

# SPECIAL EVENT LICENSE APPLICATION PACKAGE FOR APACHE COUNTY

## INSTRUCTIONS

Please call (928) 337-7607 or (928) 337-7532 if you have any questions or need assistance with any part of this application.

Submit the following at least **three weeks** prior to the special event.

1. Completed license application, both sides.
2. Exterior photograph of booth or mobile food unit **and** floor plan of interior of booth or mobile food unit.
3. \$50.00 Event Fee; If a Non-Profit organization fee can be waived with 501(c)(3) or approved documentation.
4. Return the completed forms to Apache County Public Health Services District.

## DEFINITIONS

**SPECIAL EVENT** means a temporary food establishment at which food or beverage is provided in conjunction with a fair, rodeo, exhibition, or similar event for not more than 14 consecutive days at the same location and same event.

**MOBILE FOOD UNIT (MFU)** means a self-propelled or trailer mounted establishment in which food or beverages are composed, compounded, processed, or prepared and from which the food is vended, sold, given away or dispensed.

**POTABLE WATER** means water that is drinkable and comes from an approved source.

**HOT HOLDING** means maintaining food continuously at 130°F or above. Acceptable equipment: steam table, crock-pot, hot holding cabinet.

**COLD HOLDING** means maintaining food continuously at 41°F or lower. Acceptable equipment: refrigerator, freezer, ice chests.

## MINIMAL FOOD BOOTH AND MOBILE FOOD UNIT (MFU) REQUIREMENTS

1. **Overhead protection, three side walls and flooring is required for food booths.** Doors for MFU's must self-close. Screening of openings may also be required. Booths selling only commercially prepackaged foods may not need to meet the booth requirements..
2. Accurate long stem thermometer, which reads from 0°F to 220°F.
3. A dishwashing set-up consisting of three basins for a **wash, rinse, sanitize**, set-up.
4. Chlorine bleach or other approved sanitizer (iodine or quaternary ammonium) must be used in the sanitizing solution for utensils & equipment AND sanitizing counters & tables. Chlorine test strips or test kit for the approved sanitizer.
5. Approved handwashing facilities with clean running water, soap, paper towels (separate from the dishwashing set-up), and a container to catch and hold wastewater.
6. All foods, ice for drinks, and water must come from approved sources. Ice scoops require handles.
7. Covered garbage or waste can.
8. Applicant and staff need to have current Apache County Food Handler Certification Cards.
9. Any off-site food preparation (if applicable) must take place in a facility approved by the ACPHSD. This requires a completed and approved Commissary Agreement form.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE SUBMITTED** \_\_\_\_\_

## APACHE COUNTY PUBLIC HEALTH SERVICES DISTRICT

### SPECIAL EVENTS: NOTATION FOR FOOD VENDORS OF PRE-PACKAGED FOOD ONLY

If the food you are dispensing is completely commercially pre-packaged, you will not be doing **ANY** food preparation and foods are non-potentially hazardous, you may not need to pay the fee for a special event permit. If the only food you are preparing is popcorn without flavorings or coatings, a license fee will not be required.

However, you will need to fill out the application and answer the questionnaire and return it to us so that we can determine if a permit is required.

Examples of pre-packaged foods are:

- Bottled water
- Canned soda
- Sealed Ready-to-Eat commercially pre-packaged foods: potato chips/snacks, candy bars, etc.
- Sealed Pre-packaged foods: nuts, spices, jam/jellies, dried fruit, pickles/olives, beef jerky, etc.

This information **MAY NOT** apply to your business if you are doing any **food sampling**. Please call us for information regarding sampling.

If you have any questions about the products you plan to dispense, please call us!

**APACHE COUNTY PUBLIC HEALTH SERVICES DISTRICT  
ENVIRONMENTAL HEALTH DIVISION  
Special Event Permit Application**



<b>Food Booth /Mobile Food Unit - Event Fees</b> <b>Event Permit Fee is \$ 50.00 per event</b>			<b>Operating an Event Without a Food Permit will be \$100.00</b>	
<b>Company/ Organization</b>		<b>Date:</b>	<b>Received By:</b>	
<b>Contact Person</b>		<b>Amount Paid:</b>	<b>Cash or Check #:</b>	
<b>Mail Address</b>		<b>Receipt #</b>		
<b>City/State/Zip</b>		<b>Permit Number Assigned:</b>		
<b>Home Phone #:</b>	<b>Cell Phone:</b>	<b>Email Address:</b>		

**Please Print**

Name of Booth or Mobile Food Unit \_\_\_\_\_

Is your food service operation a:   Mobile Food Unit ☐   Food Booth ☐   Food Cart ☐   Other \_\_\_\_\_

Event Name(s): \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Time of Operation: \_\_\_\_\_

Event Location(s): \_\_\_\_\_

In what **previous** special events have you participated in Apache County?

\_\_\_\_\_

\_\_\_\_\_

Is this a NON-PROFIT Organization? Please (Circle One)   Yes   or   NO

If so, please provide documentation. For example: 501(c)(3) or Letter from Authorized person for example a church authority designee.

**Do you have questions about requirements?**

The undersigned assumes complete responsibility for the business to be carried out on the premises for which this application for a license is being sought. The undersigned agrees that all business in said premises will be conducted in full compliance with all sanitary regulations applicable thereto and with all county, state, and local laws, rules and ordinances pertaining thereto.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

# QUESTIONNAIRE

Please answer all the following questions, complete the application, and return to Health Services with the license fee. A simple menu – only one or two foods -- with few preparation steps (for example: basic cook-and-serve) works best. Complex food preparation is inappropriate for an outdoor setting and will not be approved.

1. List all menu items including drinks.

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2. Will all foods be prepared onsite at the event? (please check below)

**Yes** ☐ (if yes, skip to item #3)

**No** ☐ (if no, attach a copy of a completed and signed Commissary Agreement with the licensed food kitchen where food preparation will take place, including the dates and times of food preparation) Complete the following:

How will prepared food(s) be kept hot or cold before and during transportation to the Event?

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3. Describe equipment to be used at the event:

Cold holding \_\_\_\_\_ for menu items \_\_\_\_\_

Hot holding \_\_\_\_\_ for menu items \_\_\_\_\_

Cooking \_\_\_\_\_ for menu items \_\_\_\_\_

4. Who will be responsible for checking food temperatures and supervising food handling practices?

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5. How will potable drinking water be obtained during the event? \_\_\_\_\_

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6. How will wastewater be disposed of during the event?

Sewer ☐

Holding Tank ☐

Other ☐ \_\_\_\_\_

7. Do workers have current Apache County Food Handler Cards?

Yes ☐ No ☐ If no, call for information on scheduled classes or alternatives.

Please **SCALE** your booth or Mobile Unit FLOOR PLAN below:

**THIS MUST BE RETURNED WITH YOUR COMPLETED APPLICATION FORM.**


**SCALE = \_\_\_\_\_ INCHES TO \_\_\_\_\_ FEET**

Will gloves be used by Food Handlers? YES ☐ NO ☐

Will extra utensils be available so Food Handlers don't have to wash dishes in the booth? YES ☐ NO ☐

The following is for use by ACPHSD as acknowledgement of application, application approval/denial and/or comments.

**APPROVED:**

YES ☐ NO ☐ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

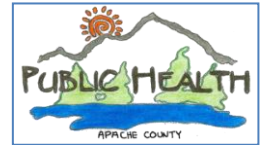
**Additional information needed:**

**Approval with reservations:**

**Questions:**

Received by \_\_\_\_\_ Date: \_\_\_\_\_

**APACHE COUNTY PUBLIC HEALTH SERVICES DISTRICT  
ENVIRONMENTAL HEALTH**



**COMMISSARY AGREEMENT**

By signing his or her name, each party enters into a binding legal contract that cannot be changed except by renegotiation and execution of a new agreement. The signed agreement will remain binding for the term of the mobile/offsite owner's current Health Services permit but under no circumstance for longer than one year. Change in ownership of the mobile/offsite business or in ownership of the commissary or violation of the terms of the agreement will void this contract and result in cessation of the mobile/offsite business. Resumption can take place only after a new agreement is negotiated and executed.

**MOBILE/OFFSITE BUSINESS OWNER'S DECLARATION:** I agree to utilize the commissary facility listed below for the following:

- ☐ Food preparation
- ☐ Storage of all foods, paper goods, beverages and consumables
- ☐ Washing/Sanitizing of equipment and utensils
- ☐ Potable water source
- ☐ Wastewater disposal
- ☐ Special considerations:

Date	Business Name	Address
Print Name	Phone Number	Permit Number
Signature	Date	

**COMMISSARY OWNER'S DECLARATION:** I agree that my establishment has facilities capable of supporting the above mobile/offsite business requirement and I will make my facilities available for the support of the mobile/offsite business.

Date	Business Name	Address
Print Name	Phone Number	Permit Number
Signature	Date	

**HEALTH DISTRICT ACCEPTANCE:**

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

## **SELF INSPECTION SHEET FOR FOOD BOOTH OPERATOR**

*(Please keep this for your own use)*

Yes	No		Approved application or copy of mobile or catering license available at event.
Yes	No		Booth construction complete: waterproof overhead protection, side and rear walls set-up, waterproof ground covering.
Yes	No		All food prepared in booth or unit. If not, list the location where food preparation is done prior to start of event: _____
Yes	No		No bare hand contact with ready-to-eat food.
Yes	No		Handwash station set-up with liquid soap and paper towels.
Yes	No		Thermometers present to verify food temperatures.
Yes	No		Sanitizer (i.e. bleach) present for ware washing and wiping cloths, test strips.
Yes	No	NA	Hot holding units available to maintain food at 130°F after cooking.
Yes	No	NA	Cold holding space (ice chests or refrigerator) available to keep all potentially hazardous foods at 41°F or less.
Yes	No	NA	Sufficient ice available to help maintain food temperatures.
Yes	No	NA	All condiments or other food products served in squeeze bottles, pump dispensers or containers with self-closing lids.
Yes	No		Ware washing station provided to wash, rinse and sanitize dishes.
Yes	No		Wastewater disposal area identified.
Yes	No		Food products stored at least 6 inches off the ground and protected.
Yes	No		Potable (drinking) water supply readily available.
Yes	No	NA	Grease disposal area identified.
Yes	No		Garbage containers, plastic bags available.
Yes	No	NA	Foods cooked to proper temperatures.
Yes	No		Apache County Food Handler Certification Cards.

### Food Temperatures (should check hot and cold holding every 2 hours):

Food Item	Temperatures		

**PLEASE KEEP THIS CHECKLIST AND THE FOLLOWING PAGES FOR YOUR OWN USE**



## SANITIZING

**FOOD CONTACT SURFACES SUCH AS COUNTERS AND CUTTING BOARDS NEED TO BE SANITIZED THROUGHOUT THE DAY TO CONTROL CROSS-CONTAMINATION.**

A container with a solution of 100 ppm chlorine bleach must be prepared upon opening. (use 2 capfuls of bleach for every gallon of water). Change the sanitizer as often as necessary to keep it from dropping below 50 ppm (use test strips to check).

## BOOTH CONSTRUCTION

**EVERY TEMPORARY FOOD BOOTH MUST HAVE:**

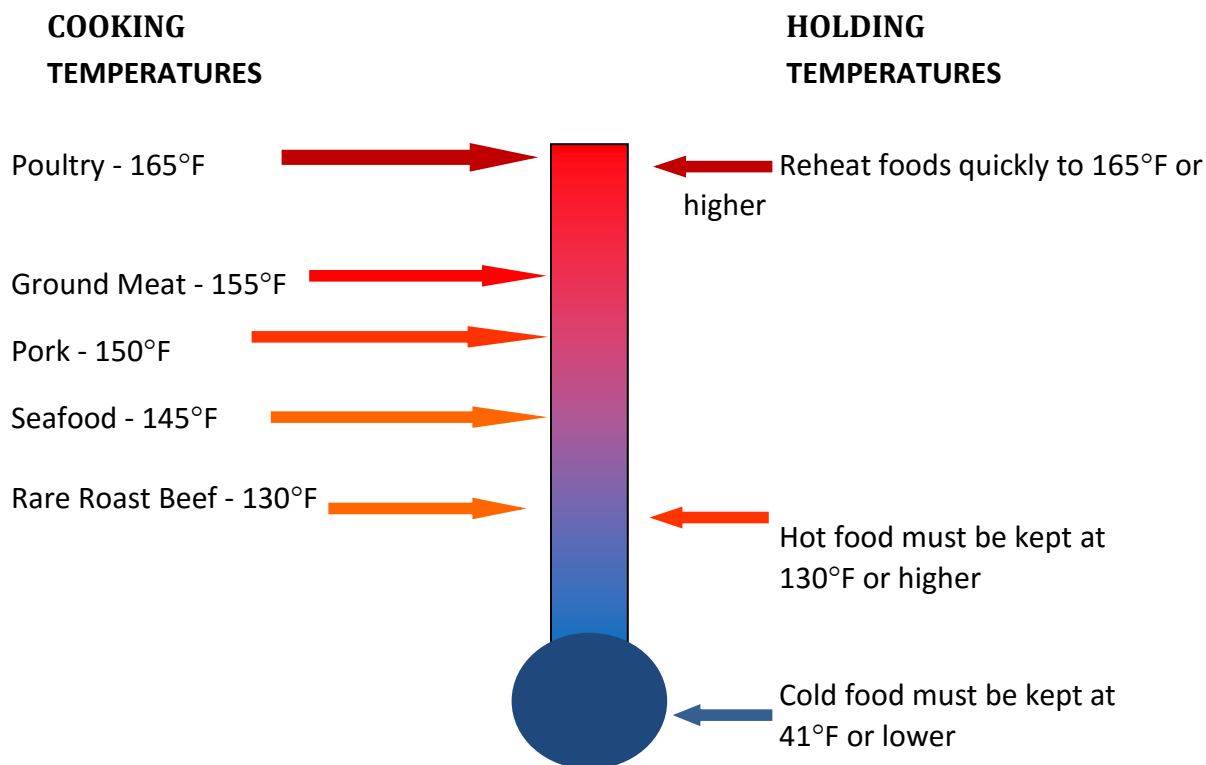
- 3 FULL SIDES (walls) that protect the interior from weather and wind blown dust.
- A WATER RESISTANT ROOF (Top).
- A CLEANABLE AND STURDY FLOOR

Booths cannot be placed directly over dirt or grass unless plywood or a plastic tarp is used for the floor.

Enclose the front of the booth from the bottom of the service counter down to the ground.

Use the front of the booth for food service only, not for food preparation.

Exposed food items placed on the front service counter require a food guard or cover.



## ***DISHWASHING***

**THE UTENSILS AND EQUIPMENT USED IN FOOD AND BEVERAGE SERVICE ARE REQUIRED TO BE WASHED AND SANITIZED.**

Proper sanitation requires the use of a three-step procedure.

Three (3) adequately sized containers must be set up:

- The first container is used for washing and contains hot water and dish soap.
- The second container is hot rinse water.
- The third container is used for sanitizing. The minimum concentration is 50-100 ppm chlorine bleach. (Use 1 capful of bleach for every gallon of water).

After completing the three steps, all utensils and equipment must be air-dried.

Change the water and replace the wash, rinse and sanitizing solution in the containers frequently to keep the process effective.

## ***FOOD SERVICE***

**ALL FOOD MUST BE FROM AN APPROVED SOURCE.**

Home canned foods or preparation of food in the home is not allowed.

All food preparation must take place on-site and inside the temporary food establishment. Food prepared off-site must be done in an approved food establishment.

Grills or other cooking equipment may be located outside the booth to comply with local fire codes.

## ***HAND WASH FACILITY***



**HANDS MUST BE KEPT CLEAN**



Provide a hand wash facility and use it frequently!

**PROVIDE:**

- 5 GALLON CONTAINER with warm water  
(THE SPIGOT OR SPOUT must be adjustable to control the flow of water and provide a steady water stream while the hands are being washed.)
- CONTAINER FOR CATCHING WASTE WATER
- SOAP
- PAPER TOWELS