

**Virginia Department of Health
Piedmont Health District
111 South St. 1st. Floor Farmville, VA 23901
434-392-3984**

Amelia Health Dept.
P.O. Box 392
Amelia, VA 23002
804-561-2711

Charlotte Health Dept.
P.O. Box 670
Charlotte Courthouse, VA 23923
434-542-5251

Lunenburg Health Dept.
11387 Courthouse Rd.
Lunenburg, VA 23952
434-696-2346

Prince Edward H.D.
111 South St. Ground Flr.
Farmville, VA 23901
434-392-8187

Buckingham Health Dept.
P.O. Box 198
Buckingham, VA 23921
434-969-4244

Cumberland Health Dept.
P.O. Box 107
Cumberland, VA 23040
804-492-4661

Nottoway Health Dept.
P.O. Box 27
Nottoway, VA 23955
434-645-7595

APPLICATION FOR TEMPORARY RESTAURANT PERMIT

Applications must be submitted a minimum 14 days prior to event to the local Health Department where the event is held.

(PLEASE PRINT OR TYPE)

Date of Application: _____

Name of Organization or Individual: _____

Mailing Address: _____

Representative: _____

Telephone #'s: work _____ home _____ cell _____

Event Name: _____

Event Location: _____

Dates of Operation: _____ Time(s) _____ to _____

Type of Food Facility: _____

(Beverage Wagon, Booth, Tent, Kitchen, etc.)

Effective July 1, 2011, Vendor Fee- \$40 per event to a maximum of \$40 a calendar year must be included with application or include copy of your receipt.

Churches, fraternal, school & social organizations, volunteer fire departments & rescue squads are exempt from the vendor fee.

Water Service _____ Sewage Disposal _____

Solid Waste Disposal _____ Liquid Waste Disposal _____

List all food & beverage items below. (Use separate page for additional information)

Food/Beverage	Source Address	Where Prepared	Methods of Preparation, Serving & Equipment used
Example: Hamburgers Tomatoes & onion	Food Distributor Local Market	On site On site	Cooked to 170°F & held in pan on grill. Washed, sliced & held in cooler.

Hand Washing Methods	Condiments How Served	List All Utensils, How Cleaned, Describe Sanitizer	Refrigeration Type	List All Cooking Equipment
Example: Soap, water, towels	Prepackaged mustard, ketchup, etc.	Tongs, spatula, knife, ice scoop Bleach & water sanitizer	Cooler with ice & thermometer	Electric grill, steam table, deep fat fryer, hot plate

Please call us prior to the event to verify the status of your application & notify us of any changes in your application. (example: additional menu items)

CERTIFICATION

I have read the attached instructions, understand them, and will comply with their requirements. I understand that failure to comply may result in a permit not being issued or permit suspension.

Representative's Signature

Date

14 Steps to Safe and Sanitary Food Service Events

Church suppers, street fairs, civic celebrations, and other similar events call for food service outlets to be set up out-of-doors or in locations where keeping foods safe and sanitary becomes a real challenge. This 14-step guide will help you keep your temporary event free of the risk of food poisoning.

- 1. PERMITS** Check with your local government agency about permits and code requirements. Be prepared to tell the department where you will hold the event, what you plan to serve, where the food will come from, how you will prepare and transport it, and the precautions you will take to prevent contamination.
- 2. BOOTH** Design your booth with food safety in mind. The ideal booth will have an overhead covering, be entirely enclosed except for the serving window and have only one door or flap for entry. Clear plastic or light colored screening on side wall will aid visibility. Only food workers may be permitted inside the food preparation area; animals must be excluded. **The more your food is exposed to outsiders, the greater the likelihood of contamination.**
- 3. MENU** Keep your menu simple and keep potentially hazardous foods (meats, eggs, dairy products, potato salad, cut fruits and vegetables, etc.) to a minimum. Avoid using pre-cooked foods or leftovers. Cook to order, so as to avoid the potential for bacterial contamination. Use only foods from approved sources, avoiding food that has been prepared at home. **Complete control over your food, from source to service, is the key to safe, sanitary food service.**
- 4. COOKING** Use a food thermometer to check on cooking and cold holding temperatures of potentially hazardous foods. Hamburgers and other ground beef should be cooked to 155 degrees Fahrenheit or until juices run clear; poultry parts to 165 degrees and other meats to 145 degrees. **Most illnesses from temporary events can be traced back to lapses in temperature control.**
- 5. RE-HEATING** Heat foods to above 165 degrees Fahrenheit within 30 minutes. Do not attempt to heat foods in crock pots, steam tables or other hot holding devices or over sterno. **Slow cooking mechanisms may activate bacteria and never reach killing temperatures.**
- 6. COOLING AND COLD STORAGE** Foods that require refrigeration must be cooled to 40 degrees Fahrenheit as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches deep and refrigerate. Pans should not be stored one atop the other and lids should be off ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. **Allowing hazardous food to remain unrefrigerated for too long has been the cause of many episodes of food poisonings.**
- 7. TRANSPORTATION** If food needs to be transported from one location to another, keep it well covered and provide adequate temperature controls. Use refrigerated trucks or insulated containers to keep hot foods hot (above 140 degrees Fahrenheit) and cold foods cold (below 40 degrees Fahrenheit).

Neglecting transportation can undo all the good of your other measures to prevent contamination.

8. **HAND WASHING** Provisions must be made for an adequate hand washing facility. In a pinch, a large urn of water, a soap dispenser, a roll of paper towels and a bucket to collect waste water may do the trick.

The use of disposable gloves can provide an additional barrier to contamination, but gloves are no substitute for hand washing. Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease.

9. **HEALTH & HYGIENE** Only healthy workers should prepare and serve food. Any who show symptoms of a disease—cramps, nausea, fever, vomiting, diarrhea, jaundice, etc—or who have open sores or infected cuts on the hands should not be allowed in the food booth. Workers should wear clean outer garments and should not smoke in the booth.

Ill or unclean personnel are the frequent cause of foodborne diseases. Smoking, besides being unhealthful and aesthetically unappealing in food preparation, contributes to the contamination of workers' hands.

10. **FOOD HANDLING** Avoid hand contact with raw, ready to serve foods and food contact surfaces. Use disposable gloves, tongs, napkins, or other tools to handle food. **Touching food with bare hands transfers germs to the food.**

11. **DISH WASHING** Use disposable utensils for food service. Keep your hands away from food contact services, and never reuse disposable ware. Wash equipment and utensils in a 4-step sanitizing process: washing in hot, soapy water; rinsing in hot water; chemical sanitizing; and air drying.

Clean utensils provide protection against the transfer of harmful germs.

12. **ICE** Ice used to cool cans and bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice, never the hands.

Ice can become contaminated with bacteria and viruses and cause foodborne illnesses.

13. **WIPING CLOTHS** Rinse and store your wiping cloths in a bucket of sanitizer (for example, 1 capful of bleach in 2 gallons of water). Change the solution every 2 hours.

Well sanitized work surfaces prevent cross contamination and discourage flies.

14. **INSECT CONTROL & WASTES** Keep foods covered to protect them from insects. Store pesticides away from food. When you apply them, follow the label directions, avoiding contamination of food, equipment or other food contact surfaces. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of waste water in a sewer or public toilet.

Flies and other insects are carriers of foodborne diseases. The chemicals used to kill them can be toxic to humans.