



TEMPORARY FOOD SERVICE EVENT SPONSOR INFORMATION

leon.floridahealth.gov

Temporary Food Service Events Sponsor Acknowledgements and Responsibilities

A "Temporary Food Service Event" is defined as a food service establishment that operates at a fixed location for a temporary period of time, including one-day events and not to exceed 18 consecutive days. Temporary Food Service includes, but is not limited to, the following: fairs, sporting events, public exhibitions, festivals, and school functions.

At our inspections, we focus on risk factors that could lead to an outbreak of a foodborne illness. These include safe food temperatures, proper handwashing, prevention of contamination, and approved food sources. We consider all events important for our community and dedicate our health inspectors and support personnel to conduct the inspections, permit the facilities, and follow up on food safety issues.

This document is designed to ensure the safety of the foods served, and in turn, protect the health of your patrons. All final decisions will be based upon the guidelines and standards provided in Chapter 64E-11, Florida Administrative Code and Section 381.0072, Florida Statutes.

Event Sponsor

Every vendor serving food at a temporary event must obtain a Temporary Food Service License from the Florida Department of Health in Leon County (DOH-Leon). To obtain a license, the event sponsor has the following responsibilities:

- 1) Serve as coordinator between event food service vendors and DOH-Leon. In this role, the sponsor will provide the set-up time for food service vendors and be on site one hour before set-up time to meet with DOH-Leon inspector(s) to review vendor placement and approvals. This includes sharing the DOH-Leon Temporary Event Operation Guidelines and other key documents.
- 2) Submit the Temporary Food Service Event Sponsor Notification Record, and a list of food vendors and the type of food to be served. This includes all pre-packaged food and drinks.
- 3) Ensure that each food vendor completes a Temporary Food Service Event Application (DH8004-DCHP-02/2018). The application and licensing fee (if applicable) is due to DOH-Leon at least **3 business days** before the date of the event. This will allow us time to process the application, review the information submitted, and assign the event to a food service inspector. Failure to submit the application and licensing fee within the requested time frame will result in a \$75.00 late fee or denial of a Temporary Food Service License.
- 4) Provide a **Site Plan** which shows the proposed locations of each temporary food facility, restrooms, and all shared utensil washing, handwashing, and janitorial facilities. An adequate supply of pressurized potable hot (120°) and cold running water, shall be provided for all shared utensil washing, handwashing (warm water at 100°F), and janitorial facilities. Approved restrooms must be provided within 200 feet of the food vendors with handwashing sinks supplied with warm water, hand wash cleanser, and single-use sanitary towels. Refuse containers for solid waste disposal and approved liquid waste disposal facilities must be provided.

The required documents may be submitted via fax (850-487-3168), email (Leonfacilities@flhealth.gov), or personally delivered to (2965 Major James Morgan Jr. Way Tallahassee, FL 32304).

DOH-Leon

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- 1) Provide event sponsors with the most up-to-date information and resources to share with vendors in preparation of the event.
- 2) An inspection of the food operation will be made on the day of the event. If the food service inspector is satisfied that the conditions of the license have been met, the license will be issued and posted for the duration indicated on the Temporary Food Service License.
- 3) Noticeable violations will be shared with the event sponsor to ensure issues and concerns are addressed prior to reinspection. A reinspection fee of \$75.00 will be assessed to the sponsor.
- 4) For stop sale or closure, signage will be placed at the food vendor site with a request for immediate departure. The food service inspector will work with the event sponsor to ensure the vendor is removed from the premises within a timely manner.

Communication is very important to ensure that the application process goes smoothly. If there are questions or concerns after reviewing this information, please contact a food service inspector at DOH-Leon. Timely submittal of a complete application allows DOH-Leon to assist the applicant with food service arrangements prior to the event, thereby eliminating possible problems on the day of inspection.

Thank you for your cooperation. Please contact our office at LeonFacilities@flhealth.gov or call 850-895-8360, if you have any questions.

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Sponsor Site Plan

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Event Food Service Vendor List

Event Name: _____

Event Date(s): _____ Total # of Vendors: _____

Business Name/ Contact Person	Business Address & Phone Number	Number of Employees	Menu Items