MULTIPLE TEMPORARY FOOD ESTABLISHMENT APPLICATION REQUIREMENTS

Attention new applicants:

A multiple temporary application allows vendors to save time and money on temporary food permits in Thurston County. If you are using the same equipment and the same menu, we allow you to fill out one form and pay one fee to cover all of your public events in Thurston County for the calendar year. The fee is the same as three temporary events. So, if you are doing more than three events, you will save money on the fourth event and those after that.

<table>
<thead>
<tr>
<th>Temporary food event</th>
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<tr>
<td>Up to three events in a year – stay with single event applications</td>
<td>Four or more events – save $ and take out a multiple event application</td>
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To be eligible for the savings, you need to have three successful temporary events. By this we mean that no significant violations were noted at your first three inspected events. Such violations would include:

- Not having a hand wash station set up while preparing or selling food
- Not washing your hands as needed
- Bare-hand contact with ready-to-eat-foods
- Inadequate hot or cold holding temperatures

After three successful events, additional events that year would be free. Just notify our office at least one week in advance of new events not already on the itinerary you submit.

IF inspections show significant violations, then you will not get the multiple event discount. The fees you have paid will cover three events, and additional events will need to be paid for separately.

Updated 12/12/2019
MULTIPLE TEMPORARY FOOD ESTABLISHMENT APPLICATION

2020 Annual Permit (Calendar Year)

High/Moderate Risk Menu Items ................................................................. $465.00
Low Risk Menu Items .................................................................................. $220.00
Additional Hourly Fee (i.e., change in menu review, off-site inspection, etc) ... $225.00
Late Fees: 13-7 days before event ................................................................. $36.00
Less than 7 days before event ................................................................. $71.00

All portions of this application must be completed, legible, signed, and submitted, with full payment, to the Health Department at least 14 days prior to the first public event. Applications received 2 full business days or less prior to the event may be REJECTED.

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:

• New temporary food vendors in Thurston County must complete one calendar year of temporary food events without significant food safety violations in order to be eligible for a multiple temporary food permit.
• 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.
COMPLETE ALL REQUIRED EVENT INFORMATION:

Food Truck or Trailer: Using a food truck or trailer Yes / No Washington Labor & Industries Approved Yes / No

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 3rd 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

COMMISARRY 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

For: Off-Site Food Facility Required For: Servicing Area Required For:
□ Food Preparation □ Cold Food Storage □ Warewashing □ Approved Water Source
□ Dry Food Storage □ Hot Holding □ Equipment Storage □ Waste water disposal
□ Cooling Food □ Cooking □ Other:____________________ □ 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: ____________________________

_________________________________________________________
<table>
<thead>
<tr>
<th>List All Food &amp; Beverage Items and Retail Source</th>
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<tr>
<td>(If WSDA Permitted, Provide Permit #)</td>
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<tr>
<td>Is There Off-Site Preparation and/or Storage? (If yes, complete commissary agreement on page 2)</td>
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<td>Example: Fully cooked BBQ beef sandwiches / Ingredients and buns purchased at store.</td>
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*NO COOLING*

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.
<table>
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<tr>
<th>Number</th>
<th>Public Event Name</th>
<th>Location</th>
<th>Event Dates</th>
<th>Hours of Food Service</th>
<th>Menu Items Served</th>
<th>Water Source</th>
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Inspection Completed?

Organization/Business Name: _____________________________________________

Main Contact: __________________________________________________________