



Philadelphia Department of Public Health

Office of Food Protection

7801 Essington Avenue

Philadelphia, PA 19153

(215) 685-7494

DPH.EHS.SpecialEvent@Phila.gov

Special Event Sponsor Guide and Application

Dear Sponsor/Event Organizer:

You are responsible for ensuring compliance of all approved food service operators at the event. You may need to provide support services to ensure proper operation. This includes arrangement for on-site availability of water, ice, refrigeration units, overhead protection, waste disposal, oil recycling, or other necessary services to ensure a successful event. Food service operators that provide food or beverages are required to submit an application and follow all applicable regulations.

The Sponsor must do the following:

- Complete and submit the attached Sponsor Application with a list of **ALL** food/beverage operations and a plot plan showing the location of each operator.
- Submit a \$78.00 fee to the Health Department. An invoice for online payment will be sent upon receipt of the application.
- **CASH AND CHECKS (BUSINESS, CASHIER'S, AND PERSONAL) ARE NOT ACCEPTED.**
- Each participating food/beverage operator must complete and submit the *Temporary Special Event Food and Beverage Vendor Application*. Vendors are also required to submit payment for all applicable fees.
- Sponsors must approve and sign all applications. For events longer than 14 days, please refer to the *Permanent Special Event Vendor Application*.
- Applications should be submitted at least **30 days prior to the event** for approval. Applications received less than 15 business days prior will be charged a **\$65 late fee and may not be approved**.
- Vendors without prior approval will **NOT** be approved **during** the event.
- The Health Department will conduct inspections of all food/beverage operators on the day of the event. **The sponsor will be billed for all inspectional costs.** Estimates are provided upon request.

Licensed food establishments must be in current compliance and inspected within 14 months of the event. If not, they will require inspection prior to the event and may not be approved.

Upon approval, an Operation Eligibility Certificate (OEC) and a License Eligibility Report (LER) will be issued. The LER is required to obtain a food license from the Department of Licenses and Inspections (L+I). **The food vendor is required to submit all associated license fees to L+I to obtain a food license.**

As the Sponsor, you are required to ensure that the Health Department receives all the completed applications, paperwork, and fees. **If the paperwork and fees are not received in a timely manner, the specific operator will NOT be allowed to participate in the event.**

Pre-approved food vendors are mobile or permanent special event food vendors that have obtained a Temporary Food License and are in current compliance. License approval is specific to the unit and the menu at the time of evaluation. The Health Department must be notified of any menu changes at least

five (5) business days prior to the event. A list of all mobile and permanent special event vendors should be included with the sponsor application. These vendors **must** have their OEC and food license available for review at the event. If you need additional information or assistance, please contact us at (215) 685-7494 or at DPH.EHS.SpecialEvent@Phila.gov.

SPECIAL EVENT TEMPORARY FOOD AND BEVERAGE HANDLING GUIDELINES

The City of Philadelphia Food Code defines food as "an article used, or intended to be used, for food or drink by humans, including chewing gum and articles used for components of any articles."

1. A PERSON-IN-CHARGE (PIC) MUST DEMONSTRATE KNOWLEDGE:

- A PIC must be present and have knowledge of food safety and the Food Code regulations.
- All persons with symptoms/diagnosis of food borne illness must report to the PIC.
- A Food Safety Certified Person is required **ONLY** at operations that exceed **7 days**.

2. ALL FOOD MUST BE FROM AN APPROVED, COMMERCIALLY LICENSED SOURCE:

- Compliance status will be confirmed for all sources.

3. WATER AND ICE MUST BE APPROVED AND PROTECTED FROM CONTAMINATION:

- Water supplied at the site must conform to all applicable regulations. Connection to fire hydrants for food preparation and hand washing purposes is **prohibited**.
- Store water in clean, covered containers with dispensing spouts. Containers shall not leak or drip.
- All ice must come from an approved source. Ice for consumption shall be kept in original packaging with the manufacturer's label.
- Store ice in clean, nonporous, approved containers. Provide food grade liners for Styrofoam coolers.
- Dispense ice with a scoop having a handle. Scoops may be stored in the ice with the handle up or outside the ice on a clean surface (protected from contamination).
- Ice used for food/beverage storage must not be used as drink ice or consumable ice.

4. FOOD/BEVERAGE HANDLERS MUST HAVE GOOD HYGIENIC PRACTICES:

- Food/beverage handlers may **NOT** eat, drink, or use tobacco while handling food/beverage or while in the food/beverage preparation area.
- Individuals with persistent sneezing, coughing, or runny nose may not work with exposed food.
- Suitable hair coverings should be worn during food/beverage handling.
- **No bare hand contact of ready to eat foods.** Gloves or utensils must be used.

5. ALL FOOD/BEVERAGE MUST BE PROTECTED FROM CONTAMINATION:

- Unwrapped/uncovered, displayed food/beverage requires approved covers or sneeze guards.
- Self-service condiments must be dispensed from a closed containment system or in pre-packaged single serve portions.
- Food or drinks, whose packaging is impermeable to water (hermetically sealed cans or bottles), may be stored in ice. Ice storage containers must have a drain.
- The reuse of original food packaging for food storage is not permitted.
- Food, beverages, related containers, and service items must be stored at least six (6) inches above the ground.
- All equipment must be clean when it arrives at the event.
- Provide extra utensils to be replaced after four (4) hours of operation.
- Events lasting longer than one day may require a pre-approved cleaning site.
- Clean and prepare all fruits and vegetables at an approved facility **prior** to event.

6. FOOD/BEVERAGE HANDLERS MUST WASH THEIR HANDS:

- All facilities handling open food/beverage must provide warm (100°F - 120°F) running water.
- Food/beverage handlers must clean their hands prior to food handling activities and donning gloves.
- Wipes may **NOT** be used in place of hand washing unless all food is pre-packaged.
- An approved hand washing station includes an insulated dispenser with 'stay-on' spigot, warm water (100°F - 120°F), soap, single use paper towels, wastewater container, hand washing reminder sign, and solid waste receptacle.



7. FOODS MUST BE COOKED TO THE PROPER TEMPERATURE:

- Raw meat and seafood shall be cooked to heat all parts to the proper temperature.
- An approved thermometer must be used to monitor proper cooking temperatures.

8. RAW AND/OR UNDERCOOKED SPECIALTY DISHES MUST BE PRE-APPROVED BY THE HEALTH DEPARTMENT. THESE ASSESSMENTS ARE CONDUCTED ON AN INDIVIDUAL BASIS.

9. FOODS MUST BE PROPERLY COOLED:

- Hot food preparation and cooling must be identified on the menu and pre-approved. Hot foods prepared in advance must be properly cooled from 135°F to 70°F within two (2) hours, and to 40°F within six (6) hours in shallow pans.
- Foods actively cooling are required to have a time-temperature log from the point of preparation to the point of service. These logs must be available during the inspection. Logs that are not initially available upon request will not be accepted.
- Transport food at the proper temperature and reheat rapidly onsite for hot holding or service.
- Foods made with ingredients at room temperature, such as cold sandwiches or salsas, must be properly cooled and stored at 41°F or below.

10. FOODS MUST BE PROPERLY REHEATED TO 165°F:

- Food that is cooked, cooled, and reheated shall be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds.
- All cooking units shall be capable of cooking food to their proper temperature and hot holding units must be capable of holding foods at 135°F or above.
- Chafing dishes with chafing fuel cans may **NOT** be used for reheating.

11. FOODS MUST BE KEPT OUT OF THE TEMPERATURE DANGER ZONE (41°F - 135°F):

- All foods requiring temperature control must be transported at or below 41°F or above 135°F. Such foods must be delivered in insulated containers, mechanical refrigeration, or hot holding equipment designed to maintain food temperatures.
- Cut melons, tomatoes, and leafy greens must be stored at a temperature of 41°F or below. These items **CANNOT** be cut at an event or temporary facility.
- A time-temperature log from the point of preparation to the point of service must be available during the inspection. Logs that are not initially available upon request will not be accepted.

- Out of temperature foods are subject to immediate disposal and may prevent participation in the event.

12. AN ENCLOSURE IS REQUIRED:

- Overhead protection is required in storage, food preparation, cooking, grilling, and serving areas.
- Enclosure materials must meet Fire Code Requirements. Any equipment with an open flame or fryers must have a metal awning/overhead coverage.
- Floor protection is required to prevent contamination where soil is present.
- Operations that include oil must have an approved floor surface to prevent soiling.

13. ALL EQUIPMENT MUST BE CLEAN, SAFE, AND IN GOOD REPAIR:

- Visibly soiled containers and equipment may **NOT** be approved for use at the event.
- The use of industrial drums for grilling is not permitted.
- All cooking, heating, and hot-holding equipment must not be accessible to the public.
- Extra utensils must be available. Utensils will require replacement every four (4) hours.

14. WASTE PRODUCTS MUST BE DISPOSED OF IN AN APPROVED MANNER:

- All cooking oil waste should be removed and recycled in an approved manner.
- Each facility must collect all wastewater (e.g. from hand washing) and dispose of it in a sanitary outlet (not on the ground or storm drain).

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Special Event Sponsor Application

A. Event Information				
Name of Event:		Event Location (include address or intersection):		
Date(s) of Event:	Set-up Time:	Event Start Time:	Event End Time:	Time Food Handling Begins:
Rain Date:	Number of Food Operations:	Number of Spaces:	Space Dimensions for Each Operation:	
B. Sponsor Information				
Sponsor Agency Name:		Licensee/Owner Name:		
Mailing Address (Number and Street, PO Box, or Route):				
City:		State:	Zip Code:	
Contact Phone Number:		Email:		
Name of Person-In-Charge at the Event:		Phone Number:		
C. Physical Facility Information				
1. Attach a PLOT PLAN AND LIST OF ALL FOOD OPERATIONS. How many food vendors do you expect? Indicate the location for storage facilities, refrigerated trucks, ice and water services, toilet facilities, and individual locations.				
2. Where will the food operators get water to use during operation? Will you provide the water or will they bring their own. Please specify the details.				
3. What type of hand washing station will the food operators use? Will you provide it, or will they bring their own? Give specific details about these facilities. Drawings or photos are helpful.				
4. Will facilities be provided for food operators to clean equipment? Describe the details.				

5. What type of toilet facilities will be provided? Provide details.
6. How and where will food handlers and the public wash their hands after using toilet facilities?
7. What type of trash containers will be provided for the food operators and the public? Provide details.
8. Will ice be provided for the food operators? Provide details about ice supplier/manufacturer.
9. What type of overhead structure and sidewalls will be provided (tent, etc)? Provide cut-sheets, pictures, or drawings as needed. Indicate the fire-retardant rating of these structures.
10. Provide a description of the ground at the event (bare soil, grass, concrete). Provide details.
11. Open food displays in customer areas require sneeze protection to shield the food from contamination. What types of devices will be provided? Provide details, cut-sheets, or photos.
12. Are you permitting grilling or cooking?
13. What type of electrical services or power sources will you provide for food operations? Provide details.
14. What types of fuel or power sources (propane, charcoal, electric generators, etc.) will be permitted? Provide details. If used, how will the operator dispose of cooking oil or charcoal?

I certify that the information provided on this application is correct to the best of my knowledge. I understand that an incomplete or illegible application will be returned unprocessed.

Sponsor Name (Print): _____ Title: _____

Sponsor Signature: _____ Date: _____

Special Event Food and Beverage Vendor List

Complete and submit the list below with all participating food and beverage vendors.

VENDOR NAME	CONTACT PERSON	EMAIL ADDRESS	CONTACT NUMBER

Special Event Sponsor Application Submission Checklist

Complete and submit the checklist below along with your application.

- Reviewed Special Event Food and Beverage Guidelines.
- Completed Special Event Sponsor Application.
- Submitted complete list of all participating food and beverage vendors.
- Submitted an event plot/site map with food and beverage vendor locations (required at least three (3) business days prior to the event).

OFFICE USE ONLY

Application Received Date: _____

Invoice Payment Date: _____