

RADNOR TOWNSHIP
 COMMUNITY DEVELOPMENT DEPARTMENT
 TEMPORARY EVENT APPLICATION
 "PLEASE PRINT"

*** A FILLED-OUT APPLICATION MUST BE SUBMITTED TO THE COMMUNITY DEVELOPMENT DEPARTMENT TWO (2) WEEKS PRIOR TO THE EVENT FOR REVIEW. APPLICANTS NOT HAVING SUBMITTED THEIR APPLICATION ON TIME OR NOT FILLED OUT MAY NOT BE APPROVED TO PARTICIPATE. ***

Applicant Name: *	Phone: * e-mail: * Fax: *
Facility Name:	
Location of event:	
Commissary Information: Name, address and Phone number. *	
Vendor Coordinator on day of Event: *	Phone:*
Date(s) of Event: *	
Hours of Event:*	
Name of Certified Food Safety Professional that will be on site the day of the event? *	Phone:*
Set up Time:	Break Down Time:
Will food be cooked off site:* Yes or No (circle one)	
Where will food be prepared and cooked? *	
Cooked Foods	
What method of heating source will be used to maintain Hot holding temperatures @ 135 degrees or more? *	
What method of cooling source will be used to maintain Cold holding temperatures @ 41 degrees or less? *	

Uncooked Foods

How will food(s) be protected during event?
*

How will foods be displayed:
*

Temporary Event Application Page 2

Method of washing utensils:
*

Source of Potable Water: *

Source of Ice:
*

How and where will food handlers wash their hands:
*

How will left over foods be disposed of:
*

Where will the location be and how many restroom facility's will be provided:
*

Where and how will patrons wash their hands?
*

How will garbage be disposed of both liquid and solid:
*

Provide list of menu items served (attach additional sheets if needed):

IMPORTANT NOTICE

• **Vendors not licensed by Radnor Township must provide all of the following documents:**

1. Current Food License
2. Most Recent Inspection Report of your truck or facility.
3. Commissary License
4. Most Recent Inspection Report of your Commissary.
5. Food Protection Manager Certificate.

- Food thermometer should be on site.
- Hand wash station on site with hot water.
- Approved sanitizer on site.
- No Bare Hand Contact with Ready to Eat Food. Each vendor should have an approved method of serving RTE foods, such as; gloves, tongs, spatulas, deli paper or other method approved by health officer.
- Trash containers must be located at each vendor stand and trash disposed of in accordance with Radnor Township Ordinances

Signature of applicant: *

Do not write below this line. To be completed by Radnor Township Staff

Application Received:

Fee Paid:

Application Approved:

Denied:

Signature of Health Officer:

Comments:

Menu of Foods Served

Sketch of Temporary Stand(s)

To: Coordinator of Special Events
From: Health Officer
Re: Temporary Event with Food Vendors

To have your temporary event run smoothly and to minimize the possibility of **FOODBORNE ILLNESS OR OUTBREAK** please submit the following information with your completed Temporary Event Applications. Please contact me at 610-688-5600 ext. 167 if you have any questions.

Attached you will find:

- 1) The coordinator's list of **ALL** food vendors participating, each food/beverage item being offered. This list should be prepared by **THE COORDINATOR** and submitted to this office at least **two weeks** before the event.
- 2) Accompanying the list of food vendors you must submit a drawing of the layout of the event designating where each food booth will be stationed.
- 3) Each Food Vendor is required to submit the following items with their application: Current Food License, Most Recent Inspection Report for your truck or facility, most recent Inspection Report for your Commissary, Current Commissary License, Food Safety Manager Certification, Menu, and sketch of the stand.
- 4) The temporary event application, which shall be filled out by each food/beverage vendor at least **two weeks** before the event. A **\$125.00 fee** must accompany each vendor's application. Turn in completed Temporary Event Applications to the Event Coordinator along with the fee. The Event Coordinator will submit all applications to the Health Officer for processing.
- 5) A **\$250.00** Special Event Sponsor Fee is required two weeks prior to the event.

Coordinator's list of All Food Vendor's

A series of 25 horizontal dashed lines for data entry.