



Madison County Health Department

◇ 493 Medical Park Drive ◇ Marshall, NC 28753 ◇

◇ Tel: 828-649-3531 ◇ Fax: 828-649-9078 ◇

Marianna T. Daly, MD, MPH
Medical Director

Tammy Cody, BS
Deputy Health Director

Requirements for all Temporary Food Event Vendors and Temporary Event Organizers In Madison County

An application must be completed and submitted to the Madison County Environmental Health Department to provide information about all food preparation and sales to the public at any public event or exhibition within Madison County.

An application must be submitted no later than **30 days prior** to the event.

Please note a fee of \$75.00 will be required for each food service permit and must be paid with the submission of each Food Vender Application per event, unless you are exempt. If you are exempt you will need to provide documentation along with an Application for the Event.

A permit shall be issued by the Madison County Environmental Health Department once the Food Inspector has inspected your booth, kitchen, etc.

If you have any questions please call the Environmental Department at (822-649-9598).

Thank You,

Environmental Department

Madison County Public Health: *EveryWhere, EveryDay, EveryBody*



Madison County Health Department

Environmental Health

◇ 493 Medical Park Drive ◇ Marshall, NC 28753 ◇
◇ Tel: 828-649-9598 ◇ Fax: 828-649-9370 ◇
envhealth@madisoncountync.gov

Temporary Food Establishment Permitting Process

The information below details the major requirements for event planners to ensure proper Health Department permits are obtained by food service operators.

- Applications for a permit to operate a temporary food establishment are provided to the event organizer by this Department. The event organizer is responsible for sending and providing application to prospective food vendors and completing and submitting an organizers application.
- The event organizer is responsible for the collecting of applications from the vendors they select to operate during the event and arranging a time to review them with Health Department staff. Applications shall be submitted at least **30 days** prior to the event. Contact (828)649-9598 to initiate the application review process.
- Applications will be approved or disapproved by the Health Department and notification made to the organizer. Comments indicating the reason for disapproval will be provided to the organizer who will be responsible for notifying vendors. The organizer can request a vendor modify their application and resubmit for approval.
- Festival organizers will continue to be responsible for contacting this office to provide site maps and other documentation showing the festival layout, booth locations, hours of operation, and to provide parking and access passes for permitting and continuing sanitation evaluation.
- Food vendors participating in the festival must have a representative on-site when the Environmental Health Specialist arrives for permitting.
- All equipment indicated on the approved application must be provided and properly positioned. If a representative is not available at the time of our visit, or proper equipment is not provided as indicated on the approved plan, a permit will not be issued.
- Sale of food without a permit is a criminal violation and the Madison County Police can cite violators; this will require a court appearance in Superior Court.
- The vendor will be expected to abide by all conditions identified in the approved application and the operational permit throughout the festival. Permits may be suspended or revoked for rule violation.
- Health Department staff will make unannounced visits to food service establishments during the event to ensure that safe and sanitary food handling practices are being followed.
- Food shall not be prepared in a residential kitchen for sale to the public. If an operator wants to prepare food in a kitchen that does not have a Health Department permit (such as a church kitchen), prior arrangements must be made with the Department so an inspection of the kitchen may be scheduled before a plan is approved or permit issued.
- Water must be obtained on-site from an approved source or brought in commercially packaging from a state or federally inspected source.



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Temporary Event Organizer Application

This application must be completed and submitted to the Madison County Health Department (MCHD) to provide information about all food preparation and sales to the public at any public event or exhibition within Madison County. In addition to this organizer application, a separate Food Vendor Application must be submitted by each food service vendor participating in the event or exhibition. This application must be submitted with a map of the event site indicating the location of all of the food booths. Please note:

- This application, map, and Food Vendor Application(s) must be submitted **no later than 30 days prior to the event.**
- A fee of \$75.00 will be required for each food service permit and must be paid with the submission of each Food Vendor Application.

1) Name of Event: _____ Date of Event: _____

2) Address of Event: _____
Street City State Zip

3) Event Date(s): _____

4) Organizers Name: _____ Organizers Phone: _____

5) Organizer Address: _____
Street City State Zip

6) Additional Organizer Contacts: _____ Additional Phone: _____

7) Organizer Email: _____

8) Number of Anticipated Food Booths: _____ 9) Date/Time of Food Booth Set Up: _____

10) Source of Water for Food Booths (check the box which applies for all food vendors):

- Public Water Supplied by Organizer Water Supplied by Food Vendor
 On-Site Private Well (requires testing by MCHD) Other: _____

11) Check the following items supplied for the food booths by the organizer:

- Electricity Refrigeration Toilet facilities Drinking Water Hose(s)
 Recycling Garbage Pick-up Grease disposal Waste Water Disposal

12) Will the event include a petting zoo or pony rides? Yes* No

* If "yes", how many hand wash facilities will be available? _____

I certify that the information in this application is complete and accurate. I understand that any changes to my operation must be submitted to the Madison County Health Department for review and approval prior to the day of the event.

Organizer Signature: _____ Date: _____

Submit this application, all Food Vendor Applications, permit fee(s) and event map to:
Madison County Health Department
Environmental Health
493 Medical Park Drive, Marshall, NC 28753
Phone: (828)649-9598



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Medical Director

Temporary Food Event Vendor Application

This application must be completed and submitted to Madison County Health Department (MCHD) to provide information about all food preparation and sales to the public at any public event or exhibition within Madison County. Applications must be submitted no later than **30 days** prior to the event.

Please Note: A fee of \$75.00 will be required for each food service permit and must be paid with the submission of each Food Vendor Application per event.

1) Name of Event: _____ Date of Event: _____

2) Address of Event: _____
Street City State ZIP

3) Name of Vendor: _____ Vendor Phone: _____

4) Vendor Business: _____

5) Vendor Business Address: _____
Street City State ZIP

Please Note: Food booth must be completely set up prior to permitting and NO food preparation is allowed in the booth until the permit is issued

6) Date of Permitting: _____ Set-up Time: _____

7) Applicant Email Address: _____

8) Will Vendor prepare food prior to the event? Yes No If you checked "Yes" food will be prepared prior to the event*, provide the name of the facility where food will be prepared:

Name of Prep Facility: _____ Date of Prep: _____ Time of Prep: _____

Address of Prep Facility: _____
Street City State ZIP

*Please Note: Advanced preparation may require a permit by MCHD for the preparation site.

9) As of September 1, 2012, the vendor/permit holder shall require all food service employees to comply with an approved Employee Health Policy. Do you have an approved Employee Health Policy? Yes No

10) Please check the box that best describes the source of water for your food booth:

- Public water supplied by organizer (requires food grade hose)
- Tap water supplied by vendor
- On-site private well (requires sampling by MCHD)
- Bottled Water supplied by vendor

11) Check the box that best describes the disposal method for the following:

Garbage:

- Waste can taken offsite
- Event dumpster
- Other: _____

Wastewater:

- Portable toilet at event
- Event grey water bin
- Other: _____

Grease:

- Grease taken offsite
- Event grease receptacles
- Other: _____

12) Check the box that best describes your equipment:

Cold Holding:

- Refrigerated truck
- Commercial refrigerator
- Freezer
- Other

Hot Holding:

- Chafing dishes
- Electric hot box
- Grill
- Other: _____

Utensil Washing:

- 3 utility sinks
- 3-comp sink
- 3 basins
- Other: _____

Hand Washing Set-Up:

- Mechanical sink
- Gravity flow set-up
- Other: _____

13) Will ready-to-eat produce (vegetables or fruit) be prepared in your food booth? Yes (**requires** prep sink) No

14) Provide a complete list of all food/menu items in chart below and check “Advanced Preparation” if food/menu item will be prepared prior to the event or check “Prepared at Event” if no advance preparation is needed. Check both “Advanced Preparation” and “Preparation at Event” if food/menu item requires both types preparation.

Please include all add-on items such as lettuce, tomato, onion, etc. (e.g., Hamburgers with cheese, lettuce, tomato, etc.)

Food/Menu Items	Advanced Preparation*	Prepared at Event
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

*Please note: Food preparation may not exceed more than 7 days prior to the event.


15) Check the box which describes your food booth set up:

- 3 sided-tent
- Tent with fans
- Mobile food unit
- Other _____

16) On a separate piece of paper, please provide a simple drawing of your booth layout complete with equipment and table placements. If you would like an example, one can be provided upon request

I certify that the information in this application is complete and accurate. I understand that:

- Any changes to my operation must be submitted to the Madison Couth Health Department for review and approval prior to the day of the event
- All potentially hazardous foods (PHF) that I am serving must be maintained at approved temperature (41°F or below for cold food and 135°F or above for hot food) during transport, holding and/or service.
- Failure to maintain approved temperatures for PHF may result in disposal or embargo of the food.

 Applicant Signature: _____ Date: _____

Office Use Only

Reviewer Signature: _____ Date: _____
 Comments: _____

TFE Set-Up Example

