

**TEMPORARY FOOD FACILITY  
EVENT ORGANIZER APPLICATION PACKET**

This packet outlines steps for event Organizers and participating food vendors to follow when applying for a Temporary Food Facility (TFF) permit in Bloomingdale, Florham Park, Kinnelon, Pequannock and Riverdale. Follow all instructions carefully and ensure all forms are completed before submitting to the Health Department office.

**Who must have a TFF Vendor Permit?** Any person or organization that stores, prepares, packages, serves, vends, or otherwise provides food or beverage for human consumption at the retail level, regardless of whether there is a charge for the food, operating in a fixed location at an approved community event. Examples of a community event include street fairs and festivals, musical and artistic presentations, sports events, ethnic celebrations, trade shows and product introductions involving food. This applies to all retail food and beverage, including prepackaged items like chips or candy bars and soft drinks, etc.

**Permit fees** are required of all event food facility vendors. Nonprofit charitable organizations must submit proof of non-profit status (Federal IRS 501(c)3 is the standard letter.) Paperwork must be submitted to qualify for fee exemption. If the event organizer is paying licensing fees each TFF owner/operator must complete the **TEMPORARY FOOD EVENT PERMIT PACKET**.

Event Organizers are responsible for ensuring that all vendors have adequate access to a safe water supply, 3-compartment sink with hot/cold water, trash and wastewater disposal and restrooms. Vendors found operating without valid permits will be closed until the fees are paid to the Health Department. All vendors selling unpackaged foods must have an approved handwashing station.

Please allow 10 business days to process the applications for most events. The Event Organizers are the key contacts for our department and are held responsible for vendor compliance with the applicable regulations.

We hope your event is successful and we thank you for your cooperation. If you have further questions please call (973) 835- 5700 x166.

**TEMPORARY FOOD FACILITY EVENT ORGANIZER RESPONSIBILITIES**

1. Maintain an open line of communication and work closely with the Health Department to assure a safe and successful event.
2. Be familiar with your vendor operations and know the Temporary Food Facility rules and guidelines, including key food safety practices.
3. Provide the Health Department with the following (please submit at least 10 business days prior to the event):
  - a. Completed Temporary Food Facility Event Organizer Application
  - b. Food Vendor List including:
    - i. Name of Vendor
    - ii. Name, address and phone number of person in charge
    - iii. Food type and menu items
    - iv. Business type & License Number
  - c. Site Map including the location of:
    - i. Each food booth
    - ii. Potable and non-potable water supply
    - iii. Waste water disposal
    - iv. Trash dumpsters
    - v. Refrigerated trucks (if applicable)
    - vi. Warewashing sinks
    - vii. Handwashing facilities
    - viii. Restrooms
4. Provide all food vendors with an Application for Temporary Food Event Permit Packet and notify applicants that they must return applications to the Health Department no later than 10 business days prior to the event. Each vendor is considered an independent Temporary Food Facility and must apply for and obtain a separate permit. The event Organizer is responsible for ensuring that all participating TFF's are permitted.
5. Food vendors without valid permits will not be allowed to operate.

**QUESTIONS**

If you have questions regarding Temporary Events, contact the appropriate inspector:

<b>Inspector</b>	<b>Phone</b>	<b>Email</b>	<b>Towns Served</b>
Gina McConeghy, REHS Tim Zachok, REHS	973-835-5700 x166 973-835-5700x197	<a href="mailto:gmcconeghy@peqtwp.org">gmcconeghy@peqtwp.org</a> <a href="mailto:tzachok@peqtwp.org">tzachok@peqtwp.org</a>	Bloomingtondale Florham Park Kinnelon Pequannock Riverdale

**TEMPORARY FOOD FACILITY EVENT ORGANIZER APPLICATION**

Name of Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Event Location: \_\_\_\_\_

Time of Setup: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Event Organizer Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please complete:**

1. Number of food booths expected to participate: \_\_\_\_\_
2. Have all food vendors been advised of the Health Department requirements for participating in this event? Yes/No
3. Will electricity be provided for the food booths?
4. Will equipment/utensil washing facilities be provided for food booth operators? Yes/No
5. Are restroom facilities available? Yes/No Location: \_\_\_\_\_
6. Drinking water source: \_\_\_\_\_
7. How will waste water be disposed: \_\_\_\_\_
8. Describe garbage/trash disposal (including frequency of pick-up): \_\_\_\_\_
9. Will there be animal rides provided? Yes/No  
If yes, they must be located in an area away from food booths or as otherwise directed by the Registered Environmental Health Specialist.

X  
\_\_\_\_\_  
Applicant/Organizer (Signature) Date

X  
\_\_\_\_\_  
Department Approval (Signature) Date

**FOOD VENDOR LIST**

Event: \_\_\_\_\_ Organizer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

<b>NAME OF BOOTH &amp; FOOD TYPE</b>	<b>PERSON IN CHARGE</b> (Name, Address & Phone)	<b>MENU ITEMS</b> List Major Menu Items	<b>BUSINESS TYPE</b> Non-Profit or Licensed Business & TFF Permit Number*
<b>Vendor:</b>  <b>Circle if applicable:</b> Pre-Packaged Only/ Open Food	<b>Name:</b>  <b>Address:</b>  <b>Phone:</b>		<b>Circle one:</b> Nonprofit / Licensed Business  <b>TFF Permit #</b>
<b>Vendor:</b>  <b>Circle if applicable:</b> Pre-Packaged Only/ Open Food	<b>Name:</b>  <b>Address:</b>  <b>Phone:</b>		<b>Circle one:</b> Nonprofit / Licensed Business  <b>TFF Permit #</b>
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