



Public Health & Social Services Department  
**Environmental Health Division**  
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[www.co.thurston.wa.us/health/ehfood](http://www.co.thurston.wa.us/health/ehfood)

# MULTIPLE TEMPORARY FOOD ESTABLISHMENT APPLICATION

## FEE SCHEDULE- MULTIPLE TEMPORARY FOOD PERMIT

Annual Permit (Calendar Year).....\$345.00  
 Additional Hourly Fee (i.e., change in menu review, off-site inspection, etc).....\$170.00

**APPLICATION AND CONTACT INFORMATION:**

Organization/Business Name: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Alternative Contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Multiple Temporary Food Establishment means a series of single temporary food events, as defined by TEMPORARY FOOD ESTABLISHMENT, where each event shall not last more than twenty-one (21) consecutive days in conjunction with an organized public event using a fixed menu. Permits are valid for the calendar year or until the last scheduled event.

Note: Public Events means an organized event which is advertised to the public by use of flyers, banners, newspaper articles, or by other means, and must have a defined start and stop date not exceeding 21 consecutive days

### QUALIFICATIONS:

- The operator/applicant of the food service operation must be the same person throughout the year the permit is issued. Note: The Multiple Temporary Food Establishment Permit is non-transferable.
- The list of approved menu items shall remain the same unless otherwise given approval to change. If additional items need to be added, the request must be done in writing and submitted for review. Once approved by the health department, the time for the plan review may be billed as per the hourly fee.
- The menu shall be limited to a maximum of three (3) distinct food preparation processes that require different cooking methods, such as but not limited to: grilling, frying, sandwich preparation, roasting, baking or stir-frying.
- A commissary agreement must be completed and approved (for off-site food preparation, potable water supply or waste water dumping, or for the storage of equipment in-between events).
- A complete event itinerary must be included with the application. If you plan to add events to the itinerary, the operator must notify the health department within five working days prior to the event.

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Date Rec'd \_\_\_/\_\_\_/\_\_\_ Fee \_\_\_\_\_ Receipt \_\_\_\_\_ Permit # \_\_\_\_\_ Area \_\_\_\_\_

**COMPLETE ALL REQUIRED EVENT INFORMATION:**

- Hot Holding Equipment:** Steam table  Stove  Chafing Dish  Oven  Grill  Crock pot  Other: \_\_\_\_\_
- Cold Holding Equipment:** Refrigerator  Freezer  Ice chest with ice  Other: \_\_\_\_\_
- Transport Equipment:** Ice chests  Cambro boxes  Refrigerated vehicle  Other: \_\_\_\_\_
- Food Storage Method:** Approved facility  Trailer  Purchased day of event  Other: \_\_\_\_\_
- Overhead Protection:** Method of overhead protection over entire food preparation service area: \_\_\_\_\_
- Handwash Sink:** Using kitchen with approved existing handwash sink   
Using portable handwash area with WARM water  (for example refer to Operator's Guide)
- Warewashing Equipment:** Using approved kitchen facility with 3 compartment sink   
Using approved kitchen facility with 2 compartment sink – pan/tub for 3<sup>rd</sup> sink   
Will provide portable 3 pans or tubs to wash, rinse and sanitize   
Will provide extra utensils / no equipment washing required for operation
- Sanitize Wiping Cloth:** Will provide container, cloths, and test strips  (**1 tsp. bleach to 1 gallon cold water**)
- Restroom Facilities':** Within 200 feet  Same building as the event  Trailers – self contained   
Portable toilets with handwash stations – provided by Event Coordinator
- Garbage Disposal:** Provided by Event Coordinator  Dumpster located on-site   
Will collect and haul away
- Wastewater Disposal:** City of \_\_\_\_\_ sewer  Commissary/service area   
Provided by Event Coordinator  Trailers – holding tank

**THE STORM DRAIN IS NOT A SANITARY SEWER**

**COMMISSARY AGREEMENT**

**Individuals or organizations applying for a multiple temporary food establishment permit are responsible for locating an offsite food facility OR servicing area, and must complete the commissary agreement.** Checking the boxes below will determine which of the two types of off-site facility is needed to support your multiple temporary food establishment *in-between* the public events you are planning to participate in. A review, including an off-site inspection and approval of the facility may be required prior to the first scheduled event. **Note: The department may waive this requirement based on the type and duration of the temporary operation being proposed.**

**Food Service Operator requiring the use of an off-site facility must complete the following information:**

I, \_\_\_\_\_ will allow \_\_\_\_\_ to use \_\_\_\_\_  
*Facility Owner/Operator Temporary Food Name of Business Facility Name*

- |  |  |
|--|--|
| <b>For: Off-Site Food Facility Required For:</b><br><input type="checkbox"/> Food Preparation <input type="checkbox"/> Cold Food Storage<br><input type="checkbox"/> Dry Food Storage <input type="checkbox"/> Hot Holding<br><input type="checkbox"/> Cooling Food <input type="checkbox"/> Cooking | <b>Servicing Area Required For:</b><br><input type="checkbox"/> Warewashing <input type="checkbox"/> Approved Water Source<br><input type="checkbox"/> Equipment Storage <input type="checkbox"/> Waste water disposal<br><input type="checkbox"/> Other _____ <input type="checkbox"/> Single Service Storage |
|--|--|

Date Kitchen/Servicing Area will be used for this event: \_\_\_\_\_ Time of use: \_\_\_\_\_

\_\_\_\_\_  
*Facility Owner/Operator Signature Date*

\_\_\_\_\_  
*Facility Phone Number Facility Address City*

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APPROVED  DENIED  COMMENTS: \_\_\_\_\_

# HANDLING PROCESS FOR FOOD AND BEVERAGE MENU ITEMS

## LIST ALL MENU ITEMS, INCLUDING INGREDIENTS FOR EACH FOOD & SOURCE OF FOODS

List All Food & Beverage Items and Retail Source  (If WSDA Permitted, Provide Permit #)	Is There Off-Site Preparation and/or Storage? (If yes, complete commissary agreement on page 2)	How Will Food Be Transported to the Event	Thermometer Required When Cooking or Hot/Cold Holding			How Will Each Menu Item Be Handled and Served to the Customers?
			How Will On-Site Food Preparation For Each Listed Menu Item Be Cooked and Assembled? (i.e. washing vegetables, chopping, reheating, steaming, grilling, sautéing, etc.)	Cooking Temperature	How Will Food Be Hot / Cold Held?  Hot 140°F or above Cold 41°F or less <b>*NO COOLING*</b>	
<b>Example:</b> Fully cooked BBQ beef sandwiches / Ingredients and buns purchased at store.	No – All food will be purchased the day of the event.	Ice Chest/ Cooler	Heat <u>fully cooked</u> shredded bbq beef in pot on burner and toast buns on grill per each order. Using tongs, place beef on buns and assemble with disposable gloves.	Heat to 140°F	Chafing dish used for hot holding beef. Ice chests used for cold holding.	While using disposable gloves, each sandwich is foil wrapped and served to customer

*Only food items listed above will be approved to serve. Approval for any changes must be requested before the event.*

# Washington State ISSUED Food & Beverage Service Worker's Card:

List those cardholders who shall be assigned as the Person-In-Charge (PIC) during the event.

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

Expiration Date: \_\_\_\_\_

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

Expiration Date: \_\_\_\_\_

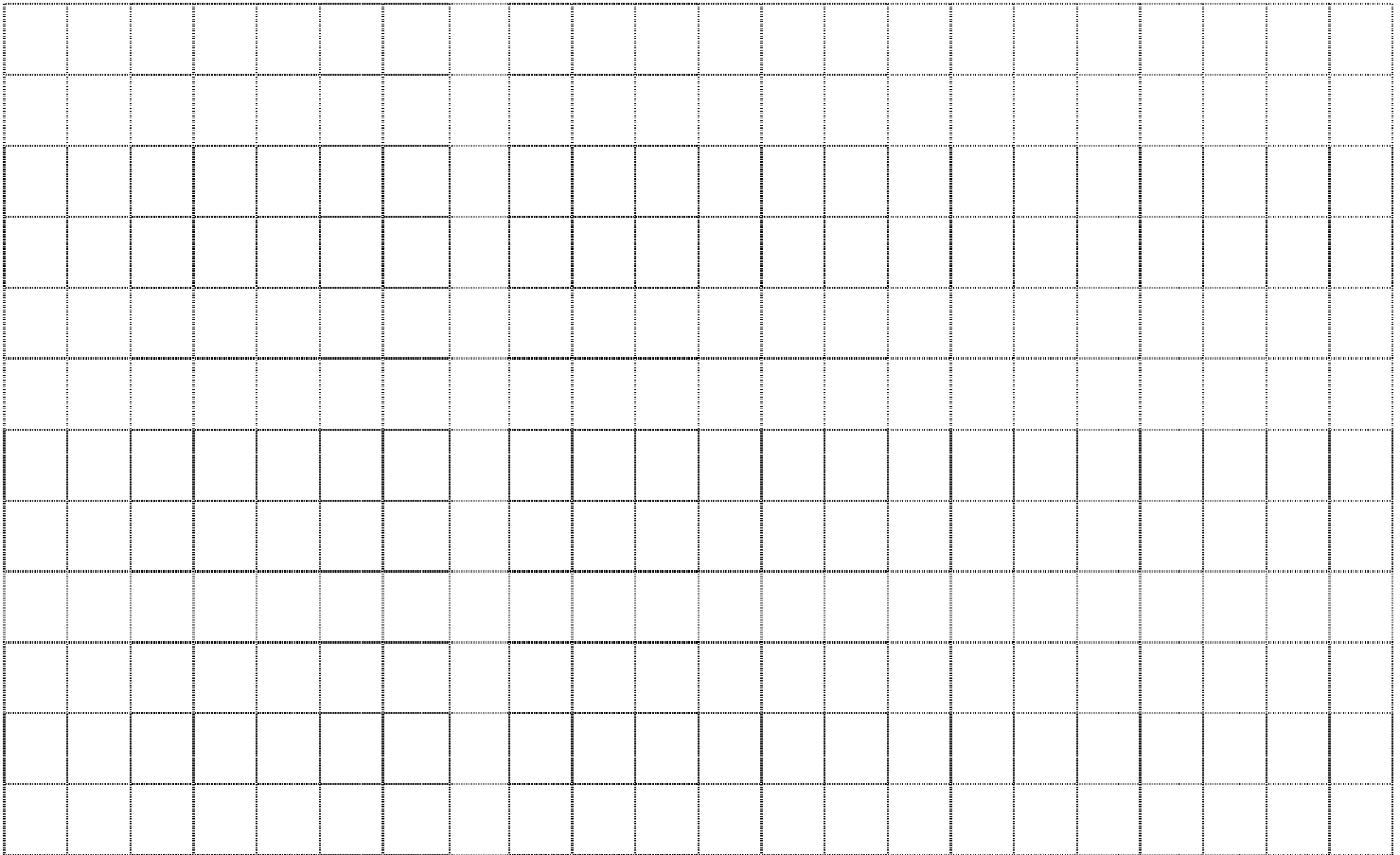
Name: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

*There must be at least one person at all times on-site with a Food & Beverage Worker's Card*

Diagram of temporary booth / trailer / kitchen – Please show all equipment to be used, such as handsink, tables, coolers, grills, chafing dishes, service area, warewashing area, food storage areas, etc. The food preparation area shall have a booth designed to protect from dirt and inclement weather, including but not limited to adequate overhead cover. Booth must be large enough to accommodate all activity and food storage.

**DIAGRAM NEEDS TO BE READABLE AND PLEASE LABEL ALL APPLICABLE EQUIPMENT**



**I have read the operator's guide for Temporary Food Establishments. I understand that by receipt of a permit to operate, I am agreeing to comply with all temporary food service requirements. I understand if I don't meet the requirements for temporary food service establishments, my establishment may be closed.**

\_\_\_\_\_  
*Applicant/Main Contact Signature*

\_\_\_\_\_  
*Date*

**Please Note:** If you are setup at a public event that is not listed on the event itinerary, the operator of the multiple temporary food booth may be required to purchase a single temporary food permit. Remember to contact our department within five (5) working days, if you need additional events added to your event itinerary.

# Multiple Temporary Food Establishment EVENT ITINERARY

(FOR ADDITIONAL SHEETS, PLEASE MAKE COPIES)

Organization/Business Name: \_\_\_\_\_

Main Contact Information: \_\_\_\_\_

Public Event Name: \_\_\_\_\_ Location: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Hours of Food Service: \_\_\_\_\_

Menu Items Served \_\_\_\_\_

Water Source:  City Water Supply: \_\_\_\_\_  Public Well Water ID#: \_\_\_\_\_  Private Well  Bottled Water

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Public Event Name: \_\_\_\_\_ Location: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Hours of Food Service: \_\_\_\_\_

Menu Items Served \_\_\_\_\_

Water Source:  City Water Supply: \_\_\_\_\_  Public Well Water ID#: \_\_\_\_\_  Private Well  Bottled Water

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Event Dates: \_\_\_\_\_ Hours of Food Service: \_\_\_\_\_

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Menu Items Served \_\_\_\_\_

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Menu Items Served \_\_\_\_\_

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Event Dates: \_\_\_\_\_ Hours of Food Service: \_\_\_\_\_

Menu Items Served \_\_\_\_\_

Water Source:  City Water Supply: \_\_\_\_\_  Public Well Water ID#: \_\_\_\_\_  Private Well  Bottled Water