** _____

Temporary Retail Food Establishment Name		Legal Owner's Name	
Establishment Address (Street, P.O. Box, City, State, Zip)			
Telephone Number:		Cell Phone Number:	
Contact Name		Contact #	
Fax #		E-mail	

Please list any additional events that you plan on participating in:

Event Name _____ Date _____ Location _____

_____ Date _____ Location _____

_____ Date _____ Location _____

PUBLIC EVENT INFORMATION

Name of Public Event _____

Event Start Date ____/____/____ **Start time** ____/____/____

End date ____/____/____ **End time** ____/____/____

Event location _____

Event Coordinator _____ **Phone** _____ **E-mail** _____

Water source **City Water** **Private Well** **Bottled Water**

Wastewater disposed **Commissary** **City Sewer** _____ **Other** _____

Note: Waste water CANNOT be dumped on the ground or into storm drains. Water must be placed in approved receptacle or sanitary sewer. Please find out from the event coordinator where this is located for each event.

MENU (List all food items, including toppings and beverages)

Food item	How Served		Made to Order		Off-site Prep		On-site Prep		Describe preparation Method
	Hot	Cold	Yes	No	Yes	No	Yes	No	

OFFSITE FOOD PREPARATION Preparation at approved facility/commissary before event

Check which preparation procedure each menu item requires

Food	Thaw	Cut/ Assemble	Cook/ Bake	Cool	Reheat	Cold Holding	Hot Holding
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Name of commissary _____ Location _____

Contact person _____ Phone number _____

Cooling How will foods be rapidly cooled to 41°F or below? (mark all that apply)

- Shallow pans (less than 4") in refrigerator or cooler
 Using an ice bath to cool the food product
 Ice paddle or wand
 Other (specify) _____

Reheating How will foods be re-heated to at least 165°F ? (mark all that apply)

- Microwave
 Grill
 Oven
 Hotplate
 Other (specify) _____

Transport Distance that you will be transporting food to the event _____

Equipment used to control temperatures during transport

- Coolers with ice
 Cambros for cold foods
 Cambros for hot foods
 Other (specify) _____

HANDWASHING AND FOOD HANDLING

- I will be serving only prepackaged foods that require no preparation or cooking
- I will be serving foods that require preparation and/or cooking and will provide the following for Handwashing:
 - 1) a minimum of 2 gallons of warm potable water that must be filled as needed in a container with a 'hands-free' spigot
 - 2) soap
 - 3) paper towels
 - 4) 5 gallon bucket (minimum) to catch and contain wastewater until properly disposed of

Note: Hand "sanitizers" are NOT an acceptable substitute for required handwashing set up.

How will you prevent bare hand contact with ready-to-eat foods?

- Tongs
- Food-grade disposable gloves
- Deli tissues
- Other _____

Food handling at the Booth (please attach additional sheets as necessary)

List all menu items, including beverages, to be served from the temporary food booths. Check which food handling procedure each menu item requires at the booth.

Food	Thaw	Cut/ Assemble	Cook/ Bake	Cool	Reheat	Cold Holding	Hot Holding
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Kind and number of food thermometers to be used (0-220°F)

- Metal stem probe _____
- Thermocouple _____
- Digital _____

- Warewashing Equipment:
- Using approved kitchen facility with 3 compartment sink
 - Using approved kitchen facility with 2 compartment sink & pan/tub for 3rd sink
 - Will provide portable 3 pans/tubs to wash, rinse, and sanitize
 - Will provide extra utensils/no equipment washing required for operations

Sanitized Wiping Cloth Will provide container, cloths and test strips (1 tsp bleach to 1 gallon cold water)

Garbage Disposal Provided by event coordinator Dumpster located on site Will collect & haul away