

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 (refer to Operator's Guide for example)
- Warewashing Equipment:** Using approved kitchen facility with 3 compartment sink
Using approved kitchen facility with 2 compartment sink – pan/tub for 3rd sink
Will provide portable 3 pans or tubs to wash, rinse and sanitize
Will provide extra utensils / no equipment washing required for operation
- Sanitized 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 On-Site Trailers – use of holding tank

THE STORM DRAIN IS NOT A SANITARY SEWER

COMMISSARY AGREEMENT

Organizations or individuals requiring the use of an off-site kitchen facility must be reviewed and approved by the health department. Inspection fees may apply if the facility is NOT currently permitted as a permanent food establishment. If you change the commissary location prior to the event, notify the department to update the commissary agreement.

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

I, _____ allow _____ to use _____
Food Service Operator Organization Name of Approved Kitchen

For: Food Preparation Cold Food Storage Cooking
 Cooling Food Hot Holding Dry Food Storage
 Warewashing Approved Water Supply Waste water disposal

Date Kitchen will be used for this event: _____ Time of use: _____

Signature of Kitchen Owner/Operator

Date

Kitchen Facility Owner/Operator Phone Number

Kitchen Facility Address

City

For Office Use Only

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 or Cold Held? Hot 140°F or above Cold 41°F or less *NO COOLING* | |
| Example: 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 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 all those cardholders who shall be assigned as the Person-In-Charge (PIC) during the event.

Name: _____

Expiration Date: _____

Name: _____

Expiration Date: _____

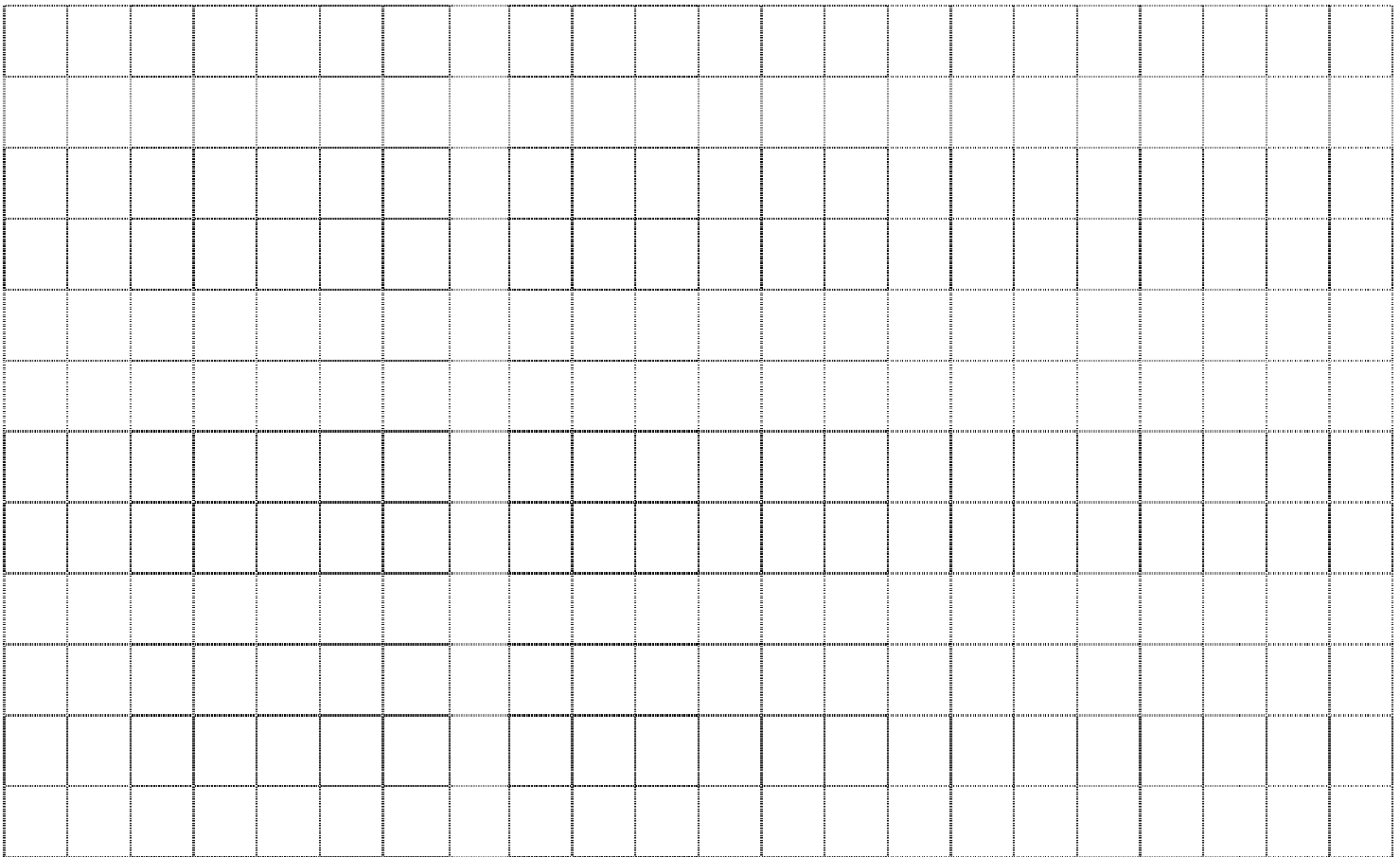
Name: _____

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. Food booth covers must be large enough to accommodate all food activities and storage for added protection.

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: Anyone found operating a temporary food service facility without first obtaining a permit is subject to immediate closure or, if permitted onsite by health department staff, an additional investigation fee will be added to the permit fee. The investigation fee is equal to the amount of the permit fee required by Article I of the Thurston County Sanitary Code.