



Department of Public Health

Serving: **Bloomington • Boonton • Florham Park
Kinnelon • Pequannock • Riverdale**

530 NEWARK-POMPTON TURNPIKE
POMPTON PLAINS, N.J. 07444-1799
Tel: (973) 835-5700 • Fax: (973) 835-4328

EVENT ORGANIZERS APPLICATION TO OPERATE A TEMPORARY EVENT

For Temporary Food Event Permit Packets please go to www.peqtwp.org > Departments > Health > Food Safety > Temporary Applications or contact our office.

Application Submission:

1. Read the “Temporary Food Event Permit Packet” which needs to be submitted by all vendors.
2. Complete the “Temporary Event Organizer Packet”
3. Identify and confirm each temporary food vendor participating in your event.
4. Distribute and collect all required temporary food vendor Applications and Temporary Food Event Permit Packets.
5. Ensure all forms are legible and complete.
6. Submit your Temporary Food Event Permit Packet, Temporary Food Vendor Applications and Temporary Food Event Permit Packets to the Health Department **at least two (2) weeks prior to your event to:**

**Township of Pequannock Health Department
530 Newark Pompton Turnpike
Pompton Plains, N.J. 07444**

Please feel free to contact our office:

Inspector	Phone	Email	Towns Served
Cathy Cappuccia, REHS	973-835-5700 x112	ccappuccia@peqtwp.org	Bloomington
Gina McConeghy, REHS	973-835-5700 x166	gmcconeghy@peqtwp.org	Boonton
Antonino Intili, REHS	973-835-5700 x197	aintili@peqtwp.org	Florham Park
Tim Zachok, Senior REHS	973-835-5700 x197	tzachok@peqtwp.org	Kinnelon
	FAX:973-835-4328		Pequannock
			Riverdale

Email: health@peqtwp.org

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 two weeks 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 Event Organizer so applications can be returned two weeks 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:

Inspector	Phone	Email	Towns Served
Cathy Cappuccia, REHS	973-835-5700 x112	ccappuccia@pegtwp.org	Boonton
Gina McConeghy, REHS	973-835-5700 x166	gmcconeghy@pegtwp.org	Florham Park
Antonino Intilli Jr., REHS	973-835-5700 x197	aintilli@pegtwp.org	Kinnelon
Tim Zachok, Senior REHS	973-835-5700 x197	tzachok@pegtwp.org	Pequannock Riverdal

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? Yes No
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): _____

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

Event: _____ Organizer: _____ Phone: _____

Event Location: _____

Event Date(s): _____

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