Georgia Department of Public Health
Temporary Food Service Establishment Application

VENDOR APPLICATION MUST BE RECEIVED 30 DAYS BEFORE THE EVENT

A TEMPORARY FOOD SERVICE OPERATION MAY NOT OPERATE FOR MORE THAN FOURTEEN (14) CONSECUTIVE DAYS

The Food Service Rules and Regulation, Chapter 511-6-1.08 (2) outlining the requirements for temporary food service establishment should be read in the early stages of planning.

OFFICE USE ONLY

Date _____ **Amount Paid $** _____ **DHD #** _____

Invoice # _____ **Check #** _____ **Auth #** _____ ☐ Cash ☐ MC ☐ Visa ☐ Discover

Event Name: _____ Event Location: _____

Event Organizer: _____

Name of Organization: _____

Organization Mailing Address: _____
Please include suite # **Street # and Name** **Suite** **City** **State** **Zip Code**

Date(s) of Operation: _____ Daily Hours of Operation: _____

Booth Name: _____

Person in charge of booth: _____ Phone #: _____

E-mail of person in charge: _____

Structure Type: ☐ Tent ☐ Mobile Unit ☐ Enclosed Building Other (Specify): _____

Applicant Name: _____ Phone #: _____

Applicant Address: _____
Include suite # **Street # and Name** **Suite** **City** **State** **Zip Code**

_____ _____
Applicant Signature Date

Please check here if you would like to receive our food safety blog ☐ (You will receive an e-mail confirmation)

PLEASE SUBMIT A COPY OF YOUR MENU WITH THIS APPLICATION AND INCLUDE PAYMENT OF ALL APPLICABLE FEES

1 – 4 Day Event: $105 5 – 14 Day Event: $155

For credit card / debit card payments (Visa, MasterCard or Discover only):

Cobb County, please call (770) 435-7815 and press "0" for the front desk

Douglas County, please call (770) 920-7311

Please see page 8 for mailing / faxing instructions

BOOTH SKETCH / FLOOR PLAN

A. Sketch the top view (overhead) and identify all equipment including hand wash facilities, cooking equipment, refrigerators (ice chest), worktables, storage areas, sanitizing bucket and sneeze guards.

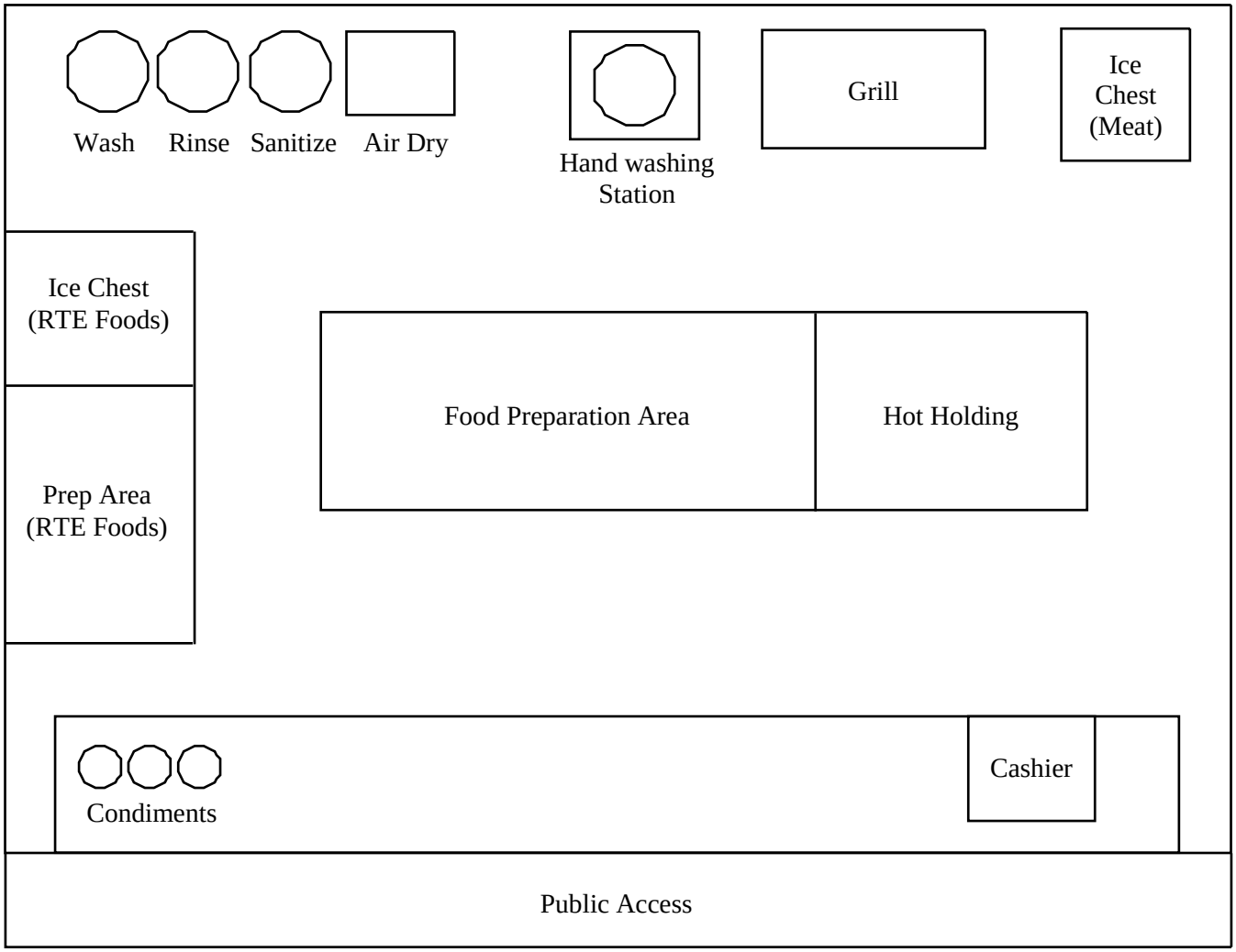
B. Type of floor, wall and overhead covering.

DO NOT WRITE BELOW THIS LINE
(DEPARTMENTAL USE ONLY)

Approved By

Date

SAMPLE SPECIAL EVENT FOOD FACILITY DIAGRAM



TEMPORARY FOOD SERVICE PLAN REVIEW DOCUMENTS

EQUIPMENT AND SUPPLIES

1. How will the potable water be provided and heated? _____

2. What types of wrapped single service and single use supplies will be used? _____

3. What type of equipment will be used to maintain food at 135º F (57 º C) and higher? _____

4. What type of equipment will be used to maintain food at 41º F (5º C) or below? _____

5. What type of equipment will be used to reheat refrigerated foods for hot holding or serving? _____

6. What type of equipment will be used to cook potentially hazardous food? _____

7. Potentially hazardous food is to be transported to the event in a hot [135º F (57 º C)] or refrigerated [41º F (5º C)] condition from an approved supplier or source. How will you transport these products?

8. How will equipment be placed to prevent food contamination? **Show the following on the BOOTH SKETCH / FLOOR PLAN diagram found on page 2:**

   a) Method of storage off floor / ground that will achieve at least six (6) inches off the floor / ground.
   b) Eight (8) feet separation of cooking and preparation services from patrons or vertical barriers installed where the required eight (8) feet cannot be achieved.
   c) Food preparation and service tables.

9. How will equipment and utensils be washed and sanitized? What sanitizer and concentration level will be used?

   a) Describe the on site washing and sanitizing set up to be used and **show placement on BOOTH SKETCH / FLOOR PLAN diagram found on page 2.**

   b) Permanent base of operation or food service establishment used for washing and sanitizing? Provide address and restaurant permit number (must have prior health authority approval).

10. How will the required hand washing facility be set up? **Show the location on BOOTH SKETCH / FLOOR PLAN diagram found on page 2.**

CONSTRUCTION

1. Booths must have overhead protection over all food preparation, food cooking, food storage and dish washing areas. What type of material is to be used (tarp, wood, metal etc.)?

2. What are the floors to be constructed of (concrete, asphalt, tight wood or other material)?

3. How will the walls, ceilings and entrances of the food preparation area be constructed to prevent the entrance of insects?

4. What method is to be used as a barrier to flying insects at the service window areas? ☐ Screening (16 mesh) ☐ Air Curtain

5. Describe construction methods and materials that will be used for excluding insects and vermin from the food preparation areas, food service areas and from the water storage areas.

FOOD STORAGE

1. What type of working containers will be used for food storage in the food preparation area?

2. How will bulk food storage containers be stored in the booth?

3. How will working containers of food supplies be protected from contamination during the event?

FOOD PREPARATION

1. What will be source for ice used? ☐ Commercially made and bagged ice ☐ Ice from restaurant commissary

Please note that ice procured from a self-dispensing, bag your own ice operation will not be accepted

2. All food and food supplies must be from an approved source. List the foods / supply source.

3. How will ice used for cooling or refrigeration be kept separated from ice used in beverages?

4. How will ice be dispensed for use in beverages?

5. Use the "**Food Processes Form**" on pages 7 and 8 to list all foods and their ingredients.

FOOD HANDLING

1. How will you prevent bare hand contact with ready to eat foods (check all that apply)?

   ☐ Single use disposable gloves ☐ Deli wax paper ☐ Tongs ☐ Spoons

   ☐ Scoops ☐ Other (describe): _____

2. How will you keep your food preparation areas protected from the public?

   ☐ Distance (8 feet) ☐ Barriers (describe barrier): _____

PERSONNEL AND HYGIENE

1. All food workers are required to restrain hair that is longer than ½ inch. Beard restraints will be required for beards and mustaches that exceed ½ inch in length. Hair and beard restraints will not apply to workers that serve only wrapped or packaged foods. Check below all that will apply.

   ☐ Hair nets ☐ Beard / mustache nets ☐ Cap ☐ Scarf

   ☐ Other (describe restraint): _____

2. How will you control the "No Jewelry" prohibition with your food workers? _____

_____

_____

Food Processes Form

Operator: _____ Event: _____ Event Date(s): _____

INSTRUCTIONS:

- **INCLUDE BEVERAGES, ICE, ALL INGREDIENTS AND CONDIMENTS**
- **LIST APPLICABLE FOOD TEMPERATURES IN PROCESSING STEPS (SUCH AS COOKING AND HOLDING)**
- **USE ADDITIONAL PAPER FOR ANY FURTHER EXPLANATION NEEDED FOR AN ITEM**

Item #	List All Foods / Beverages and Ingredients	Where Purchased	Onsite Prep Yes / No	Thawing	Holding Temps (Cold / Hot)	Cooking Temps	Reheating Temps	Comments on Food Handling

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PLEASE INCLUDE PAYMENT OF ALL FEES: 1 – 4 Day Event: $105 5 – 14 Day Event: $155

Return the completed application to the applicable county. For credit card / debit card payments (Visa, MasterCard or Discover only), please call the number listed below.

COBB COUNTY: CENTER FOR ENVIRONMENTAL HEALTH 1738 COUNTY SERVICES PKWY SW, 2ND FLOOR MARIETTA GA 30008-4012 OFFICE: (770) 435-7815, press 0 for the front desk FAX: (770) 431-7410	***DOUGLAS COUNTY:*** CENTER FOR ENVIRONMENTAL HEALTH 8700 HOSPITAL DRIVE, 1ST FLOOR DOUGLASVILLE GA 30134-2264 OFFICE: (770) 920-7311