



Application For Temporary Event Food Vendor



Monmouth County Health Department
C/O Borough of Keyport Board of Health

FOR OFFICE USE ONLY

Date Received: _____
Fee Paid: _____
Permit #: _____
Year: _____

70 West Front Street
Keyport, NJ 07735
Telephone: 732-739-5136
Fax: 732-739-3479

Borough of Keyport Ordinance #BH:2-4.2E
(check payable to Borough of Keyport)
Fees: _____ 1-Day Event (\$15.00) | _____ 2-Day Event (\$25.00) | _____ 3-Day Event (\$35.00) | _____ 4-10-Day Event (\$50.00)

Please complete every section of this application in its entirety and submit all supporting documentation. The Monmouth County Health Department will not accept applications that are incomplete.		FOR DEPARTMENT USE ONLY	
		Date Received: ____/____/____ Application Approved: ☐ Y ☐ N	
EVENT INFORMATION			
Event Name:		Date:	
Municipality:		Location:	
VENDOR INFORMATION			
TYPE OF OPERATION: ☐ Retail Food Vendor ☐ Mobile Food Establishment ☐ Cottage Food Operator			
Vendor Business Name:			
Business Address:			
Business Phone:		Email:	
Owner Name:		Owner Address:	
SERVICING AREA INFORMATION			
8:24-3.2(a)2 Food prepared in a private home shall not be used or offered for human consumption in a retail food establishment. "Commissary, Base of Operation, Servicing Area" means an operating base location to which a temporary or mobile retail food establishment returns regularly to clean equipment, prepare food, discharge liquid or solid waste, refill water tanks and ice bins, and board food (8:24-1.5). Please provide the following information for your licensed and inspected facility .			
Establishment Name:			
Address:		City:	State: Zip:
Name of Owner:		Phone #:	
Servicing area information is not required for a Cottage Food Operator with an active permit. Please submit a copy of the inspected facility's satisfactory inspection placard or a copy of the Cottage Food Operator Permit with this application.			
Full menu or complete list of food and/or beverages with particular attention to any items which require temperature control and/or are "potentially hazardous". All Risk Type 3 Food Establishments must submit a food protection manager certificate with this application.			
1.		2.	
3.		4.	
5.		6.	
What arrangements will you have to ensure the product remains within acceptable temperatures during the event? All cold food must be held ≤ 41°F and hot food ≥ 135°F. Time as a public health control is not permitted at an event.			
Whole muscle meats, pork and fish must be cooked to an internal temperature of 145°F. Comminuted (ground) meats (hamburger for example) must be cooked to an internal temperature of 155°F, while poultry and stuffed products must be cooked to an internal temperature of 165°F. Will a thin probe thermometer be available to monitor cooking and holding temperatures throughout the course of the event?			

Temporary Event Application

Will the food product be transported cold ($\leq 41^{\circ}\text{F}$) and prepared on site, or will it be precooked at the offsite servicing area and transported hot ($\geq 135^{\circ}\text{F}$) to the event?

How will you ensure these temperature requirements are maintained throughout transportation and set up?

Note: Food transported frozen must remain under freezer or refrigeration temperatures ($\leq 41^{\circ}\text{F}$).

Transporting frozen food out of temperature ($> 41^{\circ}\text{F}$) is improper thawing and is prohibited under 8:24-3.5(c).

“Potentially Hazardous Food” that is brought to the event out of temperature may be embargoed or destroyed on site.

Reheating food for hot hold must be done rapidly, and the time the food is between 41°F and 165°F may not exceed two hours. Steam tables, Bain-Marie’s, Sterno’s, warmers, and similar hot holding facilities are prohibited as per 8:24-3.4(g).

How will you **RAPIDLY** re-heat potentially hazardous food to 165°F ?

Potential Customer Contamination

- Sneeze guards, domes, or other means are required to ensure all exposed food product is protected against customers, dirt, insects, etc.

Due to the imminent health risk, set-ups that do not contain a means to protect food products from customer contamination may not be allowed to participate.

What type of measures will you employ to ensure that the product is protected against potential customer contamination, insects, and dirt/dust contamination during the event?

Hand Hygiene

- Hand washing is one key component in reducing the transmission of bacteria and minimizing potential cross contamination of “Ready to Eat” foods.
- Will you need to directly contact your food product using your hands? ☐ YES ☐ NO
- Will you be wearing gloves? ☐ YES ☐ NO

If you answered yes to any of the above questions, what type of measures will you employ to provide employee’s conveniently located hand washing facilities at the event? If gloves are not to be used, how will you prevent bare hand contact with “Ready to Eat” products?

Equipment food-contact surfaces and utensils in contact with potentially hazardous foods must be cleaned throughout the event and at least every four hours unless maintained at a temperature $\geq 135^{\circ}\text{F}$ or $\leq 41^{\circ}\text{F}$. How will you wash, rinse and sanitize any equipment or utensils which become soiled during the event? How will you ensure the concentration of the sanitizing solution is within the parameters of 8:24-4.8(j)?

Monmouth County Health Department does not license or issue permits. All licenses and permits are issued by the municipality in which the event resides.

Additional requirements may be made based upon the nature of the proposed operation, food being sold, or operational inspection in accordance with N.J.A.C. 8:24.

Please complete and submit NO LATER THAN 7 DAYS PRIOR to the event.

Print Name:

Date:

Signature:

Title: