**Applications must be submitted at least 3 days prior to the event**

**Application for Temporary Food Permit**

Submit Completed From to City Hall, 400 Marquette NW, 3rd Floor, Room 3023, **M-Fri 8 am – 3 pm, or by Appointment**

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>Date From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Name:</td>
<td>Event Location:</td>
<td></td>
</tr>
<tr>
<td>Event Hours: Start:</td>
<td>End:</td>
<td>Set Up Time:</td>
</tr>
</tbody>
</table>

**Applicant: Owner/Operator**

<table>
<thead>
<tr>
<th>Address:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City/State/Zip:</td>
<td>Organizer Contact:</td>
</tr>
<tr>
<td>Email:</td>
<td>Fax #:</td>
</tr>
</tbody>
</table>

Location of food preparation: ☐ On Site  ☐ Other ________________________________________________

List all Menu items: __________________________
______________________________
______________________________
______________________________
______________________________

☐ Cooking/Reheating ☐ Gas ☐ Elec ☐ Other
☐ Hot Holding ☐ Gas ☐ Elec ☐ Other
☐ Cold Holding ☐ Gas ☐ Elec ☐ Other
☐ Garbage/Solid Waste ☐ On Site
☐ Other Explain
☐ Liquid Waste Disposal ☐ On Site
☐ Other Explain
☐ Thermometers ☐ Metal Stem ☐ Refrigerator
☐ Gravity Handwash Station ☐ Sanitizer
☐ Test Kit ☐ 3-Compartment basin set-up

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I hereby agree to abide by all requirements of the Food Sanitation Ordinance as it relates to temporary food stands and understand that the enforcement authority may impose additional requirements and may prohibit the sale of some or all potentially hazardous food to protect the public. I further agree not to sell any home prepared products. I voluntarily agree to destroy any food deemed to be unfit for human consumption or hazardous to the public health. My failure to dispose of condemned food shall be grounds for immediate closure of the food operation.

Signature: ____________________________
Date: ____________________________

Health Authority Signature

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**TREASURY DIVISION USE ONLY – TEMPORARY 0204**

Business Registration Fee: $35.00 or 501 (c) (3)
Temporary Food Permit Fee: $25.00

Vendors shall not open for business prior to paying and obtaining a permit from Environmental Health Consumer Health Protection.

Amount Paid: $ __________________ Date: __________________