



DENVILLE DIVISION OF HEALTH
 1 St. Mary's Place
 Denville, NJ 07834
 (973) 625-8300, Ext. 261

**TEMPORARY FOOD
 ESTABLISHMENT
 APPLICATION FOR
 VENDORS**

A complete application packet must be received at least 10 days prior to the event. **Incomplete applications will be returned.** The fee for each vendor is \$20 payable to the Denville Health Department. Payment is accepted via cash, check or money order. License fees are non-refundable.

Event Name: 2024 Denville Feast of San Gennaro

Date(s)/Time/Rain Date of Event: Sep 22, 2024 from 12-6pm, rain date Sep 29, 2024 from 12-6pm

Event Street Address: 100 Bloomfield Ave, Denville, NJ 07834 (street in front of McCarter Park)

Name/Phone # of Event Coordinator: Brigitte Carucci 973-452-1129

Vendor: _____ **Phone:** _____

Vendor Mailing Address: _____

Person in Charge: _____ **Phone:** _____

Email: _____ **Fax:** _____

Food service begins at _____ **AM/PM & ends at** _____ **AM/PM**

License Plate # of Mobile Truck/Trailer (if applicable): _____

Commissary Name & Address: _____

NOTE: All food preparation including cooking, reheating, storage, holding and assembly must be done on the premises of the event or at an approved facility. *FOOD PREPARATION/STORAGE IS NOT PERMITTED IN A PRIVATE HOME UNLESS THE APPLICANT IS A COTTAGE FOOD OPERATOR.*

Checklist for Temporary Events:

- Completed temporary food vendor application & payment
- List of all food handlers
- Drawing or picture of layout including all equipment, work tables, food storage and hand washing facilities
- Copy of the commissary health department inspection report (if applicable)
- Commissary Agreement Form (must be submitted if using off-site food preparation/storage and the establishment is not owned by you)
- Copy of a health department inspection report for the mobile truck conducted within the last year which lists the license plate # of the vehicle and matches the license plate # above (if applicable)
- A copy of your Cottage Food Operator permit and food label(s) (if applicable)

NOTE: Any farmer's market participant wishing to participate in a Township temporary food event must have an approved Farmer's Market Vendor application on file.

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Health Department Approval: Yes _____ No _____ Date: _____

REHS/Health Officer Signature: _____

FOOD PREPARATION & MENU (ATTACH ADDITIONAL SHEETS IF NECESSARY)

- Menu: **Only food items listed below will be approved to serve. Approval for any changes must be requested prior to the event.**
- Cooling of food must be done at an approved kitchen. Cooling is not permitted at the temporary event. Menu items that require cooling will not be approved unless a completed Commissary Agreement is submitted with the application.
- Transportation/Holding: Any food found in the Danger Zone between 41° F and 135° F the day of the event will be discarded.
- Electrical or propane devices are recommended for hot holding.
- A thermometer is required for monitoring food temperatures.

Food Item	Where Purchased	Prep in Booth or Approved Kitchen?	Transport Hot or Cold? Equipment for Transport?	Cold Holding Equipment Used?	Cooking/Reheating Equipment Used? Final Cook/Reheat Temperature?	Hot Holding Equipment Used?
EXAMPLE: Hamburger Patties	Sussex Meat Packing	Booth	Cold: Ice Chest below 41° F	Ice Chest below 41° F	Grill 155° F	Grill/Steam Table >135° F
EXAMPLE: Chili	All ingredients purchased at Costco	Sally's Diner	Hot: Cambro at >135° F	Walk-in at Diner	Cooking: Stove at Sally's Diner to 165° F Cool to 41° F in 2 hours using shallow containers and ice wands and hold in walk-in. Reheating: Stove at Sally's Diner to 165° F.	Steam Table at >135° F

Where will food be stored prior to the event?

- Approved Kitchen (Satisfactory inspection report for kitchen attached)
- Trailer or mobile truck (Satisfactory inspection report for trailer or truck attached)
- Purchased day of the Event
- Other: _____

How will food be served/dispensed? *SELF SERVICE BY CUSTOMERS IS NOT PERMITTED.*

How will food be protected from the public and insects?

- Sneeze guards
- Wrapped
- Covered
- Other: _____

Describe the manner in which equipment/utensils will be cleaned and sanitized:

Describe the source of water and ice:

NOTE: Ice must be from an approved commercial source only and in single service plastic bags filled and sealed at the point of manufacture.

Describe the hand washing facilities:

NOTE: At a minimum, vendors selling unwrapped products/engaging in food preparation must supply a temporary hand wash station consisting of a 5-gallon thermal (insulated) container with a spigot that provides a continuous flow of warm (90-110° F) running water, soap, paper towels and a 5-gallon bucket to collect the dirty water.

Restroom Facilities:

- Within 200 Feet
- Same building as the event
- Portable toilets with hand wash stations

Garbage:

- Covered garbage receptacles provided by the event coordinator or vendor
- Dumpster located on-site
- Will collect and haul away

Signature (Person in Charge)/Date

Township of Denville Health Department
Commissary Agreement for Temporary Food Vendors

The use of an off-site kitchen must be reviewed and approved by the Health Department (**this does not include licensed retail food establishments utilizing their own facility**). A vendor requiring the use of an off-site kitchen facility must complete the following information:

I, _____ allow _____ to use
Kitchen Owner/Operator Organization

Name of Establishment/Kitchen: _____

For:

- Food Preparation
- Cooling Food
- Cold Food Storage
- Cooking
- Hot Holding
- Dry Food Storage
- Warewashing

Date kitchen will be used for this event: _____

Time of use: _____

Name of Kitchen Owner/Operator: _____

Signature of Kitchen Owner/Operator Date Phone

Kitchen Facility Address: _____

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- Approved
- Denied
- Comments:

A copy of the most recent health department inspection report for the Establishment/Kitchen referenced above must be submitted with this form.