

**City of Winterville**  
**Vendor Application for**  
**Temporary Non Profit**  
**Food Service**



# Temporary Non Profit Vendor Application and Plan Review Document

**Vendors: Please note that you must submit this completed application, a copy of your menu, and your fee for booth space directly to the Winterville Marigold Festival. Do not turn this application in to the Health Department.**

Event Name: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

\_\_\_\_\_

MailingAddress: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Booth Name: \_\_\_\_\_

Dates of Operation: \_\_\_\_\_

Set Up Time: \_\_\_\_\_

Daily Operation Hours: \_\_\_\_\_

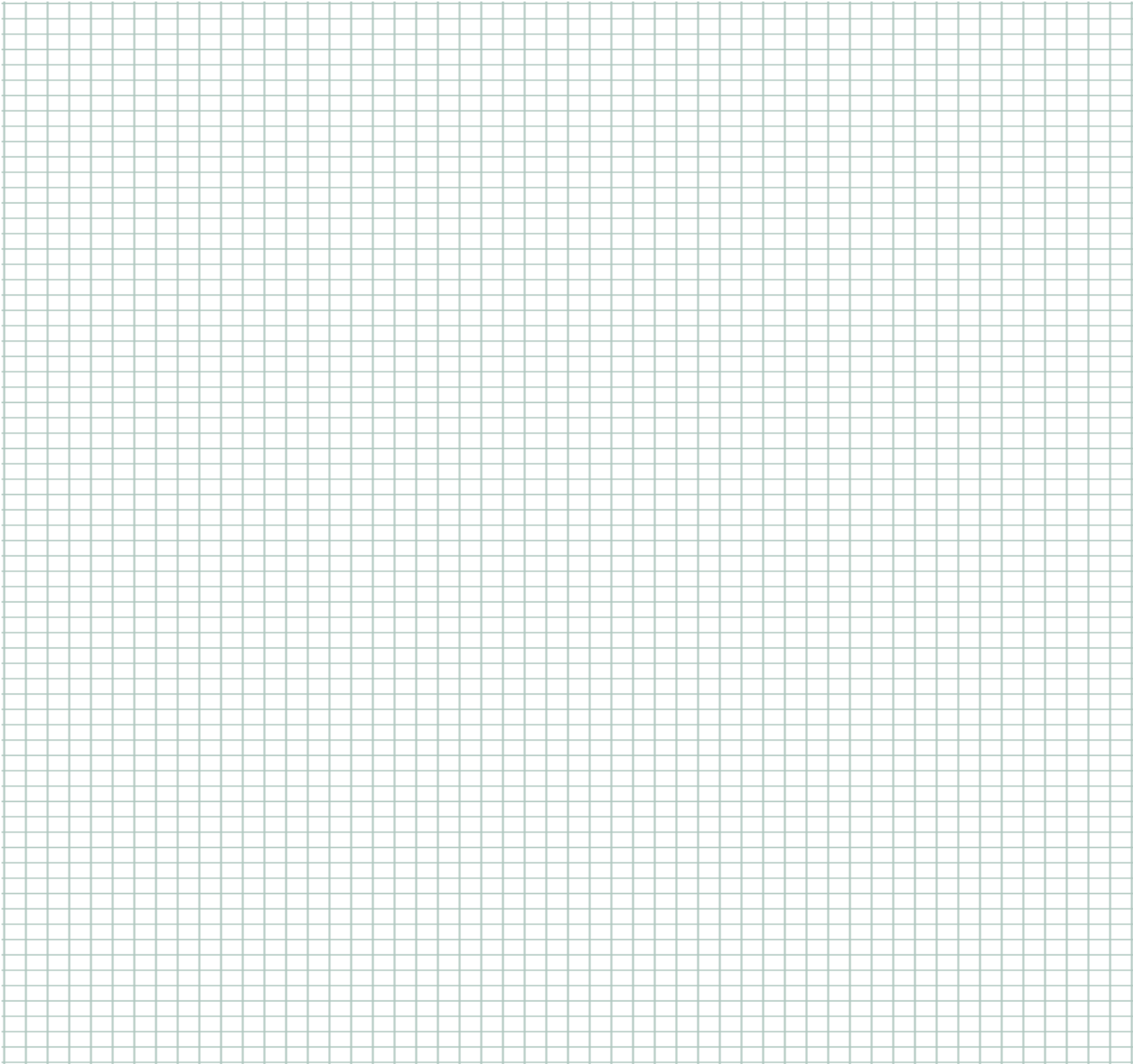
.....  
The undersigned hereby applies for a Temporary Food Service permit to operate at a Non Profit Special Event to be held in the City of Winterville.

Applicants Signature:

\_\_\_\_\_

**BOOTH SKETCH / FLOOR PLAN:**

- A. Sketch in the top view (overhead) and identify all equipment including hand wash facilities, cooking equipment, refrigerators (ice chest), worktables, storage areas, sanitizing bucket and sneeze guards.
- B. Type of floor, wall and overhead covering



## EQUIPMENT AND SUPPLIES

- 1) How will the potable water be heated? \_\_\_\_\_  
\_\_\_\_\_
- 2) What types of wrapped single service and single use supplies will be used? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3) What type of equipment will be used for hot holding food? \_\_\_\_\_  
\_\_\_\_\_
- 4) What type of equipment will be used for cold holding food? \_\_\_\_\_  
\_\_\_\_\_
- 5) What type of equipment will be used to reheat refrigerated foods for hot holding? \_\_\_\_\_  
\_\_\_\_\_
- 6) What type of equipment will be used to cook potentially hazardous food? \_\_\_\_\_  
\_\_\_\_\_
- 7) Potentially hazardous food is to be transported to the event in a hot [135 ° F. (57 ° C.)] or refrigerated [41° F. (5° C.)] condition from an approved supplier or source. How will you transport these products?  
\_\_\_\_\_  
\_\_\_\_\_
- 8) How will equipment be placed to prevent food contamination? Show on *BOOTH SKETCH / FLOOR PLAN* (page 3) the following:
  - a) Method of storage off floor/ground that will achieve at least six (6) inches off floor/ground.
  - b) Eight (8) feet separation of cooking and preparation services from patrons or vertical barriers installed where the required eight (8) feet can not be achieved.
  - c) Food preparation and service tables.

9) How will equipment and utensils be washed and sanitized? What sanitizer and concentration level will be used?

a) Describe the On site washing and sanitizing set up to be used and show placement on *BOOTH SKETCH / FLOOR PLAN* (page3)

---

---

b) Permanent base-of-operation or food service establishment used for washing and sanitizing? Give address and restaurant permit number (must have prior health authority approval)

---

---

10) How will the required hand washing facility be set up? Show placement on *BOOTH SKETCH / FLOOR PLAN* (page 3) .

---

---

---

### CONSTRUCTION

1) Booths must have overhead protection. What type of material is to be used (tarp, wood, metal, etc.)

---

2) What are the floors to be constructed of (concrete, asphalt, tight wood or other material)?

---

3) How will the walls, ceilings and entrances of the food preparation area be constructed to prevent the entrance of insects? \_\_\_\_\_

---

---

4) What method is to be used as a barrier to flying insects at the service window areas?

Screening (16 mesh) \_\_\_\_\_

Air Curtain \_\_\_\_\_

Other (describe) \_\_\_\_\_

5) Describe construction methods and materials that will be use for excluding insects and vermin from the food preparation areas, food service areas and from the waste storage areas?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **FOOD STORAGE**

1) What type of working containers will be used for food storage in the food preparation area?

\_\_\_\_\_

\_\_\_\_\_

2) How will bulk food storage containers be stored in the booth? \_\_\_\_\_

\_\_\_\_\_

3) How will working containers of food supplies be protected from contamination during the event?

\_\_\_\_\_

\_\_\_\_\_

### **FOOD PREPARATION**

1) What will be the source for ice used?

Commercially made and bagged Ice \_\_\_\_\_

Ice from Restaurant Commissary \_\_\_\_\_

**(Please note that ice procured from a self dispensing, bag your own ice, operation will not be accepted)**

2) All food and food supplies must be from an approved source. List the foods/supplies source. \_\_\_\_\_

---

---

3) How will ice used for cooling or refrigeration be kept separated from ice used in beverages? \_\_\_\_\_

---

4) How will ice be dispensed for use in beverages? \_\_\_\_\_

---

### FOOD HANDLING

1) How will you prevent bare hand contact with ready to eat foods (check all that apply)?

- \_\_\_\_\_ Single use disposable gloves
- \_\_\_\_\_ Deli wax paper
- \_\_\_\_\_ Tongs
- \_\_\_\_\_ Spoons
- \_\_\_\_\_ Scoops
- \_\_\_\_\_ Other (describe)

2) How will you keep your food preparation areas protected from the public?

- \_\_\_\_\_ Distance (8 feet)
- \_\_\_\_\_ Barriers (Describe barrier)

### PERSONEL AND HYGIENE

1) All food workers should restrain hair that is longer than 1/2 inch. Beard restraints are needed for beards and mustaches that exceed 1/2 inch in length. Hair and beard restraints will not apply to workers that serve only *wrapped or packaged* foods. Check below all that will apply.

- \_\_\_\_\_ Hair nets
- \_\_\_\_\_ Beard/mustache nets
- \_\_\_\_\_ Cap
- \_\_\_\_\_ Scarf
- \_\_\_\_\_ Other (Describe restraint)

**WATER SUPPLY**

- 1) What will be the source of approved potable water? \_\_\_\_\_ Onsite direct water connection (trailer inlet)  
\_\_\_\_\_ Onsite water faucet  
\_\_\_\_\_ Bulk commercial supply (bottled)  
\_\_\_\_\_ Well  
\_\_\_\_\_ Public water system

2) Source of Bottled water (both individual bottle and bulk supply): \_\_\_\_\_  
\_\_\_\_\_

**TOILET FACILITIES**

- 1) What will be used for toilet facilities for the food booth? \_\_\_\_\_ Central supplied facilities  
\_\_\_\_\_ Portable toilets

**WASTE DISPOSAL (Solid and Liquid)**

- 1) What type container will be used for solid waste disposal in the food facility? \_\_\_\_\_  
\_\_\_\_\_
- 2) How will you dispose of liquid waste? \_\_\_\_\_

**Attach a copy of your menu to this document.**

Please be aware that O.C.G.A. 26-2-392. Article 14(b) restricts the preparation of certain foods:

*The preparation of the following potentially hazardous foods is prohibited unless the organization has an established hazard control program:*

- (1) Pastries filled with cream or synthetic cream;*
- (2) Custards;*
- (3) Products similar to the products listed in paragraphs (1) and (2) of this subsection; or*
- (4) Salads containing meat, poultry, eggs, or fish.*

Use the space below to describe all food processes such as thawing, cooking, and holding that will be required based your menu. Be sure to list applicable food temperatures in processing steps. Also please list all beverages, ice, ingredients and condiments that you plan to use. You may use a separate sheet of paper if additional explanation is needed.