



TO: Special Event Food Vendors
FROM: Carson City Health and Human Services (CCHHS)
SUBJECT: **FOOD VENDING AT SPECIAL EVENTS**

As of May 5, 2005, Carson City Environmental Health Department has updated the requirements for food vendors at special events. Included in this packet are: the **MINIMUM** requirements that must be followed, food safety tips, and an application for a temporary food service permit.

1. All vendors seeking a temporary food permit for a special event **MUST** have a temporary Carson City Business License. To obtain this license, please contact the business licensing office at (775) 887-2092 prior to applying for your temporary food permit.
2. Temporary food permit applications must be received by CCHHS **at least 5 working days prior to the event**. All fees (listed below) must be paid prior to application review and approval to operate.
3. Late fees will be assessed on all applications received less than 5 working days prior to the event.

Event Duration	Event Fee	Late Fee
1 day	\$25.00	\$25.00
2-7 days	\$50.00	\$35.00
8-14 days	\$75.00	\$40.00
Farmer's Market	\$75.00	\$40.00

**Non-profit organizations (providing a non-profit tax id #) and Food Establishments operating under a current Carson City Health Permit are not charged Event Fees. (Late Fees will be assessed on all late applications.)*

NOTE: HEALTH INSPECTORS CANNOT COLLECT FEES IN THE FIELD

3. Once your application is received you will receive an acknowledgement letter to verify our receipt of your permit application. If you do not receive this from us, **it is your responsibility to contact Environmental Health** at (775)-887-2190 to ensure that we have received your permit application.
4. Please complete the entire application packet including the bottom portion. Incomplete applications will cause a delay in the review process and may prohibit you from operating a temporary food service at the event.
5. Once the application is complete, an environmental health inspector will complete a routine inspection of your temporary food booth at the start of the event. If the inspector determines the food booth is in compliance with temporary food vending requirements, you will be issued your permit to operate. You will receive a yellow copy to serve as your temporary food permit.
Please post the permit copy in a conspicuous, observable place for the duration of the event. If you have submitted your application on time and been given an approval you will be allowed to operate before receiving your copy of the permit.
6. **YOU WILL NOT BE ALLOWED TO OPERATE**, if upon inspection we do not have your permit for operation and/or your temporary food booth is not in compliance with the temporary food service regulations. You are expected to know and comply with the temporary food vending regulations provided in this packet. **FAILURE TO COMPLY WILL RESULT IN LOSS OF THE PERMIT AND PRIVILEGES TO OPERATE AT THE SPECIAL EVENT.**

Carson City Environmental Health Department

3303 Butti Way, Bldg 1

Carson City, NV 89701

(775) 887-2190 phone (775) 887-2248 fax



Carson City Environmental Department

Minimum Requirements for Temporary Food Booths

1. Food booths must have an overhead structure, four walls and a smooth floor to protect food such as: clean canvas, plastic tarps or sealed wood. Please do not use carpet as flooring.
2. Foods must be from an approved source i.e. restaurant/grocery store/a source approved by the health authority. Food prepared in a private residence is **strictly prohibited**.
3. Potentially hazardous foods served at a temporary food establishment must be prepared and served in the same day and must not be saved for service on any following day.
4. Minimum cooking temperatures required
 - a. Chicken and Hot Dogs: 165 degrees Fahrenheit (°F)
 - b. Ground Beef: 155 °F
 - c. Pork: 155 °F
 - d. All other foods: 140 °F
5. Any raw meats or poultry must be stored and prepared so they will not contaminate other foods.
6. Hot foods must be held at greater than 140 °F. **Chafing dishes are not allowed** for hot holding at outdoor events. Gas or electric hot holding units are required.
7. Heating or cooking equipment must be placed in an area inaccessible to the public.
8. All foods that require reheating must be quickly and thoroughly heated to 165 °F within 30 minutes prior to being held or served.
9. Foods that require cold storage must be held at 40 °F or below.
10. A metal stem thermometer is required at each food booth handling any potentially hazardous foods (i.e. raw meats, hot dogs, chili, potatoes, rice, beans, etc). The thermometer should have a range of at least 0 °F to 220 °F.
11. A hand wash station is required at each food booth. A minimum of two gallons of water dispensed by a spigot, pump soap (bar soap is not acceptable), paper towels and a catch basin/bucket (for gray water).
12. Cloth sanitizing towels used during the event must be stored in sanitizing bucket with proper mix of 100 parts per million (ppm) of chlorine solution (100 ppm chlorine). Place approximately one tablespoon of bleach per gallon of water
13. Food service utensils must be washed, rinsed and sanitized in a three-compartment sink or mechanical dishwasher or an adequate supply of clean utensils must be available for daily operations.
14. All food and paper products must be stored off the ground.
15. Condiments must be dispensed from a pump or served in single-service packets.
16. Booths that offer food samples must serve individual portions so that contact with food products is minimized (i.e. on individual plates or with toothpicks). Common bowls are strictly prohibited.
17. Baked goods must be displayed under a cover or in a display case. Baked goods will be served with tongs or other devices that minimize or eliminate human contact.
18. An ice scoop with a handle must be used to serve ice to customers. The scoop must be stored in an upright position so that it does not come into contact with ice. Ice or ice products may not be exposed to sources of contamination.
19. Suitable dispensing utensils, adequate in number, must be used when serving food. Utensils must be stored in the food with the handle of the utensil extended out of the food.
20. Solid waste and garbage must be stored in a leak proof container with tight fitting lids.
21. All liquid waste must be contained and disposed of in a sanitary sewer.



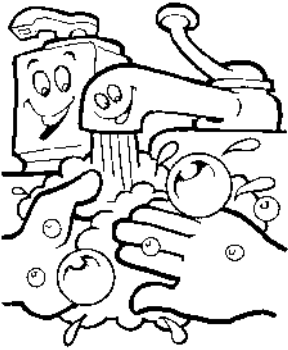


More Tips About Food Safety

1. **WASHING YOUR HANDS IS NOT HARD TO DO!**

Good personal hygiene is a critical protective measure against food borne illness. In addition, customers frequently judge a food service operation by observing the personnel serving them.

- a. **WASH YOUR HANDS FOR AT LEAST 20 SECONDS.** This is usually the length of time it takes to sing “Happy Birthday”.
- b. **WHEN TO WASH YOUR HANDS:**
 - i. Before handling any foods.
 - ii. After handling raw foods and before handling foods that will require further cooking.
 - iii. After smoking, touching your face, hair or contact with body fluids or using the restroom.
- c. **ALL PERSONNEL HANDLING FOODS SHOULD BE VISIBLY HEALTHY AND NOT HAVE:**
 - i. Colds and/or Coughs
 - ii. Diarrhea or Stomach Flu
- d. **ALL PERSONNEL SHOULD BE DRESSED APPROPRIATELY FOR SERVING FOOD.**
 - i. Wear clean clothing and adequate hair restraints.
 - ii. No jewelry, watches, rings, bracelets, or finger nail polish.
 - iii. No smoking or eating while handling food or in the food prep area.



2. **SANITATION OF YOUR WORK AREA**

- a. Always keep a clean, sanitary work environment!
- b. Frequently clean counter, equipment and all work surfaces with sanitizing solution.
- c. To clean food prep areas: keep wiping cloths in a bucket of clean water with bleach (about 1 tablespoon per gallon of water).
- d. Keep food serving utensils in a container of bleach solution and change solution frequently.

3. **FOOD SAFETY TIPS**

- a. Potentially Hazardous foods are those that support the rapid growth of organisms that cause food borne illness. Such foods include: meats, melons, dairy products, gravies, rice, potatoes and beans.
- b. Pre-processed, pre-cooked foods that are ready-to-serve and individually wrapped or sealed, are best for temporary food booths
- c. Keep all unsealed foods protected from insects – ***especially from flies.*** Keep lids on all serving dishes or saran wrap on all containers without lids

This is only a partial list of the requirements for temporary food establishments and shall not be construed to be exclusive. To specifically determine individual needs, please contact the Carson City Health Department at 775-887-2190.



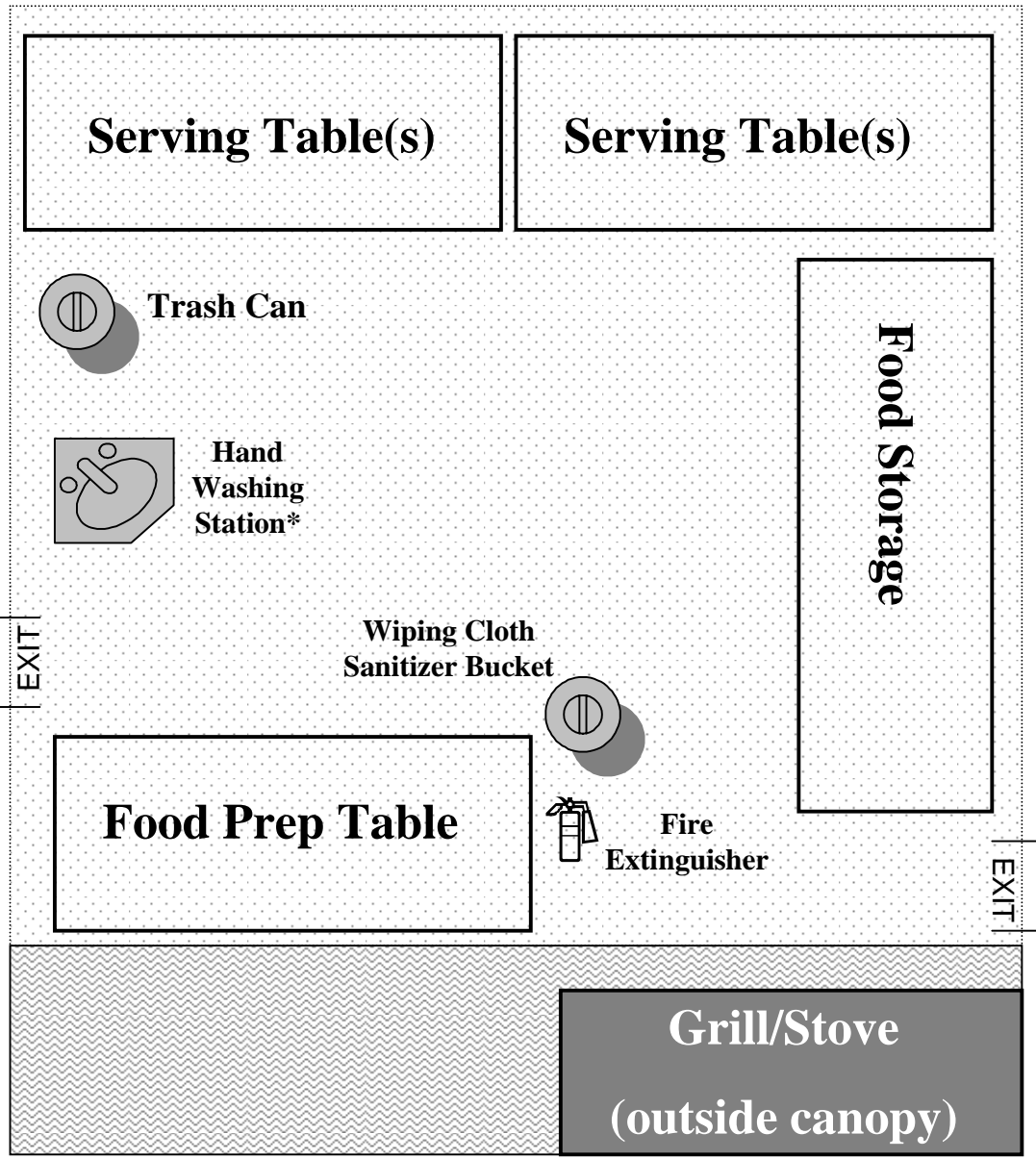
Sample Food Booth Setup



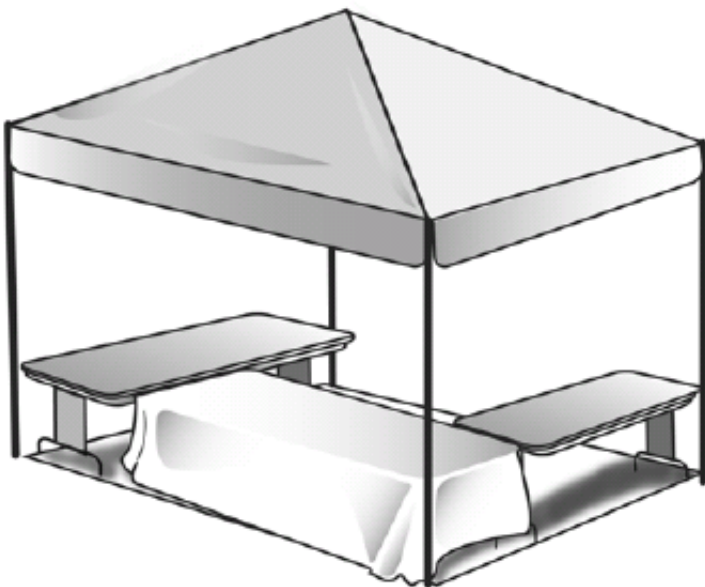
Under Canopy



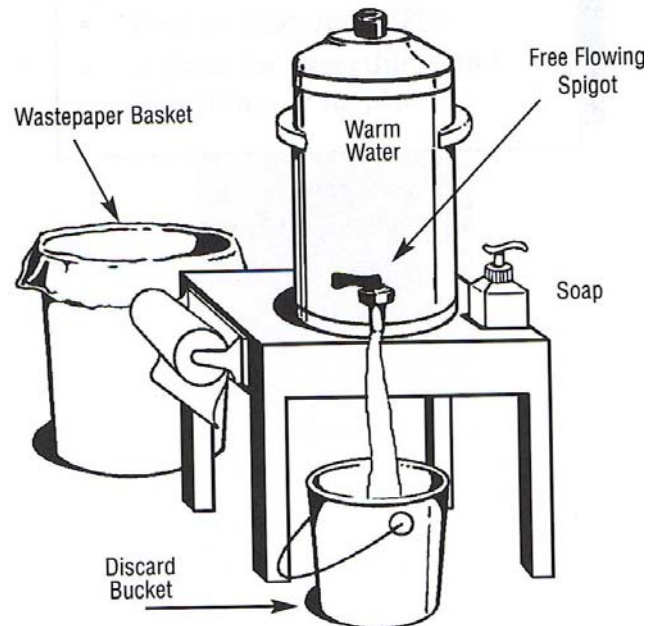
Outside Canopy



***Sample Canopy Setup**



***Sample Hand Washing Setup**





Carson City Health Department

Application for a Temporary Food Permit

FOR OFFICE USE ONLY

Date Paid: _____
 AMT Paid: _____ Late Fee: _____
 Check #: _____
 Receipt Number: _____
 Nonprofit Tax ID#: _____

Please submit application with payment to health department 5 days prior to event or an additional late fee will be charged.

1. Event:	Location of Event:
2. Dates of Event: _____ Through _____	Begin Time: _____ End Time: _____
3. Business/Organization/Food Service Represented:	
4. Applicant's Name:	Phone _____
5. Applicant's Address:	Fax _____
6. Person(s) in Charge at Food Service Site:	
7. Location of Advanced Preparation:	

	Prep Begins _____	Prep Ends: _____
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8. Please List All Foods to be Served: **FOODS NOT LISTED ON THE MENU WILL NOT BE ALLOWED TO BE SERVED**

FOOD ITEM	*PREP - ON OR OFF SITE	COOKING PROCEDURES	HOLDING HOT OR COLD	SERVING HOT OR COLD

***According to NAC 446.050 subsection 4 No food prepared or stored in a private home may be used, stored, served, offered for sale, sold, given away or offered to the public in a food establishment. This permit is for a temporary food establishment and falls under the above statement. Any food found to be prepared at home will be discarded on site and possible revocation of permit.**

9. Describe: Cold/Hot Holding Equipment: _____	Cooking/Reheating Equipment: _____
10. If Food is Transported to the Food Service Site: What is the Length of Time in Transport: _____ How is the Food to be kept Hot or Cold? _____	
11. Stem-Type (0-220 degrees F.) food thermometer available? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>REQUIRED</u>	
12. _____ Water Source: _____	
13. Handwashing Facilities: <input type="checkbox"/> Plumbed Sink or <input type="checkbox"/> Gravity Flow Container (As a minimum, you need 2 gallons in an insulated container with a spigot, a covered bucket for wastewater, pump soap container and paper towels)	
14. Utensil Washing Facilities: <input type="checkbox"/> Plumbed 3-compartment sink <input type="checkbox"/> Adequate supply of clean utensils for daily operation or <input type="checkbox"/> Other	
15. Garbage disposal: <input type="checkbox"/> Cans or <input type="checkbox"/> Dumpsters	
16. Food Booth Construction: _____	

I hereby consent to inspection by the HEALTH DEPARTMENT and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with local temporary food service requirements.

Applicant's Signature _____	Date: _____
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