

Temporary Food Permit Application

Applications must be received at least 7 days before the event

HEALTH DEPARTMENT APPROVAL: If less than 7 days before an event, you must contact the Health Department at (608) 242-6515 for approval before submitting this application. Late fees will apply.

SECTION A: Applicant Information

Applicant/Organization Name: _____

Applicant Address: _____

Person in Charge of Food: _____ Phone: _____ E-mail: _____

SECTION B: Event Information

Name of Event: _____

Location/Address of Event: _____

Date(s) of Event: _____ Time of Food Service _____

Event Coordinator: _____ Phone: _____ E-mail: _____

SECTION C: Non-Profit Requirements

Are you a non-profit organization? Yes / No

If yes, the organization is allowed 3 fee exempt days per year for meals and 12 fee exempt days per year for retail food, after which permit fees will apply.

SECTION D: Permit Fees - Daily fees are based on the calendar year and are **non-refundable**.

_____ \$76 - 1st day fee - restaurant foods (example: meals such as hot dogs, brats, pizza, sandwiches)

_____ \$65 - 1st day fee - retail foods (example: snacks such as ice cream, kettle corn, and pastries)

_____ \$25 / day for each additional day (\$25 x _____ # of additional days = _____)

_____ **\$25 late fee - Received less than 7 days before event**

_____ \$ 0 - Non-profit fee exemption

===== Total payment due - *Make checks payable to City of Madison Treasurer*

Submit Application to:

**City Clerk's Office, Rm. 103 City-County Building, 210 Martin Luther King Jr. Blvd., Madison, WI 53703
(608) 266-4601**

SECTION E: Food Preparation

Food Source (Home prepared foods are not allowed.)

- Restaurant Retail Grocery Wholesaler Other

Specify _____

Food Preparation Site (All food must be prepared at a commercial kitchen or on-site at event.)

- Off-site On-site Both off-site and on-site

Off-site prep kitchen name/address _____

Food Transport Method

- Ice Chest Refrigerated Truck Cambro Other _____

Menu Information - List food items and processing steps for each item

Food and Beverage Items	Describe Any Off-site Preparation and/or Food Storage	Cooking & Reheating	Holding Equipment hot ≥ 135°F or cold ≤ 41°F
Example: Pulled pork sandwiches	Cook pork roast to 145°F at restaurant. Shred pork and cool to 41°F in shallow pan in walk-in cooler.	Reheat to 165°F on-site.	Hot hold in steam table ≥ 135°F.

SECTION F: Food Stand Requirements

Hand Washing Facilities: Plumbed Sink Temporary Station*

*5 gallon food grade container with spigot that locks in the open position for a continuous flow of water and a bucket to catch wastewater

Additional Items:

- Disposable gloves, deli tissue, tongs, etc. (bare hands are not allowed to touch ready to eat food)
- Metal-stem food thermometer (required for foods needing temperature control)
- Sanitizer solution (bleach water or quaternary ammonia)
- Overhead protection (tent or canopy if outdoors)
- Utensil washing facilities (required for on-site food prep and for events > 1 day)
- Access to restroom facilities

SECTION G: Consent and Signature

I have read the "Temporary Food Stands: Key Points" and agree to comply with all the requirements. I understand that changes to menu or set-up must be approved in advance and that unauthorized changes or WI Food Code violations may result in permit revocation.

Signature _____ Date _____