

SPECIAL EVENT LICENSE APPLICATION PACKAGE FOR APACHE COUNTY

INSTRUCTIONS

Please call (928)337-7607 or (928) 337-7532 if you have any questions or need assistance with any part of this application.

Submit the following at least **three weeks** prior to the special event.

1. Completed license application, both sides.
2. Exterior photograph of booth or mobile food unit *and* floor plan of interior of booth or mobile food unit.
3. Cash, Check or Money Order.
\$ 50.00 Event Fee
4. Return the completed forms to Apache County Public Health Services District.

DEFINITIONS

SPECIAL EVENT means a temporary food establishment at which food or beverage is provided in conjunction with a fair, rodeo, exhibition, or similar event for not more than 14 consecutive days at the same location and same event.

MOBILE FOOD UNIT means a self- propelled or trailer mounted establishment in which food or beverages are composed, compounded, processed, or prepared and from which the food is vended, sold, given away or dispensed.

POTABLE WATER means water that is drinkable and comes from an approved source.

HOT HOLDING means maintaining food continuously at 130°F or above. Acceptable equipment: steam table, crock-pot, hot holding cabinet.

COLD HOLDING means maintaining food continuously at 41°F or lower. Acceptable equipment: refrigerator, freezer, ice chests.

MINIMAL FOOD BOOTH AND MOBILE FOOD UNIT (MFU) REQUIREMENTS

1. **Overhead protection, three side walls and flooring is required for food booths.** Doors for MFU's must self-close. Screening of openings may also be required. Booths selling only commercially prepackaged foods may not need to meet the booth requirements..
2. Accurate long stem thermometer, which reads from 0°F to 220°F.
3. A dishwashing set-up consisting of three basins for a **wash, rinse, sanitize**, set-up.
4. Chlorine bleach or other approved sanitizer (iodine or quaternary ammonium) must be used in the sanitizing solution for utensils & equipment AND sanitizing counters & tables. Chlorine test strips or test kit for the approved sanitizer.
5. Approved handwashing facilities with clean running water, soap, paper towels (separate from the dishwashing set-up), and a container to catch and hold wastewater.
6. All foods, ice for drinks, and water must come from approved sources. Ice scoops require handles.
7. Covered garbage or waste can.
8. Applicant and staff need to have current Apache County Food Handler Certification Cards.
9. Any off-site food preparation (if applicable) must take place in a facility approved by the Health Services. This requires a completed and approved Commissary Agreement form.

SIGNATURE OF APPLICANT _____ **DATE SUBMITTED:** _____

PLEASE KEEP THIS SHEET FOR YOUR RECORDS

APACHE COUNTY PUBLIC HEALTH SERVICES DISTRICT

SPECIAL EVENTS: NOTATION FOR FOOD VENDORS OF PRE-PACKAGED FOOD ONLY.

If the food you are dispensing is completely commercially pre-packaged, you will not be doing *ANY* food preparation and foods are non-potentially hazardous, you may not need to pay the fee for a special event permit. If the only food you are preparing is popcorn without flavorings or coatings, a license fee will not be required.

However, you will need to fill out the application and answer the questionnaire on the back of the application and return them to us so we can issue you a permit.

Examples of pre-packaged foods are:

Bottled water

Canned soda

Sealed Ready-to-Eat commercially pre-packaged foods: potato chips/snacks, candy bars, etc.

Sealed Pre-packaged foods: nuts, spices, jam/jellies, dried fruit, pickles/olives, beef jerky, etc.

This information *MAY NOT* apply to your business if you are doing any **food sampling**. Please call us for information regarding sampling.

If you have any questions about the products you plan to dispense, please call us!

75 W. Cleveland
P.O. Box 697
St. Johns, AZ 85936
(928) 337-7607 or (928) 337-7641

ENVIRONMENTAL HEALTH
APACHE COUNTY PUBLIC HEALTH SERVICES DISTRICT
Application for Special Event License

<u>Food Booth/Mobile Food Unit-Event Fees</u>		Operating an Event Without a Permit will be \$100.00	
Event Permit Total Due \$ 50.00			
Company/ Organization		Date:	Received By:
Contact Name		Amount Paid:	Cash or Check #:
Mail Address		Receipt #	
City/State/Zip		Permit Number Assigned:	

In what previous special events have you participated in Apache County?

Do you have questions about requirements?

The undersigned assumes complete responsibility for the business to be carried out on the premises for which this application for a license is being sought. The undersigned agrees that all business in said premises will be conducted in full compliance with all sanitary regulations applicable thereto and with all county, state, and local laws, rules and ordinances pertaining thereto.

Applicant Signature

Date

The following is for use by ACPHSD as acknowledgement of application, application approval/denial and/or comments.

Additional information needed:

Approval with reservations:

Questions:

Application approval or denial:

IDENTIFICATION VERIFIED

YES

NO

QUESTIONNAIRE

Please answer all the following questions, complete the application on the reverse side, and return to Health Services with the license fee. A simple menu – only one or two foods – with few preparation steps (for example: basic cook-and-serve) works best. Complex food preparation is inappropriate for an outdoor setting and will not be approved.

1. List all menu items including drinks. _____

2. Will **all** foods be prepared onsite at the event? Yes _____ (if yes, skip to item #3)
No _____ (if no, attach a copy of a completed and signed

Commissary Agreement with the licensed food kitchen where food preparation will take place, including the dates and times of food preparation) Complete the following:

How will prepared food(s) be kept hot or cold before and during transportation to the Event?

3. Describe equipment to be used at the event:

Cold holding _____ for menu items _____

Hot holding _____ for menu items _____

Cooking _____ for menu items _____

4. Who will be responsible for checking food temperatures and supervising food handling practices?

5. How will potable drinking water be obtained during the event? _____

6. How will wastewater be disposed of during the event?

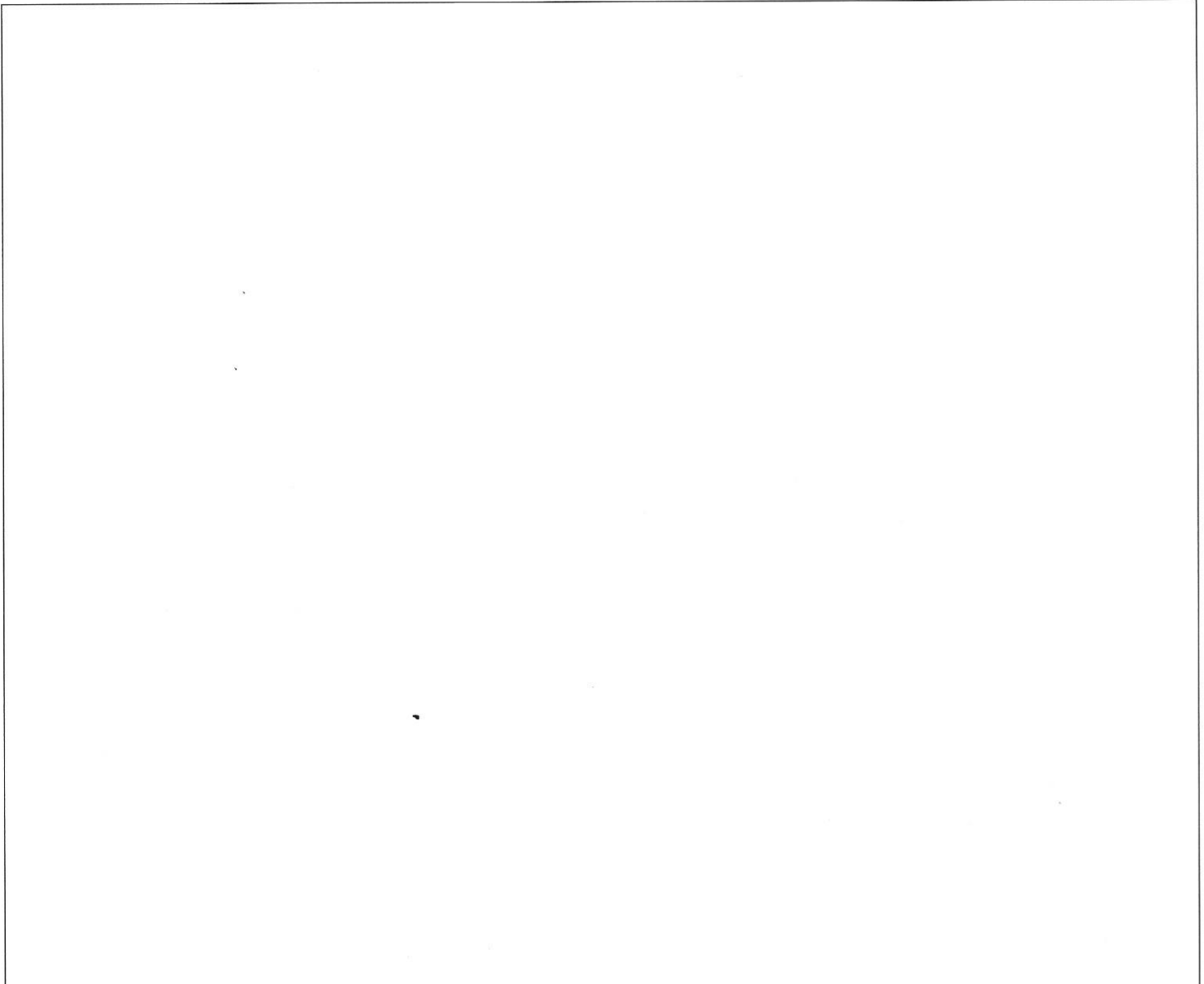
Sewer Holding Tank Other _____

7. Do workers have current Apache County Foodworker certificates? Yes No
If no, call for information on scheduled classes or alternatives.

PLEASE SCALE YOUR BOOTH OR MOBILE UNIT PLAN BELOW:

THIS MUST BE RETURNED WITH YOUR COMPLETED APPLICATION FORM.

FLOOR PLAN



Will you be using gloves? Circle one: YES NO

Will you bring extra utensils so you don't have to wash dishes in the booth? Circle one: YES NO

Please Print

Name of Booth or Mobile Food Unit _____

Name of Event _____ Date of Event _____

Name of Applicant _____ Date: _____